

**FRANKLIN TOWNSHIP  
RESOLUTION #2023-24**

**AMEND RESOLUTION #2022-54: RESOLUTION TO ADOPT THE  
TOWN COMMITTEE 2023 ANNUAL MEETING SCHEDULE  
(AMEND MEETING LOCATION)**

**WHEREAS**, the Township Committee of the Township of Franklin had set the 2023 Annual Meeting Schedule to be conducted “virtually”; and

**WHEREAS**, the Franklin Township School has offered the use of its facilities to conduct Township Committee meetings.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Franklin that the following 2023 Annual Meeting Schedule be adopted.

Work Session/Regular meetings shall begin at 7:30 P.M. Meetings and shall be conducted at the Franklin Township School, 226 Quakertown Road, Pittstown, New Jersey 08867.

Work Session/Regular meetings shall be held on the second and fourth Thursday of each month. Executive Sessions may also be held and formal action shall be taken at any and all meetings. If and when any meetings are not held on the days designated, proper notice shall be given as to when said meetings shall be rescheduled. All special meetings will also be noticed in accordance with the Open Public Meeting Act (OPMA).

A quorum of the Franklin Township Land Use Board may also be in attendance at any and all meetings.

It shall be the desire of the Township Committee to complete all public portions no later than 9:00 P.M. Executive Sessions shall commence upon adjourning any regular meeting or work session and it shall be the desire of the Township Committee to conclude the executive session portion no later than 10:00 P.M. If the Committee so desires, any business, whether the public portion or the executive session portion is not completed by their respective times, they may be recessed to 8:00 A.M. the following Monday. If the following Monday is a holiday or there is inclement weather, the recess shall be continued until the following day, Tuesday.

Should any member of the public require special accommodations, they must contact the Township Clerk no later than 72-Hours prior to the meeting.

**MEETING DATES:**

Held “virtually” per Resolution 2022-54:

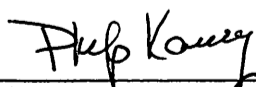
January 5, (Re-Organization & Regular – will include Board of Health Re-Organization Meeting)  
January, 26  
February 9, 23 (Location changed to Franklin Township School with adequate notice.)

To be conducted at the Franklin Township School unless otherwise noticed:

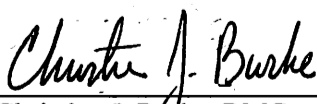
March 9, 23	August 10, 24
April 13, 27	September 14, 28
May 11, 25	October 12, 26
June 8, 22	November 9
July 13, 27	December 14, 28

January 4, 2024 (Re-Organization & Regular – will include Board of Health Re-Organization Meeting)

ADOPTED: 02/23/2023

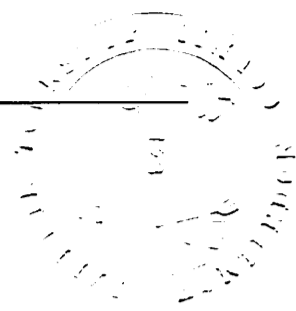
  
Philip Koury, Mayor  
Township Committee

Attest and Affix Seal:

  
Christine J. Burke, RMC  
Municipal Clerk

I, Christine J. Burke, Municipal Clerk of the Township of Franklin, County of Hunterdon, do hereby certify this to be a true copy of a resolution adopted by the Township Committee at a meeting held on February 23, 2023.

*Christine J. Burke*  
Christine Burke, RMC  
Municipal Clerk



FRANKLIN TOWNSHIP SCHOOL  
Use of Facilities  
Approval Confirmation Form

The attached use of facilities application was presented at the 2/21/2023 Board meeting.

Franklin Township Committee \_\_\_\_\_ has been approved for the following:  
(Name of Organization)

Mayor Philip Koury

Room: \_\_\_\_\_ Day(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Time: \_\_\_\_\_  
Cafeteria      2nd & 4th thursday      multiple dates below      7:00pm-11:00pm

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Weekend Use Information - N/A

Groups/organizations, requesting to use the facility on weekends, will be required to pay for the cost of a custodian, which is \$50.00 per hour. It is important that you adhere to the times that you requested. A custodian has been scheduled to report on the date(s) of your scheduled event and will arrive 30 minutes prior to the commencement of the activity. The custodian will stay for the time needed to clean after the culmination of the activity. If your event/activity is cancelled due to inclement weather or for any other reason, please notify our custodial staff at least 2 hours prior to the start of the activity. Our Head Custodian can be reached at 908-392-5071. If your activity is cancelled and you do not notify the custodians you will still be billed for their services.

Additional Comments:

Dates for Meetings: 02/09, 02/23, 03/09, 03/23, 04/27, 05/11, 05/25, 06/08, 06/22, 08/24, 09/14, 09/28, 10/12, 10/26, 11/09, 12/14, 01/04/2024

As per Dr Nicholas Diaz meeting the following dates are to be determined:

04/13, 07/13, 07/27, 08/10, 12/28.

No propping open of doors is permitted. Please refer to Policy 1330 and 1330R.

Date	FTS Can accommodate (Y) or maybe	Notes
February 9, 2023	Y	
February 23, 2023	Y	
March 9, 2023	Y	
March 23, 2023	Y	
April 13, 2023	Maybe	There is no school. We would have to pay overtime to a custodian (\$50 per hour)
April 27, 2023	Y	
May 11, 2023	Y	
May 25, 2023	Y	
June 8, 2023	Y	
June 22, 2023	Y	
July 13, 2023	Maybe	Summer hours. We would have to pay overtime to a custodian (\$50 per hour)
July 27, 2023	Maybe	Summer hours. We would have to pay overtime to a custodian (\$50 per hour)
August 10, 2023	Maybe	Summer hours. We would have to pay overtime to a custodian (\$50 per hour)
August 24, 2023	Y	
September 14, 2023	Y	Back to school night (other people will be in the building)
September 28, 2023	Y	
October 12, 2023	Y	
October 26, 2023	Y	P/T conferences (other people will be in the building)
November 9, 2023	Y	
December 14, 2023	Y	
December 28, 2023	N	It would be very difficult to get a custodian to come in during Christmas. I can see though.
January 4, 2024	Y	

**FRANKLIN TOWNSHIP BOARD OF EDUCATION**  
P.O. Box 368, Rt. 579  
Quakertown, New Jersey 08868

**FACILITY USE APPLICATION**

Must be received no later than 2 weeks prior to the BOE meeting.

FRANKLIN TWP / TOWN COMMITTEE Please Circle One: I  II III  
Name of Organization/Sponsoring Organization Class of Organization (According to Policy) 908-246-3625  
~~ISB~~ MAYOR PHILIP KOURY pkoury@franklin-twp.org  
Responsible Party Email Address Phone#  
CHRISTINE BURKE, CLERK clerk@franklin-twp.org 908-735-5215 x2  
Alternate Responsible Party Email Address Phone#

FACILITY REQUESTED: ANY (CAN BE MOVED IN BUILDING SO LONG AS ADA COMPLIANT)

New APR \_\_\_\_\_ Baseball Field \_\_\_\_\_ Other \_\_\_\_\_  
Old APR \_\_\_\_\_ Soccer Field \_\_\_\_\_  
Classroom(s) # \_\_\_\_\_ Softball Field \_\_\_\_\_ Weekend Custodian Needed: Yes \_\_\_\_\_  
(\$50 per hour) No

PURPOSE: TOWNSHIP COMMITTEE MEETING  
ACTIVITIES: MEETING - REGULAR BUSINESS & PUBLIC DISCUSSION / HEARING  
EQUIPMENT (in house/supplied): MICROPHONES, TABLE W/ 7 CHAIRS, ROWS OF CHAIRS FOR PUBLIC  
(COMMITTEE, CLERK & ATTORNEY)  
FACILITIES MODIFICATION (decorations, more furniture): \_\_\_\_\_

Date(s) Requested	Day(s) of Week	Time (include set-up & break-down if applicable)	# Participants	# Others
<u>ATTACHED 2023</u>	<u>THURSDAY</u>	<u>7:00 PM - 11:00 PM</u>	<u>7</u>	<u>21 - 100</u>
<u>MEETING SCHEDULE</u>				

- Applicant has received and read Board of Education Policy pertaining to Use of School Facilities and agrees to abide by rules and regulations. Yes \_\_\_\_\_ No \_\_\_\_\_ Initial \_\_\_\_\_
- Does this activity require waiving of any Board policies? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are any games of chance being held? Yes \_\_\_\_\_ No \_\_\_\_\_
- If yes, State Reg. # \_\_\_\_\_ Local Permit # \_\_\_\_\_
- CERTIFICATE OF INSURANCE ATTACHED (OR COPY) Yes  No \_\_\_\_\_
- Franklin Township Board of Education must be named as the certificate holder, minimum \$1,000,000 coverage.
- The above-named organization complies with Federal and State anti-discriminatory laws.
- The applicant understands the Board assumes no responsibility for damage to persons, equipment or vehicles related to the function. The Board's insurance does not apply to groups and their members using the school facilities.
- At the end of each activity the custodian is to be notified of any appropriate repairs.
- THIS ACTIVITY MAY BE CANCELLED DUE TO SCHOOL NOT BEING IN SESSION, OR IF A BLACK SEAL CUSTODIAN CANNOT BE IN ATTENDANCE WHEN REQUIRED.

Christine J. Burke 10/31/2022  
Signature of Organization Officer Date  
1-27-2023

Action Taken by Board of Education on: Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**Second & Fourth Thursdays of each month unless otherwise specified.**

**January 5<sup>th</sup> (Re-organization & Work-Session/Regular Meeting – will include Board of Health Re-Organization Meeting) – 1<sup>st</sup> Thursday of the month**

**January 26<sup>th</sup> (Back to regular schedule – 4<sup>th</sup> Thursday of the month)**

**February 9<sup>th</sup> & 23<sup>rd</sup>**

**March 9<sup>th</sup> and 23<sup>rd</sup>**

**April 13<sup>th</sup>, 27<sup>th</sup>**

**May 11<sup>th</sup>, 25<sup>th</sup>**

**June 8<sup>th</sup>, 22<sup>nd</sup>**

**July 13<sup>th</sup>, 27<sup>th</sup>**

**August 10<sup>th</sup>, 24<sup>th</sup>**

**September 14<sup>th</sup>, 28<sup>th</sup>**

**October 12<sup>th</sup>, 26<sup>th</sup>**

**November 9<sup>th</sup> (No second meeting in November – Thanksgiving)**

**December 14<sup>th</sup>, 28<sup>th</sup> (Year End Meeting is in the last week of the year and the 2024 Re-Organization must be in the following week.)**

**January 4<sup>th</sup>, 2024 (Re-organization & Work-Session/Regular Meeting – will include Board of Health Re-Organization Meeting)**

**Instructions/Requirements:**

1. Use of Facility forms must be received no later than 2 weeks prior to the BOE meeting. Please refer to the school website for BOE meeting dates.
2. The use of facility form must be signed by an authorized officer of the organization.
3. The certificate of insurance must list Franklin Township School as the certificate holder.

**User Categories:**

**Class I - Groups directly related to the school and the operations of the school (such as PTA, QEA);**

**Class II - Organizations indirectly related to the Franklin Township School students (such as youth sports, scouting, recreation); Local, County, State or Federal Departments or government agencies.**

**Class III - Franklin Township community organizations formed for charitable, civic, educational purposes; Outside organizations formed for charitable, civic, educational, or recreational purposes.**

**Fees for Class III Users**

<b><u>Fee Schedule:</u></b>	<b><u>Per Hour</u></b>	<b><u>3 Hour Block</u></b>
<b>Gymnasium</b>	<b>\$40.00</b>	<b>\$100.00</b>
<b>Old All Purpose Room</b>	<b>\$40.00</b>	<b>\$100.00</b>
<b>Stage (Productions)</b>	<b>\$20.00</b>	<b>\$ 50.00</b>
<b>New All Purpose Room</b>	<b>\$40.00</b>	<b>\$100.00</b>
<b>Classroom</b>	<b>\$20.00</b>	<b>\$ 50.00</b>
<b>Softball Field</b>	<b>\$25.00</b>	<b>\$ 75.00</b>
<b>Baseball Field</b>	<b>\$25.00</b>	<b>\$ 75.00</b>
<b>Soccer Field</b>	<b>\$25.00</b>	<b>\$ 75.00</b>

**Weekend Custodian Rate for Class I,II and III Users - \$50.00 per hour**