

MINUTES THE MEETING OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF FRANKFORD HELD ON DECEMBER 27, 2006.

The meeting was called to order by Mayor Hahn with the opening statement that the meeting had been duly advertised and met all the requirements of the Sunshine Law. Also present were: Committeewoman Kristensen, Committeeman McDowell, Attorney Laemers, and Municipal Clerk Louanne Cular.

ROLL CALL:

SALUTE THE FLAG:

PRESENTATION: Insurance Quotes – Representatives from Tri State Insurance Co. were present to give the Committee quotes on the 2007 insurance policies. The committee will review the quotes in executive session and make a decision at the end of the meeting.

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CONSENT AGENDA: ALL MATTERS LISTED BELOW ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.

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Minutes: Regular Meeting Minutes of 11/24/06.
Executive Session Minutes of 11/24/06.

Licenses: None

Resolutions: Resolution – Transfer - CFO

A motion was made by McDowell to approve the consent agenda with corrections to the minutes of 11/24/06 - #D – Kristensen abstained - #K – Kristensen made the motion and McDowell seconded the motion, seconded by Kristensen. All in favor. Motion carried.

PUBLIC PORTION: A motion was made by Kristensen to open the meeting to the public, seconded by McDowell. All in favor. Motion carried. No public participation. A motion was made by McDowell to close the meeting to the public, seconded by Kristensen. All in favor. Motion carried.

COMMITTEE REPORT: No committee reports.

ORDINANCES:

1ST READING: ORDINANCE 2006-07

AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD AMENDING CHAPTER VIII, SECTION 8-1.6 ENTITLED FEES EXPIRATION OF LICENSE.

BE IT ORDAINED by the Mayor and Township Committee of the Township of Frankford, Sussex County, New Jersey, that, the General Ordinances of the Township are hereby revised such that Section 8-1.6 entitled “Fees” is amended as follows:

There shall be an additional fee for late licensing of dogs. An additional charge of five (\$5.00) dollars for each month late or part thereof shall be added to each license fee for persons obtaining a license after the last day of January.

This ordinance shall become effective upon proper publication and completion of all procedures required under law.

A motion was made by Kristensen to approve Ordinance 2006-07 on first reading, seconded by McDowell. All in favor. Motion carried.

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ORDINANCES:

2nd READING: None

OLD BUSINESS: None

NEW BUSINESS:

- A. Development Fee Spending Plan** – A motion was made by Kristensen to carry this matter to another meeting and invite Richard Clark to attend for an explanation.
- B. Contract for Administration of Affordable Rental Housing Units.** – A motion was made by Kristensen to carry this matter to another meeting and invite Richard Clark to attend for an explanation.

2007 Salary Resolution – RESOLUTION – SETTING SALARIES FOR CERTAIN OFFICERS AND EMPLOYEES IN THE TOWNSHIP OF FRANKFORD FOR 2007.

WHEREAS, the Frankford Township Committee has reviewed the salaries of officers and employees of the Township of Frankford except for those employees covered by a Collective Bargaining Agreement; and

WHEREAS, the Township Committee wishes to have said salaries take effect the 1st day of January 1, 2007.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Frankford, County of Sussex, State of New Jersey that the following salaries be paid to non-bargaining personnel:

Committeeperson	\$ 3,200.00
Mayor	\$ 3,500.00
Municipal Clerk/Assessment Search Officer/Office Manager	\$64,188.00
Deputy Municipal Clerk	\$30,314.00
CFO	\$15,900.00
Treasurer	\$ 3,929.00
Assistant to Tax Collector & Assessor	\$34,161.00
Tax Collector	\$47,899.00
Tax Search Officer	\$ 1,000.00
Tax Assessor	\$47,890.00
Secretary – Construction Office	\$33,800.00
Land Use Administrator	\$21,778.00
Secretary – Zoning Officer	\$24,579.00
Assistant Zoning Officer	\$ 2,120.00
Construction Official	\$31,896.00
Zoning Officer/Fire Official	\$34,309.00
Plumbing Sub Code Official	\$11,873.00
Electric Sub Code Official	\$12,721.00
Board of Health Secretary	\$ 5,300.00
Open Space Committee Secretary	\$ 100.00 per meeting
EMC	\$ 5,000.00
Animal Control Officer	\$ 7,504.00
DPW Supervisor	\$63,818.00
Buildings & Grounds	\$ 15.78 per hour
Buildings & Grounds – Assistant	\$ 13.41 per hour
Buildings & Grounds – Recycling	\$ 8.64 per hour
Park – Buildings & Grounds	\$ 13.13 per hour
Park – Buildings & Grounds	\$ 12.51 per hour

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Dog Canvas	\$ 1,000.00
Animal Pickup	\$ 10.00 per pickup
Animal Control – Court Attendance	\$ 25.00 per session
Magistrate	\$41,016.00
Court Administrator	\$41,600.00
Call Outs	\$ 15.00 per call out
Deputy Court Administrator	\$14,307.00
Night Court Attendance Deputy Court Administrator	\$ 1,113.00
Violations Clerk	\$ 12.36 per hour
Night Court Attendance Violations Clerk	\$ 12.36 per hour
Court Employee	\$ 11.00 per hour
Prosecutor	\$32,864.00
Sergeants At Arms	\$ 2,687.00
Public Defender	\$ 3,710.00
Special meetings for the Municipal Clerk, Land Use Board Secretary, Board of Health Secretary, Court Administrator – Note: The \$100 fee pertains to one Person doing all the work for the meeting or \$50.00 Each if two people perform all the work. Such as One person attending the meeting and one person Typing the minutes.	\$ 100.00 each

A motion was made by Kristensen to approve the resolution as presented, seconded by McDowell. All in favor. Motion carried.

CORRESPONDENCE: None

BILLS TO BE PAID - A motion was made by Kristensen to pay the bills except for #7818, seconded by McDowell. All in favor. Motion carried. A motion was made by Hahn to pay bill #7818, seconded by Kristensen. All in favor with McDowell abstaining. Motion carried.

EXECUTIVE SESSION: A motion was made by Kristensen to go into executive session, seconded by McDowell. All in favor. Motion carried. Upon returning from executive session, the following actions were taken:

INSURANCE: A motion was made by McDowell to renew all insurances with Selective Insurance except for the Public Officials Liability and to appoint PGU to handle the Public Officials Liability, seconded by Kristensen. All in favor. Motion carried.

ORDINANCE 2006-09

AN ORDINANCE TO AMEND CHAPTER 2 ENTITLED “ADMINISTRATION” OF THE CODE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX, STATE OF NEW JERSEY

Article II
Township Administrator

2-11.1 - Position Created. Pursuant to N.J.S.A. 40A:9-136, there is hereby create the position of Township Administrator.

2-11. 2 – Appointment – Term. The Township Administrator shall be appointed by the majority of the Township Committee in accordance with N.J.S.A. 40A:9-137. The term of office of the Township Administrator shall be at the pleasure of the Township MINUTES

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Committee pursuant to N.J.S.A. 40A-137, and in all of his/her duties and responsibilities hereinafter described, the administrator shall serve under the direction of the Township Committee.

2-11.3 – Qualifications. The Township Administrator shall be chosen on the basis of his/her executive and administrative abilities and qualifications with special regard as to education, training and experience in governmental affairs. The Township Administrator must have permanent residence in Sussex County within one year of the year of the date of appointment or such additional time as may be granted by resolution by the Township Committee and during the term in office remain a resident of Sussex County.

2-11.4 – Compensation. The Administrator shall receive as salary such sums as may be fixed and adopted by the Township Committee in the annual salary and wage ordinance. The Township Administrator shall be reimbursed for all reasonable expenses incurred in the performance of his/her office.

2-11.5 – Removal from Office. The Township Administrator may be removed by a majority vote of the Township Committee. At least 30 days before such removal shall become effective, the committee shall, by majority vote of its members, adopt a preliminary resolution stating the reasons for his/her removal. The Township Administrator may reply in writing and request a public hearing, which shall be held not earlier than 20 days nor later than 30 days after filing of such request. After the public hearing, if requested, and after full consideration, the committee by majority vote of its members may adopt a final resolution of removal. The resolution of removal shall become effective three months after its adoption by the Township Committee. In accordance with N.J.S.A. 40A:9-138, the Township Committee may provide that the resolution of removal shall have immediate effect; provided, however, that the Township Committee shall cause to be paid to the Administrator forthwith any unpaid balance of his/her salary and his/her salary for the next three calendar months following adopting of the resolution.

2-11.6 – Vacancy, Disability, or Absence. During the absence or disability of the Township Administrator, the Township Committee may, by resolution, and majority vote of the Township Committee, appoint an officer or other employee of the municipality to perform the duties of the Township Administrator as acting Administrator during such absence or disability. The Township Committee shall determine when such absence or disability exists. Such absence or disability shall be limited to three months after which the time the position may be deemed vacant. Any vacancy in the position of the Township Administrator shall be filled by appointment of the Township Committee. In the event of removal or resignation, appoint an officer or other employee of the municipality as acting Administrator to serve at the pleasure of the Township Committee until an Administrator is appointed. Removal of an acting Administrator shall be by majority vote of the Township Committee. The Township Committee would determine additional compensation for the acting Administrator after 30 days.

2-11.7 – Duties. The Township Administrator shall be responsible for and perform the following duties:

Overall Administrative Duties. The Township Administrator shall be the chief administrative officer of the Township of Frankford and the administrator shall be responsible to the Township Committee for the proper and efficient administration of both the day-to-day management of the administrative affairs of the township; and the overall business affairs of the township, acting in it stead and as its representative, to promote it economic and responsive operation. The Township Administrator's duties shall relate to the management of all township business and the coordination of activities of the various departments, boards and commissions within the township, and the administrator shall provide assistance and planning in supervising the execution of the Township Committee work in those areas where continuous and sustained effort is required. The Township THE

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- a. Administrator shall not be responsible for those **non** delegable duties and responsibilities conferred upon township official by statute other applicable laws, rules and regulations promulgated by state agencies or such other duties and responsibilities as the Township Committee may reserve to itself.
- b. Supervision of Administrative Functions. The Township Administrator shall have the authority and responsibility to supervise the administrative function, in consultation with the respective committee chairman, department heads and Township Committee, but not the professional operation of all departments of the government of the Township.
- c. Collection. The Township Administrator shall see that all moneys owed to the township, other than taxes, are promptly paid and that proper proceedings are taken for the security and collection of all the township's claims.
- d. Communications. The Administrator shall be responsible for continually improving communications among the various personnel, departments, agencies, boards and the Township Committee. The Township Administrator shall act as a liaison with other municipalities and county, state and federal agencies.
- e. Correspondence. The Administrator shall receive copies of all correspondence addressed to the Township of Frankford. The Administrator shall receive notice of all regular and special meetings of the Township Committee and all advisory committees, board, commissions and other agencies of the township, including meetings with other governmental bodies and agencies.
- f. Employment. The Township Administrator shall not engage in any other occupation or employment while employed by the township in a related government field except as approved by the Township Committee.
- g. Insurance. The Township Administrator shall supervise and recommend all insurance and bonds for the township property, personnel and township operation.
- h. Meetings. The Township Administrator shall attend all meetings of the Township Committee, including work and agenda sessions for these meetings with the right to speak but not vote on all agenda items, and attend other meetings as directed by the Township Committee.
- i. Personnel. The Township Administrator shall serve as personnel officer of the township and shall be responsible for enforcement of the personnel policy of the township.

1. The Administrator shall interview all applicants for positions and recommend to the Township Committee the selections, hiring, promotion and removal of employees of the township, provided that persons covered by the civil service provisions of this state or other applicable statutes shall be promoted, hired, suspended or discharged only in accordance with such provisions.

2. The Administrator will review and approve or reject, as the case may be, all vacation, personal, sick time and seminar/education requests. The Administrator will provide the employee with a written reason for approval or rejection.

3. The Administrator shall establish performance standards to evaluate personnel and submit a written report annually to the Township Committee. The Administrator shall establish working, personal leave, vacation and sick leave schedules.

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- 4.** The Administrator shall develop and administer the personnel program and policies, including up to date job classifications and pay plans, active recruitment of needed personnel, in service training programs developed by interviewing department heads and personnel and a complete system of personnel records of municipal officers and employees.
- j. Reports. The Administrator shall keep the Township Committee currently informed of all matters within his/her jurisdiction by such reports, verbally or in writing, as the Administrator deems advisable or as may be requested by the Township Committee and to submit an annual written report of his/her work accomplished at the request of the Township Committee for the benefit of the public.
- k. Laws. The Administrator shall see that all laws of the State of New Jersey, Township Ordinances, Resolutions and Policies, as established, are executed and implemented subject to the direction of the Township Committee.

2-11.8 – Discretionary Duties. The Administrator may be responsible for and may perform the following duties in addition to those listed in subsection 2-11.7 hereof if said duties are delegated to him by the Township Committee.

- a. Agenda. The Administrator may prepare in conjunction with the Township Clerk, the agenda for each meeting of the Township Committee and supply facts pertinent thereto and deliver such to the Township Committee. The Administrator may arrange meetings and conferences when so required by the Township Committee.
- b. Aid. The Administrator may solicit and inform the Township Committee as to federal aid projects and state aid projects and any other aid program or grant for which the Township of Frankford may qualify. The Administrator may actively pursue said projects and programs upon instruction by the Township Committee.
- c. Budget. The Administrator shall be responsible for the administration, in conjunction with the auditor and chief financial officer, of the budget after its adoption by the Township Committee and the implementation of the work programs contained in the budget.

1. The Administrator shall maintain a continuing review and analysis of budget operations, work progress and the costs of municipal services in conjunction with the chief financial officer and the Township Committee. The Administrator shall be authorized to approve Emergency expenditures and shall review all office expenditures prior to encumbrance of funds.

2. The Administrator shall obtain and receive monthly budget updates from the chief financial officer and distribute same to the Township Committee.

- d. Capital Improvement Plan. Upon request, and as requested, the Administrator may assist the planning board in the development of the Capital Improvement Plan for Master Plan updates.
- e. Complaints. The Administrator may receive and reply to inquiries and complaints regarding services or personnel of the township. The Administrator or officer designated by him, shall investigate and dispose of such complaints. The Administrator shall keep a written record of such complaints and when and what action was taken in response thereto and provide the Township Committee a copy thereof when requested to do so.

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- f. Consultants. The Administrator may recommend the employment of experts and consultants to perform the work and render advice in connection with operation or work projects in the township, subject to the approval of the Township Committee. The Administrator may supervise the work of consultants retained by the Township Committee, such as the township engineer, planning consultants and others, and shall keep the Township Committee fully informed as to the work of such consultants.
- g. Contracts. The Township Administrator will attend to the supervision and of the performance and faithful execution of township contracts, except insofar as such duties are expressly imposed upon some other township officer by statute. The Administrator shall have no pecuniary or personal interest directly or indirectly in any contract, job for work or materials or the profits thereof to be furnished or to be performed of the Township of Frankford. The Administrator may negotiate contracts, subject to the approval of the Township Committee.
- h. Coordinate. The Administrator may integrate and coordinate the functions of all departments, boards, agencies, offices and officials.
- i. Efficiency. The Administrator may conduct a continuous study of all activities and operations of the township government and recommend changes for the purpose of increasing efficiency and effectiveness. The Administrator may develop, prescribe and enforce rules and regulations for the efficient management of the township government for the avoidance of any duplication or overlapping of effort among the department or among the units within a department and for the improvement of methods and procedures of administration.
- j. Improvements. The Township Administrator may recommend the nature, location and extent of public improvements and coordinate the execution of same when authorized by the mayor and Township Committee.
- k. Information. The Township Administrator may study, recommend, implement and enforce and procedures and policies of the township, its departments and officials for the coordination; compiling, editing and prompt dissemination and release of public information, upon the recommendation and authorization of the Township Committee.
- l. Purchasing. The Administrator may advertise for proposals for the furnishing of work, equipment and materials and receive bids therefore at the direction of the Township Committee.
- m. Other Duties. The Administrator may perform such other duties as may be assigned to him from time to time by the mayor and/or Township.

2-11.9 – Construal or Provisions. Nothing in this section shall derogate from or authorize the Township Administrator to exercise the powers and duties of the elected and appointed official of the township.

Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Repeal of inconsistencies. All ordinance or parts thereof or resolutions inconsistent with the provisions of this section are hereby repealed to the extent of their inconsistency.

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FRANKFORD HELD ON DECEMBER 27, 2006.**

Effective Date. This section shall take effect immediately upon publication and final passage pursuant to law.

A motion was made by Kristensen to approve Ordinance 2006-09 on first reading with the corrections and a request for justification, seconded by McDowell. All in favor. Motion carried. No public comment.

PUBLIC PORTION: A motion was made by Kristensen to open the meeting for public comment, seconded by McDowell. All in favor. Motion carried. No public comment.

A motion was made by Kristensen to close the meeting for public comment, seconded by McDowell. All in favor. Motion carried.

ADJOURNMENT: A motion was made by Kristensen to adjourn, seconded by McDowell. All in favor. Motion carried.

Attest:

Louanne Cular
Municipal Clerk

