

MINUTES THE MEETING OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF FRANKFORD HELD ON JANUARY 24, 2008.

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

ROLL CALL:

SALUTE THE FLAG:

PRESENTATIONS: Sana Enterprises attorney was present to discuss the possibility of their corporation purchasing a piece of property from the Township. The township attorney will work with him to prepare a contract.

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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 12-4-07
 Executive Session Meeting Minutes of 12-4-07
 Budget Meeting Minutes of 12-5-07
 Regular Meeting Minutes of 12-18-07
 Executive Session Meeting Minutes of 12-18-07
 Reorganization Meeting Minutes of 1-1-08
 Regular Meeting Minutes of 1-3-08

 - Licenses:** Special ABC Permit – Sussex County Farm and Horse Show
 Fireworks Permits – 9 – Skylands Park

 - Resolutions:** Transfer Resolution – CFO
 Resolution – Tax Collector
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A motion was made by Hahn to approve the consent agenda, seconded by McDowell. All in favor with Sutphen abstaining on all 2007 minutes. Motion carried.

PUBLIC PORTION: A motion was made by Hahn to open the meeting to the public, seconded by Sutphen. All in favor. Motion carried. Residents were present to request information on the Citizens Plan Endorsement Committee. Claws was present to discuss on going issues with the Board of Health and inspections on her facility. Blue Ridge Rescue Squad was present to discuss the need for a new ambulance. They are requesting \$5,000 for five years. A motion was made by Hahn to close the meeting to the public, seconded by McDowell. All in favor. Motion carried.

COMMITTEE REPORTS: Committeeman Sutphen reported on his meeting with the Drug Alliance Committee.

DPW SUPERVISOR: Rich Pumphrey gave a full written report on the activities of the road department for the month of January.

ADMINISTRATOR/GRANTS/JOINT SERVICES: Louanne Cular reported on Meetings with the Architect, the Skyhawks and Keith Armstrong, Joint Services Coordinator with the County. Also reported on the progress of the Paris Grant. A meeting will be held tomorrow with the Morville Agency to review and update the Personnel Policy.

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ORDINANCES:

1st READING: *ORDINANCE 2008-01*

AN ORDINANCE TO AMEND THE ESTABLISHED MINIMUM AND MAXIMUM SALARIES FOR OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF FRANKFORD TO PROVIDE THE METHOD FOR THE PAYMENT OF ANNUAL SALARY INCREMENTS IN THE DISCRETION OF THE TOWNSHIP COMMITTEE.

BE IT ORDAINED by the Township Committee of the Township of Frankford as follows:

Section 1. The minimum and maximum salary range for officers or employees of the Township of Frankford who are employed on an annual salary basis shall be and is hereby fixed as follows:

POSITION	MINIMUM	MAXIMUM
Mayor	\$2,500.00	\$4,500.00
Township Committee	\$2,500.00	\$4,500.00
Municipal/Registrar/Assessment/Search Officer/Grants/Township Administrator	\$35,000.00	\$95,000.00
Deputy Clerk/ Registrar/Animal Licensing	\$25,000.00	\$45,000.00
Tax Collector/Tax Search Officer	\$25,000.00	\$65,00.00
COAH Housing Officer	\$5,000.00	\$15,000.00
Tax Assessor	\$25,000.00	\$65,000.00
Chief Financial Officer	\$10,000.00	\$40,000.00
Inter-Municipal Magistrate	\$40,000.00	\$70,000.00
Court Administrator	\$55,000.00	\$70,000.00
Call Outs	\$20.00 each	\$30.00 each
Deputy Court Administrator	\$15,000.00	\$30,000.00
Violations Clerk	\$10,000.00	\$20,000.00
Prosecutor	\$30,000.00	\$45,000.00
Sgt-At-Arms	\$1,000.00	\$5,000.00
Public Defender	\$2,000.00	\$5,000.00
Treasurer /Assistant to the Collector/Assessor	\$25,000.00	\$50,000.00
Land Use Administrator	\$25,000.00	\$50,000.00
Sec to Zoning Officer/Fire Official/Asst ZO	\$20,000.00	\$40,000.00
Records Management Secretary	\$2,000.00	\$10,000.00
Secretary Construction Office	\$20,000.00	\$40,000.00
Construction Official	\$25,000.00	\$40,000.00
Zoning Official/Fire Subcode/Prevention/Prot	\$35,000.00	\$55,000.00
Court Employee	\$12,000.00	\$20,000.00
Animal Control – Court Attendance	\$25.00 per session	\$35.00 per session
Plumbing Subcode	\$10,000.00	\$20,000.00
Electrical Subcode	\$10,000.00	\$20,000.00
Board of Health Secretary	\$4,500.00	\$10,000.00
Emergency Management Director	\$5,000.00	\$15,000.00
Animal Control Officer	\$5,000.00	\$15,000.00
Dog Canvas	\$1,000.00	\$2,500.00
Fee Per Animal Pick Up	\$10.00 each	\$15.00 each
DPW Supervisor	\$40,000.00	\$90,000.00
Buildings & Grounds and Parks	\$8.00 per hr.	\$16.00 per hr.
Special Meetings/Clerk/Land Use and Board of Health Secretaries/Court Administrator	\$100.00 per meeting	
Open Space Committee Secretary	\$100.00 per meeting	

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A motion was made by Sutphen to approve Ordinance 2008-01 on first reading, seconded by Hahn. All in favor. Motion carried.

ORDINANCES:

2nd READING: **2007-12 – AN ORDINANCE TO APPROPRIATE FUNDS FOR THE PURCHASE OF A WOOD/BRUSH CHIPPER FOR THE TOWNSHIP OF FRANKFORD.**

A motion was made by Hahn to approve Ordinance 2007-12 on second reading, seconded by Sutphen. All in favor. Motion carried. A motion was made by Hahn to open the meeting for a public hearing, seconded by Sutphen. All in favor. Motion carried. Mike Dolan asked why this was not put out for a joint service instead of a purchase. A motion was made by Hahn to close the meeting for a public hearing, seconded by Sutphen. All in favor. Motion carried.

OLD BUSINESS:

- A. DeJager/David Dr. Drainage - The committee will forward this matter to the finance office to be included in the 2008 budget. No further action is required.
- B. Resolution – Land Use Board Ordinances – A motion was made by Sutphen to approve the resolution recommended by the Land Use Board Attorney, seconded by Hahn. All in favor. Motion carried.
- C. Resolution – Plan Endorsement Citizen’s Advisory Committee – A motion was made by Sutphen to approve the resolution as presented, seconded by McDowell. All in favor with Hahn voting no. Motion carried.
- D. Sussex Commons – Garage – Ross’s Corner - A report was received from Jeff Fette, Construction Official siting the owner with an unsafe structure notice with orders to repair or demolish the structure.
- E. Gypsy Moth Resolution - A motion was made by Hahn to approve the resolution declaring the Gypsy Moth a nuisance with the additional statement “subject to the availability of funds”, seconded by Sutphen. All in favor. Motion carried.

NEW BUSINESS:

- A. **2008 Audit Engagement Agreement** – A motion was made by Hahn to approve the agreement, seconded by Sutphen. All in favor. Motion carried.
- B. **2008 Attorney’s Professional Services Agreement** – A motion was made by Sutphen to approve the agreement, seconded by Hahn. All in favor. Motion carried.
- C. **Ridge and Valley Conservancy, Inc. Donation request** – This matter will be carried to the next budget meeting.
- D. **Blue Light Permit and Red Light Permit** – A motion was made by Sutphen to approve both permits, seconded by McDowell. All in favor with Hahn abstaining. Motion carried.
- E. **Office of Smart Growth – Plan Endorsement** - A motion was made by Sutphen to Send the letter recommended by the Attorney, seconded by Hahn. All in favor. Motion carried.

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F. Authorization to sell Township owned property - A motion was made by Sutphen to authorize the clerk to prepare the sale, seconded by Hahn. All in favor. Motion carried.

G. TWA Application endorsement Homestead - A motion was made by Hahn to send the application to the engineer for his review and advise, seconded by Sutphen. All in favor. Motion carried.

G. Newsletter - A motion was made by Hahn to move forward on the newsletter and to also contact the college for assistance from students, seconded by Sutphen. All in favor. Motion carried.

CORRESPONDENCE:

1. Housing Partnership Seminar – Sharon Yarosz will be asked to attend.
2. State of NJ – Green Acres – Reinspection has been done and everything is fine at the park.

BILLS TO BE PAID - A motion was made by Sutphen to pay the bills, seconded by Hahn. All in favor. Motion carried. A complete copy of the bills paid are at the end of these minutes.

EXECUTIVE SESSION: A motion was made by Sutphen to go into executive session, seconded by Hahn. All in favor. Motion carried.

PUBLIC PARTICIPATION: A motion was made by Sutphen to open the meeting to the public, seconded by Hahn. All in favor. Motion carried. No public. A motion was made by Sutphen to close the meeting to the public, seconded by Hahn. All in favor. Motion carried.

Results of executive session – A motion was made by Hahn to deny the request for reimbursement to Sharon Tufaro for bills incurred in 2004, seconded by Sutphen. All in favor. Motion carried.

The committee also requested that an early morning budget meeting be set up in the near future.

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

Attest:

Louanne Cular - Municipal Clerk