

MINUTES THE WORKSHOP MEETING OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF FRANKFORD HELD ON FEBRUARY 19, 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 Sutphen, Committeeman Hahn, and Clerk Louanne Cular.

SALUTE THE FLAG:

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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.

Minutes: Executive Session Meeting Minutes of 1/3/08
Special Meeting Minutes of 1/7/08
Workshop Meeting Minutes of 1/15/08
Regular Meeting Minutes of 1/24/08
Executive Session Meeting Minutes of 1/24/08

Licenses: ABC – Special Permit – Freewheelers Car Club Inc.
Soil Removal License – Harmony Ridge Campground
Soil Removal License – Kymer Campground
Soil Removal License – Saxton Falls Sand & Gravel
Campground License – Harmony Ridge Campground
Campground License – Kymer Campground
Kennel License – Jacqueline Wagner

Resolutions: Resolution – Assistant Prosecutor
Revised Salary Resolution – 2008
Resolution – Tax Collector – B55, Lot 4
Resolution – Tax Collector – Certificate 07-04
Resolution – Tax Collector – Certificate 08-06
Resolution – Tax Collector – Certificate – 08-04
Resolution – Farmland Preservation
Letter of Understanding – Hepatitis B Vaccination
Agreement County of Sussex – Union Turnpike Light (9/16/03)

A motion was made by Sutphen to approve the consent agenda, seconded by Hahn. All in favor. Motion carried.

WORKSHOP ITEMS FOR DISCUSSION:

- 1. GYPSY MOTH PROGRAM** – Rich Pumphrey and Louanne Cular will work on these ordinances. Copies will be sent to the Land Use Board, Construction Official, Zoning Officer and Cory Stoner for their input.
- 2. RECYCLING PROGRAM** – Rich Pumphrey and Louanne Cular will work on this program.
- 3. FOOD HANDLERS LICENSES** – The committee reviewed the proposed ordinance and were in favor of the Board of Health moving forward on it.
- 4. PARK LEASES** – The committee reviewed all leases and will send out with increases. The leases should be reviewed annually and an annual increase should be put in.
- 5. MORRIS LAND CONSERVANCY AGREEMENT** – This matter will be discussed at the regular meeting.

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- 6. PROPERTY MAINTENANCE CODE** – The committee would like Jeff Fette and Bill Paterson to review these ordinances and make recommendations.
- 7. TREE REMOVAL ORDINANCE**– The committee would like Jeff Fette and Bill Paterson to review these ordinances and make recommendations.
- 8. FIRE DEPARTMENT SIGN REQUEST** – The committee reviewed the request and agreed to send it back to the Fire Department to further review for grants. Committeeman Hahn and Rich Pumphrey will handle this matter
- 9. SEX OFFENDER ORDINANCE** - The clerk will prepare an ordinance to be reviewed for the next workshop meeting.
- 10. PLAN ENDORSEMENT ADVISORY COMMITTEE BUDGET** – Committeeman Sutphen will work on these figures.
- 11. RECORDS REQUEST FORMS** – The clerk has submitted a new form to use for OPRAH requests which is more user friendly. The committee will take formal action at the next regular meeting to adopt the form.
- 12. STAFF RECOMMENDATION** – Due to the increase in the work load at the Municipal Office the administrator has recommended the hiring of a full time person for the position of reception, licensing and general office work. The committee denied the request and asked that the administrator present a more detailed request.
- 13. ROAD SIDE BULK PICK UP** – Committeeman Sutphen suggested that Frankford look into some type of service for the township. A survey will be done as to how others towns handle their bulk pick up.
- 14. MUNICIPAL BUILDING EXPANSION STUDY** – The administrator has contact Charles Schaeffer and submitted a proposal for him to look at the interior of the building to try to gain more workspace and the exterior for possible small additions for records. The committee was in favor of the proposal and will consider it at the next regular meeting.
- 15. LEGISLATIVE DEVELOPMENTS MUNICIPAL PROSECUTOR MANDATES** – The state is considering mandating the office hours, funding and staffing of the municipal prosecutors office. The committee will write a letter opposing the mandates.
- 16. 2008 MUNICIPAL BUDGET** – The committee will hold a special workshop of March 25 th to work on the budget.
- 17. KEYS – MUNICIPAL OFFICE** - Keys have been given to other committees and have not been returned. Committeeman Sutphen will handle this matter.
- 18. USED CAR ORDINANCES** – A request was received to amend the ordinance to allow more used car licenses. The committee denied the request.
- 19. WAIVER OF SITE PLAN FEES – SUSSEX COUNTY FARM AND HORSE SHOW** – The committee authorized the waiver of the fees but not the escrows.

PUBLIC PARTICIPATION: The public asked questions about the Wallkill Expansion program. The Mayor will be the spokes person at the hearings.

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

Attest:

**Louanne Cular RMC/CMC
Municipal Clerk**