

**YEAR END MEETING**

The Franklin Township Committee Year End meeting of December 30, 2024, meeting was called to order by Deputy Mayor Rich Herzer, at approximately 4:15 p.m., in accordance with the “Open Public Meeting Act” Chapter 231, P.L. 1975 having been duly advertised and a copy posted in the office of the Township Clerk.

Following the flag salute, a roll call of committee members present.

**ROLL CALL OF COMMITTEE MEMBERS PRESENT:** Bonnie Butler, Rich Herzer, Mike Toretta, David Guth (present via phone at 4:55 p.m.), Sarah Payne (present via phone until approx. 4:40 p.m.) (5) Present (0) Absent.

Present were Shawna Tabert, OEM, Margaret Pasqua, CFO, Denise L. Becton, Municipal Clerk

**NEW BUSINESS**

The following resolution for consideration/approval, a Transfer Resolution 2024-86 as submitted by our CFO.

**RESOLUTION -**  
**Introduction/Adoption of Resolution 2024-86**

**RESOLUTION 2024-86**  
**TRANSFER RESOLUTION**

**BE IT RESOLVED** by the Township Committee of the Township of Franklin, County of Warren, State of New Jersey, that there are insufficient funds to meet the demands necessary for the 2024 balances in the Current Fund Budget. Includes General Administration O/E, FICA O/E and Road Maintenance S/W.

**WHEREAS**, the following accounts have sufficient excess funds to meet such demands: Municipal Clerk S/W, Buildings & Grounds O/E and Road Maintenance O/E.

**BE IT RESOLVED**, that in accordance with the provisions of R.S. 40A:4-58 the Chief Financial Officer is hereby authorized to make the following transfers:

TO:	General Administration O/E	3,500.00
	Road Maintenance S/W	5,000.00
	FICA O/E	<u>2,000.00</u>
		10,500.00
FROM:	Buildings & Grounds O/E	3,500.00
	Municipal Clerk S/W	2,000.00
	Road Maintenance O/E	<u>5,000.00</u>
		10,500.00

On motion by Committeeperson Butler and seconded by Committeeperson Herzer the aforementioned **Resolution 2024-86** be adopted as read.

<b>Roll Call Vote</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Mike Toretta	X		
Sarah Payne	X		
Rich Herzer	X		
David Guth, Mayor			X
(4)Yes (0) No (1) Absent Motion carried			

Dated: December 30, 2024

**CERTIFICATION**

I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Township Committee of the Township of Franklin, In the County of Warren, New Jersey, at a meeting held on December 30, 2024.

Witness my hand and the SEAL of the Township of Franklin.

*Denise L. Becton*

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Denise L. Becton, Municipal Clerk

**DISCUSSIONS/APPROVALS**

**Township Committee Meeting/Workshop Dates-**

Dates were discussed by the committee, for regular and workshop meetings as well as the budget workshop meeting. A subcommittee will meet with the CFO to discuss the 2025 budget prior to the March 3<sup>rd</sup> meeting.

**2025 Professional Contracts-**

All contracts have been received and ready for execution at our re-organization meeting. The Land Conservancy and Bond Counsel rates remain the same for 2025. The Municipal Auditor is requesting a \$3,600 increase. The Municipal Attorney is requesting an increase from \$31,500 to \$35,100 for 2025 for non-litigation services; including a \$25/hr. increase to litigation rates plus a \$250/hr. for escrows performed with respect to development. The Land Use Board Attorney is requesting a \$550 minimum meeting fee from \$500 last year. The Municipal Planner is requesting modest increases in hourly rates including \$150/hr. for the Planner from \$147 in 2024. The Public Alliance Insurance Coverage Fund-2025 premium will be \$130,065 which includes the Fire/EMS as per Charlie Frinzi. We need to figure out the cost for all coverages that pertain to FIRE/EMS so we can collect their portion of premium.

The CFO provided the committee with the 2025 Budget worksheet.

**Toshiba Photocopier –**

Per Jean Paul Reece, an increase for 2025 of \$30 a month will be charged for the lease of equipment and support. We also have the option to upgrade our current machine at no extra charge. The township committee’s consensus is to move forward with the upgrade.

**MWA Roadside Cleanup** – The MWA performed roadside cleanups on April 13, 2024, to various roads in the municipality as well as neighboring townships and/or counties. \$500 per mile is the current rate normally paid out of our Clean Communities Grant. The total roads cleaned in Franklin Township equates to 2.5 miles.

On motion by Committeeperson Toretta and seconded by Committeeperson Herzer, CFO to pay out of the Clean Communities Grant \$1,250.00 to the MWA.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Rich Herzer	X		
Sarah Payne	X		
Mike Toretta	X		
Mayor, David Guth			X
(4) Yes (0) No (1) Absent Motion carried			

**Annual Stormwater Management Education Program –**

The Municipal Membership Program at a rate of \$500/annually. The municipality will receive all benefits of MWA’s tracking Stormwater points per NJDEP requirements.

On motion by Committeeperson Butler and seconded by Committeeperson Herzer to continue with this membership at \$500 a year.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Rich Herzer	X		
Sarah Payne	X		
Mike Toretta	X		
Mayor, David Guth			X

(4) Yes (0) No (1) Absent Motion carried

**Fixed Asset Accounting –**

Per our CFO, this was an audit finding to account for all assets such as our office equipment and furniture, apparatus for Fire/EMS/DPW, etc. on an annual basis. Quotes are being obtained. Once this is all tracked our CFO will continue with the updates accordingly. The CFO will keep us posted with the proposals and how to move forward.

OEM Report – submitted – on file - Shawna Tabert present and reported her 2024 Year End Report. Including, meetings attended and classes. EMAA Grants for 2023 received and 2024 awarded \$10,000 to be used for emergency management. Purchase of equipment from grant monies for the DPW, FIRE/EMS, municipal building and OEM. Ms. Tabert presented her 2025 Objectives including working with the FIRE/EMS to prepare grants, purchase of a generator for the DPW building, Stop Bleed Kits for the municipal building, DPW trucks and religious institutions.

**Township Committee Reports -**

Bonnie Butler – Reported that our Tax Collector has a 98.16% collection rate. This is great news!

Rich Herzer – Reported the new storage container for the Community Center will be delivered and installed soon at the back of the building. The old container will be removed as well as the monthly fee for rental.

Sarah Payne – nothing further to report

Mike Toretta – nothing further to report

David Guth, Mayor – absent

Let the record reflect that Committeeperson Payne left the meeting at approximately 4:40 p.m.

Let the record reflect that Mayor Guth joined the meeting at approximately 4:55 p.m.

**Annual Audit -**

The 2023 Annual Audit was received today by our Municipal Auditor. The CFO read the Summary of Findings

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT  
FORM OF RESOLUTION 2024-87**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2023 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township of Franklin, Warren County, NJ, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON Monday, December 30, 2024.

*Denise L. Becton*

Denise L. Becton, Municipal Clerk

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT  
GROUP AFFIDAVIT FORM  
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY  
COUNTY OF Warren

We, members of the governing body of the Franklin Township, in the County of Warren, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of Franklin Township, in the county of Warren;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2023;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled “Comments and Recommendations.”

(L.S.) Bonnie Butler, Committeeperson (L.S.)

(L.S.) Sarah Payne, Committeeperson (L.S.)

(L.S.) David Guth, Mayor (L.S.)

(L.S.) Rich Herzer, Deputy Mayor (L.S.)

(L.S.) Mike Toretta, Committeeperson (L.S.)

Sworn to and subscribed before me this  
30<sup>th</sup> day of December 2024  
Notary Public of New Jersey

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Denise L. Becton, Municipal Clerk

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The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

**IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.**

On motion by Committeeperson Butler and seconded by Committeeperson Herzer the aforementioned **Resolution 2024-87** be adopted as read.

<b>Roll Call Vote</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Sarah Payne			X
Mike Toretta	X		
Rich Herzer	X		
David Guth, Mayor	X		

**(4) Yes (0) No (1) Absent Motion Carried**

#### CERTIFICATION

I, Denise L. Becton, Municipal Clerk of the Township of Franklin, County of Warren, and State of New Jersey hereby certify the foregoing Resolution is a true and correct copy of a Resolution adopted by the Township Committee of the Township of Franklin, at a meeting held on Monday, December 30, 2024.

Dated: December 30, 2024

*Denise L. Becton*

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Denise L. Becton, RMC/CMR  
Municipal Clerk

**TOWNSHIP OF FRANKLIN  
WARREN COUNTY  
AUDIT REPORT YEAR: 2023**

**CORRECTIVE ACTION PLAN  
RESOLUTION 2024-88**

Whereas, the Township Committee of Franklin Township, Warren County, NJ has received and reviewed the Annual Audit Report for the Year 2023 and;

Whereas, the Chief Financial Officer has prepared the following Corrective Action Plan in accordance with the reports findings as follows;

FRANKLIN TOWNSHIP  
SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION  
(Continued)

It is recommended that:

1. An adequate segregation of duties be maintained with respect to the recording and treasury functions.
2. The Township pursue the maintenance of a fixed assets accounting and reporting system which identifies additions, deletions and changes in the location of the Township's fixed assets.
3. All interfunds be liquidated and every effort is made to avoid or limit interfund transactions.
4. Employees are always paid according to salary resolutions and timesheets and that health benefit waiver payments are reported as taxable income and processed through payroll.
5. A requisition or purchase order is created and approved prior to the purchase of any goods or services and that vouchers are created and maintained for all purchases.
6. The Township tax department ensure that current year taxes receivable is reconciled with the supporting tax records and a detail of any adjustments is available for audit review.
7. A tax sale of delinquent balances is held on an annual basis, the tax collector provides a monthly report of collections to the Treasurer for reconciliation, delinquent notices are mailed on a regular basis, tax stubs and other supporting documentation is maintained on file for batch collections, tax collections are deposited within 48 hours of receipt, tax overpayments are either applied or refunded by the Tax Collector and taxpayers are issued receipts for payments received by the Tax Collector.
8. County taxes payable be remitted in a timely manner.
9. All unfunded General Capital ordinances are funded within a reasonable time frame.

A Corrective Action Plan, which outlines actions Franklin Township, Warren County, NJ will take to correct the findings listed above, will be prepared in accordance with federal and state guidelines. A copy of it will be placed on file and made available for public inspection in the office of the Municipal Clerk of Franklin Township no later than 60 days from when the audit was received in compliance with directives from the Division of Local Government Services.

The above summary or synopsis was prepared from the Report of Audit of the Franklin Township, County of Warren, for the calendar year 2023. This Report of Audit, submitted by John J. Mooney, Registered Municipal Accountant, of Nisivoccia, is on file at the Municipal Clerk's office and may be inspected by any interested person.

**Implementation Date:**

Immediately

Now, therefore be it resolved by the Township Committee of Franklin that a certified copy of this corrective action plan resolution be transmitted to the Director of Local Government Services.

The within **Resolution 2024-88** was moved by Committeeperson Butler and seconded by Committeeperson Herzer and upon roll call vote was passed.

<b>Roll Call Vote:</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Sarah Payne			X
Mike Toretta	X		
Rich Herzer	X		
Mayor David Guth	X		

(4) Yes (0) No (1) Absent Motion Carried

**I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON Monday, December 30, 2024.**

**Denise L. Becton**

\_\_\_\_\_  
Denise L. Becton, Municipal Clerk

Dated: December 30, 2024

**EXECUTIVE SESSION**

**BE IT RESOLVED** on this 30th day of December 2024, by the Township Committee of the Township of Franklin and pursuant to N.J.S.A. 10:4-1, that the Township Committee shall discuss the following matter in executive session.

**Contract Negotiations – 2025 Insurance/ 2025 Professional Contracts**

It is not possible at this time for the Township Committee to determine when and under what circumstances the item which is to be discussed in executive session can be publicly disclosed.

**THEREFORE**, be it resolved on this 30th day of December 2024 by the Franklin Township Committee, that the matter stated will be discussed in executive session, said session to commence at approximately 5:01 p.m.

On motion by Committeeperson Butler and seconded by Committeeperson Herzer to exit to executive session at 5:01 p.m. Unanimous Vote.

On motion by Committeeperson Butler and seconded by Committeeperson Toretta to return to the regular session at 5:16 p.m. Unanimous Vote.

On motion by Committeeperson Butler and seconded by Committeeperson Toretta, to inform FIRE/EMS their insurance premium for 2025 is \$25,000 and will be removed from their budget line item.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Rich Herzer	X		
Sarah Payne			X
Mike Toretta	X		
Mayor, David Guth	X	(4) Yes (0) No (1) Absent	Motion carried

On motion by Committeeperson Toretta and seconded by Committeeperson Herzer, professional contracts will remain at the 2024 rates for 2025.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Rich Herzer	X		
Sarah Payne			X
Mike Toretta	X		
Mayor, David Guth	X	(4) Yes (0) No (1) Absent	Motion carried

A holiday luncheon will be coordinated by Committeeperson Butler and the clerk for all employees at the municipal building.

**MOTION FOR PAYMENT OF BILL LIST:**

On motion by Committeeperson Toretta and seconded by Committeeperson Butler, hearing no objection, to pay, the bills as submitted by the CFO.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>	<b>Absent/Abstained</b>
Bonnie Butler	X		
Rich Herzer	X		
Sarah Payne			X
Mike Toretta	X		
Mayor, David Guth	X	(4) Yes (0) No (1) Absent	Motion carried

**MOTION FOR ADJOURNMENT:**

On motion by Committeeperson Butler and seconded by Committeeperson Toretta, hearing no objection, meeting stands adjourned at 5:21 p.m.

<b>Roll Call:</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstained</b>
Bonnie Butler	X			
Rich Herzer	X			
Sarah Payne			X	
Mike Toretta	X			
David Guth, Mayor	X			
		(4) Yes	(0) No	(1) Absent
				Motion carried

Respectfully submitted,

*Denise L. Becton*  
Denise L. Becton  
Municipal Clerk