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TOWNSHIP OF FRANKLIN
COUNTY OF GLOUCESTER

State of New Jersey

1571 Delsea Drive

FRANKLINVILLE, NEW JERSEY 08322

856-694-1234

Township Clerk

Barbara Freijomil

2. CALL MEETING TO ORDER
Open Public Meetings Act Statement

3. Roll Call

Mayor

John Bruno

Deputy Mayor

Dave Deegan

Township Committee

Timothy Doyle

Heather Flaim

Mary Petsch-Wilson

4. Motion To Open First Public Portion For Resolutions And/Or Ordinances Below

5. Motion To Approve Correspondence And Reports

6. Motion To Approve Minutes

6.I. Motion To Approve 2022 Licenses

7. Resolutions

7.I. Resolutions

Documents:

[RESOLUTION 025-22 NON-UNION SALARY INCREASES \(PDF\).PDF](#)

[RESOLUTION 026-22 FLAHERTY ZONING \(PDF\).PDF](#)

[RESOLUTION 027-22 DARRAH TRAILER PERMIT \(PDF\).PDF](#)

[RESOLUTION 029-22 SOURCEWELL COOPERATIVE \(PDF\).PDF](#)

[RESOLUTION 030-22 EPL HELPLINE \(PDF\).PDF](#)

[RESOLUTION 031-22 ENTERPRISE LEASE POLICE VEHICLES \(PDF\).PDF](#)

7.I.I. Introduction Of Ordinances - Public Hearing Will Be Held January 25, 2022

Documents:

[ORDINANCE 01-22 AMENDING O-13-11 RE JOINT MUNICIPAL COURT \(PDF\).PDF](#)

[ORDINANCE 02-22- ESTABLISHMENT OF DEPT OF CODE ENFORCEMENT AND LAND USE \(PDF\).PDF](#)

8. Motion To Open Second Public Portion For Any Comments Or Questions

9. Administrator/Departmental Reports

10. Adjourn

TOWNSHIP OF FRANKLIN
R-025-22

RESOLUTION AUTHORIZING ANNUAL SALARY INCREASES
FOR UNREPRESENTED EMPLOYEES

WHEREAS, the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey, is desirous of granting salary increases to the employees not part of collective bargaining units; and

WHEREAS, the Township Committee has determined the amounts of increases for the employees not part of collective bargaining units; and

WHEREAS, attached and made part of this Resolution is a list of the employees who shall receive said salary increases; and

NOW, THEREFORE BE IT RESOLVED, after due deliberation and discussion with the Township Administrator, the Township Committee of the Township of Franklin, County of Gloucester, has determined that it is appropriate for the Committee to approve these increases in the amount of two percent (2%) with said increases retroactive to January 1, 2022 for employees on the attached Schedule A.

Adopted: January 11, 2022

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
T. Doyle						
D. Deegan						
M. Petsch-Wilson						
H. Flaim						
J. Bruno						

Attest:

Township of Franklin

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on Tuesday, January 11, 2022.

Barbara Freijomil, Clerk

Schedule A:
Patrick Hegarty
Lynne Rafuse
Gina Hayes
Anthony Baldosaro
Jake Hughes
David Deegan III
Larry Snodgrass
Deanna Tyciak
Jennifer Metzger
Richard Yusko
Tracy Bleda
Angelina Frekot
Luz Smith

**TOWNSHIP OF FRANKLIN
GLOUCESTER COUNTY**

R-026-22

**RESOLUTION APPOINTING ROSEMARY FLAHERTY
AS HOUSING INSPECTOR AND ESTABLISHING SALARY AND HOURS**

WHEREAS, the Chapter 95 Administrative Code of the Township of Franklin establishes the position of Zoning Officer;

WHEREAS, Franklin Township has appointed Rosemary Flaherty as Zoning Officer on April 19, 2021; and

WHEREAS, the Township of Franklin has established the position of Planning and Zoning Administrative Officer as set forth in Article II, Chapter 95-6 of the Township Code of the Township of Franklin; and

WHEREAS, Franklin has appointed Rosemary Flaherty as Planning and Zoning Administrative Officer on August 11, 2021; and

WHEREAS, Franklin Township has the need for a Housing Inspector to assist in the daily duties and Rosemary Flaherty is hereby appointed as Housing Inspector.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Franklin, in the County of Gloucester, as follows:

1. Rosemary Flaherty is hereby appointed as Housing Inspector effective immediately.
BE IT FURTHER RESOLVED,
2. Rosemary Flaherty hours as Planning and Zoning Administrative Officer, Zoning Officer, and Housing Inspector of the Township of Franklin shall be Monday through Friday from 8 AM to 4 PM with benefits per the Franklin Township Handbook at a salary of \$84,000 retroactive to January 1, 2022.

Adopted: January 11, 2022

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
T. Doyle						
D. Deegan						
M. Petsch-Wilson						
H. Flaim						
J. Bruno						

Attest:

Township of Franklin

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on Tuesday, January 11, 2022.

Barbara Freijomil, Clerk

TOWNSHIP OF FRANKLIN
R-027-22

**RESOLUTION AUTHORIZING A TEMPORARY TRAILER PERMIT IN
ACCORDANCE WITH THE ORDINANCES OF FRANKLIN TOWNSHIP**

WHEREAS, Joanne Darrah as the owner of 2797 Coles Mill Road, Franklin Township, New Jersey, suffered damage to her home due to trees falling on it; and

WHEREAS, as a result this, the Darrah family needs temporary housing in order to repair and replace the home; and

WHEREAS, Franklin Township ordinance provides a finite term for the provision of a temporary trailer subject to the discretion of the governing body in extending same for extraordinary circumstances; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey, that the temporary trailer permit be issued in favor of Joanne Darrah as the owner of 2797 Coles Mill Road for a period of six months ending July 31, 2022. All permits must be applied for through the Zoning Office and Construction Office. The monthly fee of \$25 per month must be paid to the Township Clerk.

Adopted: January 11, 2022

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
T. Doyle						
D. Deegan						
M. Petsch-Wilson						
H. Flaim						
J. Bruno						

Attest:

Township of Franklin

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on Tuesday, January 11, 2022.

Barbara Freijomil, Clerk

**TOWNSHIP OF FRANKLIN
R-29-22**

**RESOLUTION AUTORIZING A COOPERATIVE PRICING AGREEMENT
BETWEEN THE TOWNSHIP OF FRANKLIN AND
SOURCEWELL (FORMERLY NJPA)**

WHEREAS, *N.J.S.A. 40A:11-11(5)* authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, Sourcewell, formerly NJPA, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on January 11, 2022 the governing body of the Township of Franklin, County of Gloucester, State of New Jersey, duly considered participation in the Sourcewell Cooperative Pricing System for the provision and performance of goods and services.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

TITLE

This Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Township of Franklin.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)* the Mayor and Acting Township Administrator are hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (*N.J.S.A. 40A:11-1 et seq.*) and all other provisions of the revised statutes of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Adopted: January 11, 2022

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
T. Doyle						
D. Deegan						
M. Petsch-Wilson						
H. Flaim						
J. Bruno						

Attest:

Township of Franklin

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on Tuesday, January 11, 2022.

Barbara Freijomil, Clerk

**TOWNSHIP OF FRANKLIN
R-030-22**

**APPOINTING CONTACT PERSON FOR
THE EMPLOYMENT PRACTICES LIABILITY HELPLINE
GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Governing Body of the Township of Franklin, hereinafter referred to as "MUNICIPALITY", is a member of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, hereinafter referred to as "FUND"; and

WHEREAS, the FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

WHEREAS, the FUND has budgeted an annual allowance for each member for EPL consulting services; and

WHEREAS, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have access to the EPL Hotline; and

NOW THEREFORE, be it resolved that the governing body of the Township of Franklin does hereby appoint Barbara Freijomil as its Contact Person;

Adopted: January 1, 2022

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
T. Doyle						
D. Deegan						
M. Petsch-Wilson						
H. Flaim						
J. Bruno						

Attest:

Township of Franklin

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on January 1, 2022.

Barbara Freijomil, Clerk

**TOWNSHIP OF FRANKLIN
R-31-22**

**AUTHORIZING THE LEASE OF EIGHT VEHICLES VIA A NATIONALLY
RECOGNIZED CO-OP WITH SOURCEWELL FROM ENTERPRISE FLEET
MANAGEMENT**

WHEREAS, the Township desires to lease eight (8) Ford Explorers to include a maintenance program for 60 months;

WHEREAS, a national and state recognized co-op through Sourcewell has awarded a contract via a public bidding process for the same with a number of 060618EFM to Enterprise Fleet Management;

WHEREAS, the Township of Franklin is a member of the Sourcewell Co-Op with ID number 28925;

WHEREAS, the CFO has certified the availability of funds for the 2022 down payment in the amount of \$48,120 and seven (7) monthly payments of \$6,500 which shall be charged against budget line item Police Outside Employment Trust No. T-16-56-850-816, in the total amount not to exceed \$93,620.

WHEREAS, availability of funds for future years shall be appropriated under a Capital Lease in the Capital Improvement section of the corresponding year's budget.

WHEREAS, the Township Committee of the Township of Franklin wishes to award the lease to Enterprise Fleet Management via the aforementioned co-op;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Franklin, County of Gloucester, State of New Jersey as follows:

1. That Enterprise Fleet Management via the extended co-op of Sourcewell, be and is hereby awarded the contract to lease eight (8) Ford Explores amount not to exceed \$45,500 for 2022.
2. Years Two through Five of the lease agreement shall not exceed payment of \$75,000 subject to the availability of budgetary fund.

BE IT FURTHER RESOLVED that the Mayor and the Clerk are authorized to execute all documents required to effectuate this contract.

Adopted: January 11, 2022

COMMITTEE MEMBER	MOTION	2 nd	YES	ABSTAIN	NO	ABSENT
T. Doyle						
D. Deegan						
M. Petsch-Wilson						
H. Flaim						
J. Bruno						

Attest:

Township of Franklin

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on Tuesday, January 11, 2022.

Barbara Freijomil, Clerk

TOWNSHIP OF FRANKLIN
O-1-22

AMENDING ORDINANCE 13-11 OF THE CODE OF THE TOWNSHIP OF FRANKLIN ENTITLED "MUNICIPAL COURT" AND ADOPTING A NEW CHAPTER 86 ENTITLED "JOINT MUNICIPAL COURT" TOWNSHIP OF FRANKLIN TO ADD THE BOROUGH OF NEWFIELD

WHEREAS, the Township Committee of the Township of Franklin in the County of Gloucester, State of New Jersey, is of the opinion that the public interest will best be served by repealing existing Ordinance Chapter 86 governing the current Municipal Court and adopting a new Ordinance that will provide for the creation of a Joint Municipal Court together with Buena Borough;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Franklin, County of Gloucester, State of New Jersey as follows:

Section 1

Chapter 86 of the Franklin Township Code entitled "Municipal Court" be and is hereby repealed in its entirety.

Section 2

A new Chapter 86 of the Revised General Ordinances of the Township of Franklin, entitled "Joint Municipal Court" be and is hereby adopted containing the following provisions.

Section 86.1: Creation of Court, name, jurisdiction.

A. Creation of Court. There has been created a Joint Municipal Court consisting of the following members: the Township of Franklin, and the Borough of Buena. This Court is created by the Interlocal Services Agreement dated _____, 2011 by and between the aforesaid municipalities and is subject to the terms thereof. The Interlocal Services Agreement is attached hereto and incorporated in this Ordinance and shall be approved by and filed with the Administrative Director of the Courts. The Borough of Newfield shall be added as a member of the Franklin Joint Court.

B. Name of Court. The name of the Joint Municipal Court shall be the "Franklin Joint Municipal Court" and it shall have a seal bearing the name of the Court.

C. Jurisdiction. The jurisdiction of the Franklin Township Joint Municipal Court shall be coextensive with the territory of the Township of Franklin, *the Borough of Newfield*, and the Borough of Buena in the County of Atlantic. The Court shall be under the jurisdiction of the Assignment Judge and Municipal Court Administrator for Vicinage 15.

Section 86.2: Municipal Judge, powers, duties and qualifications.

A. There shall be a Municipal Judge appointed by the Governor as provided by law with regard to a Joint Municipal Court. The Municipal Judge shall serve for a term of three years from the date of appointment and until a successor shall be appointed and qualified.

B. The Municipal Judge shall have and possess the requisite qualifications in order to serve as a Municipal Court Judge as provided by the laws of the State of New Jersey.

C. The Municipal Judge shall faithfully carryout all of the responsibilities of a Municipal Court Judge and shall abide by all rules and regulations established for Municipal Court Judges by the Administrative Office of the Courts, the New Jersey Supreme Court and any other applicable laws and rules.

Section 86.3: Prosecutor, Administrator, Public Defender, other personnel

A. Municipal Prosecutor: There shall be appointed a Municipal Prosecutor for the Joint Municipal Court who shall prosecute all cases in the Joint Municipal Court. The Municipal Prosecutor shall be appointed for a one year term by the Township of Franklin. The compensation for the Municipal Prosecutor shall be determined by the Township of Franklin.

B. Municipal Court Administrator: There shall be an administrator of the Franklin Joint Municipal Court who shall perform the functions and duties prescribed for the administrator by law, by the rules applicable to municipal courts and by the municipal court judge. The administrator shall be appointed by Franklin for a term of one year, subject however, to the tenure provisions as set forth in N.J.S.A.2A:8-13.2 and considered an employee of Franklin. The compensation of the administrator shall be determined by Franklin. The administrator's duties shall include, but not be limited to:

1. Carrying out the rules, regulations, policies and procedures relating to the operation of the Franklin Joint Municipal Court.
2. Interviewing and speaking to persons wishing to file criminal or quash criminal complaints or wishing information in that regard; receiving complaints and dispensing information relating to court matters.
3. Maintaining the financial records of Franklin Joint Municipal Court, including receiving and accounting for fines and costs.
4. Attending court, recording pleas, judgments and dispositions; arranging trial calendars; signing court documents, preparing and issuing warrants and commitments and other court-related documents.
5. Maintaining and classifying records and files of the Franklin Joint Municipal Court.
6. Maintaining, forwarding, receiving and reporting such records, reports and files as required by appropriate agencies.
7. Carrying out such additional duties as may be required in order to fulfill the duties of the court administrator.

C. The Township of Franklin shall, hereafter, by Resolution have the power to designate such other persons as may be required to serve as clerks and administrators and other officers thereof and to establish compensation to be paid to the respective persons to manage and run the day to day operations of the Joint Municipal Court. Compensation thereof shall be in accordance with the salary ordinance adopted annually by the Township of Franklin.

D. The Township of Franklin shall, by Resolution, annually appoint a Public Defender to serve within the Franklin Township Joint Municipal Court. The Public Defender shall be compensated as determined by the Township of Franklin. Applications for the appointment of the Public Defender for particular cases shall be in accordance with Chapter 102 of this Title.

E. The auditor appointed by Franklin Township shall act as the auditor for the Franklin Joint Municipal Court. The auditor shall perform a yearly audit of the Franklin Joint Municipal Court, which audit shall be prepared generally in accordance with the requirements of the Local Fiscal Affairs Law, N.J.S.A. 4A:50-1, et. seq. A copy of the complete audit shall be supplied to each participating municipality by September 1 of each year.

Section 87.4: Withdrawal by a member, expansion of membership.

A. Withdrawal by Members. The members of the Franklin Township Joint Municipal Court established by this ordinance are the Township of Franklin, the Borough of Newfield, and Buena Borough. Collectively, the Township of Franklin, the Borough of Newfield, and the Buena Borough shall be referred to as members. Any member of the Joint Municipal Court may withdraw at the end of the next calendar year by complying with the

provisions of the Interlocal Services Agreement between the Members identified in section 86.1 *A supra* or such subsequent agreements or amendments then existing and in effect.

B. Expansion. The members of the Franklin Joint Municipal Court may be expanded by the admission of new members. Admission shall be granted upon the affirmative vote of the Franklin Township Committee after consultation with the Mayor and Council of the Borough of Buena in accordance with the Interlocal Services Agreement then existing between the Members.

Section 87.5: Contributions and compensation.

A. The Borough of Newfield and the Borough of Buena shall pay the Township of Franklin a fee in accordance with the Interlocal Services Agreement then existing between the parties.

B. The Township shall remit fines and levies collected for infractions occurring in the Borough of Buena to the Borough on at least a monthly basis or as set forth in the agreement between the Township and the Borough. The Township shall retain all fines and levies collected for infractions occurring in the Borough of Newfield.

Section 87.6: Interlocal Services Act.

The governing bodies of the Township of Franklin, the Borough of Newfield and the Borough of Buena are authorized to enter into contract with each other embodying the provisions of the contract attached hereto as Exhibit A pursuant to the Interlocal Services Act, N.J.S.A. 40A:65-1, et seq. In the event of a discrepancy between this Ordinance and the Interlocal Services Act, and any amendments thereto, the Interlocal Services Act shall take precedence.

Section II: Validity.

If any section, subsection, sentence, clause or phrase of this ordinance, for any reason is held to be unconstitutionally invalid, or incorrect, such decision shall not affect the validity of the remaining provisions of this ordinance.

Section III: Signature Page

ATTEST:

TOWNSHIP OF FRANKLIN

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, County of Gloucester, do here certify that the foregoing Ordinance was introduced at the Regular Meeting of the Township of Franklin held on January 11, 2022 and thereafter duly advertised in the legal newspaper of the Township at least seven (7) days prior to it being considered for final passage and adoption at a subsequent meeting to be held on February 8, 2022 at which time any person interested therein will be given an opportunity to be heard.

Barbara Freijomil, Municipal Clerk

Introduced January 11, 2022

Name	Yes	No	Abstain	Absent
Doyle				
Deegan				
Petsch-Wilson				
Flaim				
Bruno				

Adopted February 8, 2022

Name	Yes	No	Abstain	Absent
Doyle				
Deegan				
Petsch-Wilson				
Flaim				
Bruno				

TOWNSHIP OF FRANKLIN
O-2-22
ESTABLISHING THE DEPARTMENT OF CODE ENFORCEMENT AND LAND
USE, INCLUDING DIVISIONS

WHEREAS, the Township Committee of the Township of Franklin have determined the need to create and adopt an Ordinance to establish a Director of the Department of Land Use and Planning; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Committee of the Township of Franklin, the County of Gloucester, as follows:

Section 1.

A. There shall be a Department of Code Enforcement and Land Use, the head of which shall be the Director of Code Enforcement and Land Use. The Department of Code Enforcement and Land Use shall consist of the following divisions:

- I. Division of Zoning and Planning Boards
- II. Division of Zoning
- III. Division of Housing
- IV. Division of Construction
- V. Division of Code Enforcement

B. Director of Code Enforcement and Land Use.

- I. The Director shall be appointed by the Township Committee by Resolution and shall supervise the work of the Department and its Divisions. The Director shall be a Township Department Head.
- II. Duties of the Director of Code Enforcement and Land Use:
 - a) Assume full management responsibility for all Code Enforcement and Land Use Department services and activities, including comprehensive review of the zoning code, processing of land use applications, and coordinating code compliance; recommend and administer policies and procedures.
 - b) Manage the development and implementation of the Code Enforcement and Land Use Department goals, objectives, policies, and priorities for each division.
 - c) Recommend, with Township policy, appropriate service and staffing level; monitor and evaluate work methods and procedures; allocate resources accordingly.
 - d) Plan, direct and coordinate the Code Enforcement and Land Use Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures meet with management staff to identify and resolve problems.
 - e) Assess and monitor workload, administrative, and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
 - f) Select, train, motivate and evaluate Code Enforcement and Land Use Department personnel; provide or coordinate staff training.
 - g) Oversee and participate in the development and administration of the Code Enforcement and Land Use Department budget; review funding needed for staffing, equipment, materials, and supplies.

- h) Review, prepare and propose revisions to zoning ordinances for review by Township Committee; interact with community groups, citizens and businesses involved with zoning-related issues and community development.
- i) Assist, in concert with other departments, in the management of economic development activities; develop strategies to assist in business growth.
- j) Review and process planning applications; ensure compliance with appropriate laws, codes, regulations and ordinances.
- k) Develop, justify and forecast Code Enforcement and Land Use Department programs, policies and activities, negotiate and resolve sensitive and controversial issues in area of Land Use.
- l) Represent the Code Enforcement and Land Use Department to other Township departments, elected officials, and outside activities, coordinate Code Enforcement and Land Use Department activities with those of other departments and outside agencies and organizations.
- m) Interact with developers, contractors, and the public on construction and land use issues; provide information on planning and zoning requirements.
- n) Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- o) Develop long and short term planning goals.
- p) Perform related duties and responsibilities as required.

C. Divisions within Department of Code Enforcement and Land Use. The role of the five divisions of the Department of Code Enforcement and Land Use shall be:

I. Division of Zoning and Planning. There shall be, within the Department of Code Enforcement and Land Use, a Division of Zoning and Planning Boards, the head of which shall be the Land Use Administrator of the Township of Franklin, who shall also be the Director of Code Enforcement and Land Use.

1. The Division shall be responsible for the coordination of applications between the Planning Board and the Board of Adjustment. The Division shall maintain materials for all those persons within the Township who seek Board review of subdivisions, site plans or any other reviews as are entrusted to the Planning Board by law.
2. The Land Use Administrator will coordinate and supervise the employees of the Planning Board and the Board of Adjustment and will determine which Board has jurisdiction to hear the application.
3. The Land Use Administrator is responsible for reviewing applications for zoning permits and the granting or denying of such permits in accordance with the zoning ordinances of the Township of Franklin.

II. Zoning. There is hereby created within the Department of Code Enforcement and Land Use the Division of Zoning. The Division of Zoning Department shall be supervised by the Zoning Officer.

a) General job description.

1. Examine working plans of proposed structures for compliance with State, County and local land use ordinances.
2. Consult with architects, engineers, attorneys, prospective developers and residents on compliance with zoning regulations.
3. Investigate all violations or alleged violations, Land Management, and direct the establishment and maintenance of records and files of the same.

4. Initiate legal action against violations, Land Management, and make court appearances as required.
5. Make necessary inspections to determine building locations or uses are as shown on approved plans and are being constructed in compliance with the Zoning Ordinance; assist in promulgation of zoning regulations.
6. Prepare reports as needed and as required by department head and Township Mayor.
7. Perform other related work as required and assigned by department head and Township Mayor.

b) Qualifications for Zoning Officer. Persons with mental or physical disabilities are eligible as long as they can perform the functions of the job after reasonable accommodations are made for their known limitations. If the accommodation cannot be made because it would cause the Township undue hardship, such person may not be eligible. The Zoning Officer shall have the following qualifications for the position:

1. Three years of experience in the preparation and revision of building construction plans and specifications or in the full-time inspection and enforcement of zoning and/or building construction laws and regulations.
2. A thorough knowledge of the principles and municipal codes governing zoning standards.
3. The ability to read, write, speak and communicate in English sufficiently to perform the duties of the position.
4. Ability to analyze and interpret the local Zoning Ordinance and other local ordinances that apply to buildings and State and County laws, rules, regulations and policies applicable to zoning.
5. Ability to read building plans, plot plans and specifications.
6. Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations.
7. Ability to recognize conditions that do not meet established standards and enforce proper practices with firmness and tact.
8. Ability to establish and maintain effective working relationships with associates and the general public.
9. A valid driver's license of the State of New Jersey.

c) Salary. Salary for the position of Zoning Officer shall be set forth in the Township's Salary Ordinance.

III. Division of Housing. The Land Use Administrator shall be the head of the Housing Division. The Division of Housing shall:

- a) Supervise the applicability, calculation and collection of all affordable housing fees.
- b) Inspect all rental properties pursuant to Township code.

IV. Division of Construction. The Construction Code Official shall be the Division Head of the Division of Construction. The Construction Code Official shall supervise the entire Division of Construction in accordance with State statutes. The Construction Division shall perform all the statutory duties required of the Construction Code Official. In the absence of the Construction Code Official, the Land Use

Administrator shall provide assistance to applicants and the public, as well as supervise employees of the Division of Construction.

The Land Use Administrator shall attend Court to testify on any violations issued by anyone in the Division of Construction.

V. Division of Code Enforcement. There is hereby created the Division of Code Enforcement, who shall be under the direction and supervision of the Land Use Administrator. The Division shall be staffed by the Code Enforcement Officer.

a) Powers and duties of Code Enforcement Officer. The Code Enforcement Officer shall, under the supervision and direction of the Land Use Administrator, perform the following duties and responsibilities:

1. Develop, coordinate and implement the various code enforcement activities and operations.
2. Conduct overall administrative activities related to the performance of said activities.
3. Enforce the Township ordinance and codes, including, but not limited to, land use, trailer park/mobile home park, signs, swimming pools, junkyard, commercial and industrial maintenance, litter and such other codes and ordinances of the Township as to presently exist or which may be enacted in the future, unless the duty to enforce such codes or ordinances is specifically assigned to another office of the Township or licensure or special qualifications are required pursuant to any State statute.
4. Make investigations in furtherance of said activities and serve violation notices, make and process complaints for code violations and make appearances before boards and commissions of the Township, make court appearances and render testimony in the prosecution of any such summons and complaints.
5. Where required, the enforcement official shall coordinate the investigation and prosecution of any violation with the Gloucester County Board of Health, Franklin Township Police, Gloucester County Prosecutor, State Attorney General and New Jersey Department of Environmental Protection.
6. All related activities that may be required for the full implementation of the basic duties.

b) Qualifications of Code Enforcement Officer. The Code Enforcement Officer shall be an employee of the Township.

Section 2. This Ordinance shall take effect upon final passage and publication according to law.

Section 3. If any part of this Ordinance shall be deemed invalid by an administrative agency or court of competent jurisdiction, such decision shall not affect the legality and enforceability of any other provision hereof.

Section 4. All ordinances, policies and or procedures or parts thereof in conflict or inconsistent with this Ordinance are hereby repealed, but only however, to the extent of such conflict or inconsistency.

ATTEST:

TOWNSHIP OF FRANKLIN

Barbara Freijomil, Clerk

John Bruno, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, County of Gloucester, do here certify that the foregoing Ordinance was introduced at the Regular Meeting of the Township of Franklin held on January 11, 2022 and thereafter duly advertised in the legal newspaper of the Township at least seven (7) days prior to it being considered for final passage and adoption at a subsequent meeting to be held on January 25, 2022 at which time any person interested therein will be given an opportunity to be heard.

Barbara Freijomil, Municipal Clerk

Introduced January 11, 2022

<u>Name</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Doyle</u>				
<u>Deegan</u>				
<u>Petsch-Wilson</u>				
<u>Flaim</u>				
<u>Bruno</u>				

Adopted January 25, 2022

<u>Name</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>Doyle</u>				
<u>Deegan</u>				
<u>Petsch-Wilson</u>				
<u>Flaim</u>				
<u>Bruno</u>				