

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
January 11, 2012
Executive Session
6:00 PM**

The regular executive session meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Arthur Puglia, Deputy Mayor Robert Higgins, Committeeman Sean Gable, Committeeman Fred Clark, Committeewoman Janice DiGiuseppe, Solicitor Michael Magee, CFO Joseph Monzo, Tim Irons, Risk Management Consultant and Clerk Linda Semus.**

Mayor Puglia called the meeting to order followed by the following opening statement.

Public notice of this meeting pursuant to the Open Public Meetings Act NJSA 10:4-6 to 10:4-21 has been satisfied. Notice of this meeting was properly given in the annual notice, which was adopted by the Mansfield Township Committee on January 9, 2012. Said Resolution was transmitted to the Burlington County Times and the Trenton Times, filed with the Clerk of the Township of Mansfield, posted on the official bulletin board at the Municipal Complex, filed with the members of this body and mailed to each person who has prepaid any charge fixed for such service. All of the mailing, posting, and filing having been accomplished as of January 9, 2012.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to go into executive session by adoption of the following Resolution. Motion carried.

**RESOLUTION 2012-1-23
RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION**

WHEREAS, Section 7 of the Open Public Meetings Act, Chapter 213, P.L. 1975 [NJSA 10:4-12(B)] permits the exclusion of the public from a meeting in certain circumstances; and,

WHEREAS, this public body is of the opinion that such circumstances presently exists;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey as follows:

1. The public shall be excluded from discussion of, action on and reviewing the Minutes of the hereinafter specified matters.
2. The general nature of the subject matter to be discussed is as follows: personnel, contract negotiations and litigation..
3. It is anticipated at this time that the above subject matter will be made public when the matters have been resolved and approved for release by the Township Solicitor.

Regular Meeting
7:30PM

The regular meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Arthur Puglia, Deputy Mayor Robert Higgins, Committeeman Sean Gable, Committeewoman Janice DiGiuseppe, Committeeman Fred Clark, CFO Joseph Monzo, Engineer Tim Staszewski, Attorney Michael Magee, Clerk Linda Semus and Deputy Clerk Barbara Crammer.**

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to come out of executive session. Motion carried.

Attorney Magee explained that matters discussed in executive session were personnel, contract negotiations and litigation.

The meeting was called to order by **Mayor Puglia** followed by the flag salute and a moment of silence.

FINANCE REPORT:

CFO Monzo had distributed copies of budget information for the year 2012. He thanked his staff, Bonnie, Sandy and Elaine in the finance office and Robin in the Assessor's Office, for helping him with the budget. He spoke of the fund balance which is our savings or surplus. This has, over the last three years, gone from over 2 million dollars in surplus to 1.2 million at the end of 2011. This is as a result, for the most part, of declining revenues and the fact that there has been a cap on property since 2007 which has limited the municipality from regenerating surplus, thus requiring them to use the surplus. In addition, our assessed value has increased very slowly, mostly because of the

economy. Over the past three years, we have increased 1.4%. Over the last three years, we have lost almost \$60,000 in tax appeals or 2.6 million dollars in assessed values. For the most part, our budget is made up of the use of surplus, taxation, and state aid. Our court fines have declined 30% since 2008, largely because fewer tickets are written and people don't have the money to pay their fine, thus being placed on time payments. Interest investment is down considerably over the past 3 years. We did have a sale of a liquor license in 2010 which helped keep our budget down. This won't be replicated again. In 2011, we had some reserve in the capital fund which offset our debt service. Also, at the end of the year we sold some tax title liens for the Legends at Mansfield, recuperating \$273,000. We cannot expect this type of revenue in 2012.

The tax rates have gone up 31% over the past 3 to 4 years. On the spending side, in 2009, was \$7,083,000. In 2010, it was \$7,007,000. In 2011, it was \$6,500,000. In 2012 he is proposing \$6,650,000. Therefore, over the past three years, we are spending less. However, the revenue stream is down. The major way to make it up is through taxation.

CFO Monzo explained considerations to plan for in 2012, including labor contracts with police and blue collar units, consideration for non-union compensation, possibility of a compliance plan from the Tax Assessor to stave off tax appeals although he recommended not to do that at this time because he would look to the state to allow us to take the cost of that into a three year period. He noted that there a law suits pending because of actions taken by the Planning and Zoning Boards as the cost to defend those is not in the budget. Other revenues in the budget including court fines, interest, state aid, etc. are maxed out. Whatever we collected in 2011, he is anticipating in 2012. The Fire Department has requested an increase in their funding of \$10,350.00 which he has included in the budget for consideration. The First Aid Squad will submit their budget request after their meeting.

CFO Monzo said pension costs are actually down \$906. This is not a lot but nothing compared to the prior years of \$10,000 to \$20,000 increase. Since this town is mostly residential, tax increases fall on homeowners. Unless we have more commercial, the burden is on the homeowners.

Deputy Mayor Higgins noted the non-union employees have not had a raise in two years and they have also been furloughed. **CFO Monzo** noted that these employees have taken about an 8% reduction in their salaries because of this. **Deputy Mayor Higgins** noted that the pension for public employees is down but the pension for police is up. **CFO Monzo** felt the cost of police is the number one driving factor in the budget. **Deputy Mayor Higgins** questioned the health insurance increases. **CFO Monzo** responded saying it was 10% increase. The employees are paying a certain percentage of their health care. He further explained how the health care cost increases over a period of time.

CFO Monzo said we are required to introduce the budget by February 29th and adopt it by April 20. He asked the committee to review the revenues and expenses in the budget. He further explained why we are allowed to have a tax increase of 4.5% when the law says we have a 2% cap but explained expenses that are outside the levy cap including health insurance premium, debt service, and emergencies. If the permitted maximum is not used this year, the law allows it to be banked for next year. **CFO Monzo** suggested putting together a committee to go through the budget with him, line by line and then have a meeting with the full committee.

RESOLUTIONS

RESOLUTION 2012-1-23 RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, NEW JERSEY, SETTING THE 2012 TEMPORARY BUDGET

WHEREAS, Section 40A-4-19 provides that temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of adoption of the budget; and,

WHEREAS, the date of this resolution is within the first thirty days of the 2012 budget year; and,

WHEREAS, the total of the following temporary appropriations does not exceed 26.25% of the total amount of the appropriations made for all purposes in the 2011 budget (exclusive of Debt Service, Capital Improvement Fund and Public Assistance)

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at a meeting held January 12, 2012 that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer after adoption.

Current Fund

<u>Department</u>	<u>Amount</u>
A&E: Salary & Wage	
A&E: Miscellaneous	5,000.00
HR: Miscellaneous	3,550.00
M&C: Salary & Wage	5,555.00
M&C: Miscellaneous	2,000.00
CLERK: Salary & Wage	23,000.00
M&C: Miscellaneous	6,500.00
FIN: Salary & Wage	26,000.00
FIN: Miscellaneous	7,500.00
AUDIT: Miscellaneous	5,000.00
TAX C: Salary & Wage	15,250.00
TAX C: Miscellaneous	4,000.00
TAX A: Salary & Wage	19,000.00
TAX A: Miscellaneous	5,000.00
LEGAL: Miscellaneous	30,000.00
ENG: Miscellaneous	25,000.00
LAND USE: Salary & Wage	11,000.00
LAND USE: Miscellaneous	4,000.00
PLAN: Miscellaneous	10,000.00
ZONE: Miscellaneous	1,000.00
ZONING OFFICER: SALARY & WAGE	1,350.00
ZONING OFFICER: Miscellaneous	300.00
OCE:PM: Salary & Wage	550.00
OCE:PM: Miscellaneous	4,200.00
LIABINS: Liability Insurance	40,000.00
WCOMP: Workers Compensation	62,500.00
GROUP Insurance	125,000.00
UNEMP: Unemployment	315.00
LIABINS: Other Insurance	1,312.50
POLICE: Salary & Wages	150,000.00
POLICE: Miscellaneous	30,000.00
EMGMT: Salary & Wage	600.00
EMGMT: Miscellaneous	4,000.00
AID TO FIRE COMPANIES: Miscellaneous	

	20,000.00
FAID: AID First Aid	50,000.00
OCE: FIRE: Salary & Wage	4,800.00
OCE:FIRE: Miscellaneous	1,400.00
PROS: Other Professional	5,250.00
ROAD: Salary & Wage	6,000.00
ROAD: Miscellaneous	35,000.00
SHADE: Miscellaneous	2,350.00
SWASTE: Salary & Wage	35,000.00
SWASTE: Miscellaneous	9,000.00
B&G: Salary & Wage	20,000.00
B&G: Miscellaneous	22,000.00
VMAINT: Miscellaneous	15,000.00
PHEALTH: Salary & Wage	500.00
PHEALTH: Miscellaneous	3,000.00
EHEALTH: Salary & Wage	325.00
EHEALTH: Miscellaneous	1,500.00
ANIMAL: Miscellaneous	950.00
CONSS: Contrib. Social Services	1,300.00
RECREATION: Salary & Wage	2,000.00
REC: Miscellaneous	25,000.00
CPEVNT: Other Contractual	1,500.00
ELEC: Miscellaneous	8,000.00
SLIGHT: Miscellaneous	25,000.00
TELE: Miscellaneous	12,000.00
WATER: Miscellaneous	8,000.00
PETRO: Gasoline	7,500.00
Landfill: Miscellaneous	40,000.00
FICA: Employer Liability	50,000.00
Community Services Act: Condo Reimburse	5,250.00
COURT: Salary & Wage	50,000.00
COURT: Miscellaneous	5,500.00
PUBD: Other Professional	2,400.00
General Operations	1,104,007.50
Utility Fund	
Operating Expenses	\$ 7,500.00

CFO Monzo explained that, until we have an adopted budget, the law allows us to pass a temporary budget so we can pay our obligations.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to adopt Resolution 2012-1-23. Motion carried on a Roll Call Vote, recorded as follows:

AYE: HIGGINS, GABLE, CLARK, DIGIUSEPPE, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

RESOLUTION 2012-1-24
RESOLUTION AWARDING JANITORIAL/CUSTODIAL SERVICE TO VILLAGE CLEANING SERVICE

WHEREAS, the Township is in need of continuing janitorial/custodial services for all the Township Municipal Complex Offices together with the Construction Office, Police Department and Recreation Buildings located in both Mansfield Municipal Park and Georgetown Park; and

WHEREAS, bids were solicited for said service and Village Cleaning Service of 29 Barbary Lane, Columbus, NJ 08022 can provide the services required at the best available price; and

WHEREAS, Village Cleaning Service have been providing the janitorial/custodial service for the Township and the Township Committee are satisfied with their performance; and

WHEREAS, a two year contract with a one year renewable option has been duly reviewed and approved by the Townships professional staff.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that:

1. The Township Committee hereby awards a Contract to Village Cleaning Service in the amount of \$15,470.00 for janitorial services for two years beginning January 1, 2012 and ending December 31, 2013 and
2. The Mayor and Township Clerk, as necessary, are hereby authorized to execute a Contract and any related documents necessary to effectuate this award in a form substantially the same as that annexed hereto.

This award is made available through account numbers:
01-201-26-310-124

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2012-1-24. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, DIGIUSEPPE, GABLE, HIGGINS, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

RESOLUTION 2012-1-25
RESOLUTION FOR THE APPOINTMENT OF DOUGLAS DUNCAN OF YOUR HR SOLUTIONS, INC.

WHEREAS, there exists a need to update the Township's Employee Manual for the Township of Mansfield; and

WHEREAS, the local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that Douglas Duncan of Your HR Solutions, Inc. be and is hereby appointed to provide services for the preparation of the Township's Employee Manual for professional fees not to exceed the sum of \$4,000.00.

This award is made available through account numbers:
01-201-20-100-299

BE IT FURTHER RESOLVED, that the Mayor and Township Clerk are hereby authorized to execute a contract substantially in the form annexed hereto to effectuate the award.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Deputy Mayor Higgins** to adopt Resolution 2012-1-25. Motion carried on a Roll Call Vote, recorded as follows:

AYE: DIGIUSEPPE, HIGGINS, CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

RESOLUTION 2012-1-26
REDEMPTION OF TAX LIEN

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Tax Lien Certificate #08-00003 for Block 25.02, Lot 18 assessed to Tindall Homes was redeemed on December 29, 2011, and this resolution memorializes that redemption.

Lien Holder	Lien #	Amount
Township of Mansfield	08-00003	\$122,787.43

A motion was offered by **Deputy Mayor Higgins** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2012-1-26. Motion carried on a Roll Call Vote, recorded as follows:

AYE: HIGGINS, DIGIUSEPPE, CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONT

**RESOLUTION 2012-1-27
 REFUND OF DUPLICATE PAYMENT**

WHEREAS, a payment was made by the homeowner on the property listed below on October 28, 2011; and

WHEREAS, a prepayment of \$10.56 was applied to the 1st Quarter of 2012; and

WHEREAS, the property has now been sold and the prior owner is entitled to a refund.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on January 11, 2012, hereby authorizes the Tax Collector to refund the prior owner Daksha Patel.

Block	Lot	Property Owner	Address	Amount
23.05	1	Daksha Patel	12 Barbary Lane	\$10.56

A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to adopt Resolution 2012-1-27. Motion carried on a Roll Call Vote, recorded as follows:

AYE: GABLE, CLARK, DIGIUSEPPE, HIGGINS PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

BILL LIST

A motion was offered by **Deputy Mayor Higgins** and second by **Committeewoman DiGiuseppe** to approve the bill list as submitted. Motion carried on a Roll Call Vote, recorded as follows:

AYE: HIGGINS, DIGIUSEPPE, CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

ENGINEER’S REPORT

Engineer Staszewski spoke with the DEP yesterday in regard to the Waste Water Management Plan. He was told they are still working to respond to the public comment. We hope to get a formal response within a week or so. **Mayor Puglia** noted that Coleman property was dismissed. **Mayor Puglia** said we still don’t have the generator at the EMS building running and asked what we have to do to get it running. **Engineer Staszewski** said he will contact someone tomorrow. Mr. Archer noted that a crew was there about two weeks ago and installed an elbow on the gas line. Lou Wargo said that the Engineer would have something done by December 28th. It is now January and nothing is done. Someone is dragging their feet.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to accept the Engineer’s Report. Motion carried.

MINUTES

December 28, 2011 and January 3, 2012

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to approve the minutes of December 28, 2011 and January 3, 2012. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, GABLE, DIGIUSEPPE, HIGGINS, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

DISCUSSION/ACTION

A. Increase of Escrow Fees

Attorney Magee said the Planning Board and Zoning Board Professionals should review the current escrow ordinance which he believes is insufficient. It should be revised to be in conformance with the fees the professionals are charging. A motion was offered by **Committeeman Clark** and second by **Deputy Mayor Higgins** to increase the escrow fees and to permit **Attorney Magee** to reach out to the professionals. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, HIGGINS, GABLE, DIGIUSEPPE, PUGLIA
NAY: NONE **ABSENT:** NONE **ABSTAIN:** NONE

B, Trash Removal – Commercial

Mayor Puglia noted that the township picks up the trash as commercial facilities within the township. The County picks up the recyclables although they normally don't pick up commercial recyclables. He felt we should strengthen our ordinance for the commercial properties and asked **Attorney Magee** to work on this. He said he will get some similar commercial ordinance from other municipalities to see how they handle it. **Mayor Puglia** said he had received complaints. A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to authorize **Attorney Magee** to look into commercial ordinances and to discuss this with Jef Jones. Motion carried on a Roll Call Vote, recorded as follows:

AYE: HIGGINS, GABLE, CLARK, DIGIUSEPPE, PUGLIA
NAY: NONE **ABSENT:** NONE **ABSTAIN:** NONE

**C. Dan Albanese Northern Greyhound's Football League-
Island Road**

Dan Albanese said he had appeared at the December meeting wherein he spoke about the Northern Burlington Junior Greyhounds. He had distributed documentation and recapped his prior discussions about this non-profit organization in support of youth for recreation relating to football and tackle football, teaching them the fundamentals of the sport, safety, and sportsmanship. They have been operating in the township through Northern Burlington for many years. The cost for the use of Northern fields has been escalating over the years and it is difficult for many families to sign their children up for a sport where the sign up fees are in the 100's. He appeared before the Rec. Committee in November and received overwhelming support to approach the township to ask for their assistance in reducing the cost for the program. Mr. Albanese listed three ways the township could assist them to help reduce the costs. 1. Approach Northern Burlington to ask them to eliminate or reduce the fees which are around \$3,000 a year. He noted additional costs of equipment which is sometimes the responsibility of parents. 2. Use an existing park field such the end of the Township Park or the radio tower field at Mapleton 3. Allow creation of a football field on the Island Road property directly across from Mansfield Township Elementary side entrance. This parcel is designated recreation and he feels it is ideal. The greyhounds will install the field and a stone parking area. The field will be used 4 times a year plus practices. The field is surrounded by tall trees and hedgerows. Mr. Albanese said they are open for any suggestions. **Mayor Puglia** felt that the one on Island Road would serve two purposes, the recreation needs and parking for the school. However, use of the fields this year is not definite depending on the weather, etc. Mr. Albanese said they might be able to use it by August. **Committeewoman DiGiuseppe** suggested this may be a candidate for the County Improvement Grant and would be willing to look into this. **Committeeman Gable** felt we should approach the school if we can't get something ready for next year. He offered to meet with Mr. Albanese and a representative from the school to discuss the fees. However, **Deputy Mayor Higgins** felt nothing can be done about the fees since they have to charge. **Committeeman Clark** said he had no problem with using the field across from the Elementary School and we shouldn't hold them up. **Engineer Staszewski** noted that the parcel is Green Acres protected and any plans for improvement would have to be submitted to the State for approval and public hearings may be necessary. There are wetlands on the site so, although delineation may exist, it may have to be updated. The possibility of detention ponds may have to be investigated. A soils permit may be required. Mr. Albanese read a letter from Matthew Johnson, coordinator/open space acquisition for Burlington County which indicated that Mansfield

could choose to put in walking paths, baseball fields, basketball courts, etc but they would have to follow Green Acre requirements. Mr. Albanese suggested that they try to get approval and, in the mean time, they would like to use one of the existing Mansfield Township fields whether for exclusively the entire season or in conjunction with Northern Burlington where they practice on one field and have their games at Northern where they pay their rent, Deputy **Mayor Higgins** said he felt that we had already decided they could use the field at Georgetown Park at the radio tower site which is an open grassy field. Mr. Albanese felt this would be very suitable as well as the flat area parallel to the parking lot. They would need goal posts. Mr. Albanese was advised to contact Jef Jones who can tell him where the soccer fields are and where something can be laid out for the football fields. Mr. Albanese asked who would absorb the costs for the goal posts. He was told to go back to Recreation. **Attorney Magee** said he might be able to get private donations once he knows how much they will cost. A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to allow the Northern Burlington Youth Football League to use the open field property at the Georgetown Park for their 2012 football season. The motion was carried on a Roll Call Vote, recorded as follows:

AYE: GABLE, CLARK, DIGIUSEPPE, HIGGINS, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

**D. Tow Company Application List: Bill's Auto Body, Flynn's Towing
Haines Towing, Merrill Auto Body, USA Towing, 2001 Towing, Tomino
Towing**

Clerk Semus explained that the towing company applications were received. Sergeant Gerber did all of the investigations and found all met the qualifications. He recommended that they are placed on our rotating towing list. A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to accept the applications. Motion carried on a Roll Call Vote, recorded as follows:

AYE: DIGIUSEPPE, CLARK, GABLE, HIGGINS, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

AGENDA AMENDMENT

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to discuss an employee's status. Motion carried.

Committeeman Clark said we currently have an employee who has worked in the tax office for 10 years and had been made part time. He would like to bring her back full time to help with other offices when not in the tax collector's office. **Deputy Mayor Higgins** felt we do have the need to have someone cover offices when vacations are needed. **Committeewoman DiGiuseppe** said, when not in the tax office, she should be directed by the Township Clerk for her duties in specific offices. A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to bring Sandy Morris back to a full time position with no health benefits. She is to help with other offices which are to be coordinated by the Township Clerk. Mrs. Morris is to receive the \$1,500 in lieu of health benefits. The motion was carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, DIGIUSEPPE, GABLE, HIGGINS, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

PUBLIC COMMENT

There was no public comment.

COMMITTEE COMMENTS

Committeeman Clark said he felt good about bringing Sandy Morris back. He commented that it was nice to see a crowd here tonight.

Committeeman Gable, Deputy Mayor Higgins, and Committeewoman DiGiuseppe thanked everyone for coming.

Mayor Puglia said to think spring.

MOTION TO ADJOURN

A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to adjourn. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Barbara A. Crammer
Deputy Clerk

Linda Semus, RMC
Municipal Clerk

Approved: January 25, 3012