

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES**
January 23, 2013
Executive Session
6:30 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, Committeeman Sean Gable, Committeewoman Janice DiGiuseppe, Committeeman Alfred Clark, Committeewoman, Solicitor Michael Magee, 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 3, 2013. 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 7, 2013.

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

RESOLUTION 2013-1-25

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: on-going litigation, contract negotiations and personnel...
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, Committeeman Fred Clark, and Engineer Tim Staszewski. Attorney Michael Magee, CFO Joseph Monzo, Clerk Linda Semus, and Deputy Clerk, Barbara Crammer. Committeewoman DiGiuseppe** was not in attendance.

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 on-going litigation, contract negotiations and personnel.

The regular meeting was opened by **Mayor Puglia** followed by the flag salute and a moment of silence.

ENGINEER'S REPORT

Engineer Staszewski reported that the County is planning an improvement project at the intersection of Route 545 and Georgetown Road, possibly a round about and a realignment of the curb in the roadway in attempts to make that a safer intersection and corridor. Some of the residents questioned the project most of which were directed to the County, regarding sound associated with a round about. **Engineer Staszewski** said there were no sound studies. However it is possible that a round about, if installed, could increase in noise from traffic braking or accelerating. The Committee was asked to consider enacting a no engine braking ordinance. He questioned if there would be any

liability on the municipality if they tell a driver he can't use the engine brake and there is an accident, with the municipality at fault. **Attorney Magee** felt someone could sue whether there is a sign or not. We can do what is the best interest of our residents to protect their safety and welfare. **Engineer Staszewski** said the residents had already petitioned the County to lower the speed limit within that corridor. Mansfield did pass a supporting resolution but that resolution had to be supported by all of the municipalities. However not all of the municipalities supported the resolution, so the speed limit does remain as posted. **Engineer Staszewski** said he wanted to bring this request to the Committee's attention.

Engineer Staszewski had, at the last meeting, asked for a motion to extend the deadline for the CDBG grant project. The request was made to the county. He is waiting for their response. He further clarified the confusion on penalties. Any penalty that would be implemented by the county will be on future grant cycles. The one we have now is not affected.

At the last meeting, **Committeeman Clark** requested a proposal for the access road for the new Millennium Building to the Hedding Road. The proposal was provided today. **Mayor Puglia** asked **Engineer Staszewski** for a synopsis of the project. **Engineer Staszewski** said that, at this time, it is about 300 feet long. He envisions a full depth construction of the roadway, 6 inches of stone, 4 inches of base asphalt and 2 inches of top. It will be about 30 feet wide. Curbing can be evaluated although it will be a function of the topography of the site. It is possible drainage will be necessary. This will have to be investigated. Pedestrian improvements include sidewalks to be connected to Hedding Road for future improvement.

Committeeman Clark asked if there was a grant for this. **Engineer Staszewski** said this will be supported by two grants, one being the DOT local aid. The other was a CDBT grant for the sidewalk and other ADA improvements within the parking lot. **Committeeman Clark** asked how much the township would pay. **Engineer Staszewski** felt 100% of the construction costs would be covered by the grants. 15% of the overall costs are reimbursement for inspection and design fees. Therefore, about 90% of the costs will be reimbursable by the grants. The design and inspection would be 15%, about \$30,000.

Committeeman Clark asked if the state had been contacted in regard to road repairs. **Engineer Staszewski** said the state has been contacted. There will be a committee meeting to review all the applications. Hopefully that will happen soon so we can get the grant by March or April. As soon as the design is completed and the money is available, we can go out to bid as soon as authorization is granted.

Attorney Magee said he heard back from the Turnpike Authority who acknowledged that they received the pictures and they were looking at them. They are going to call **Attorney Magee** and set up a meeting with **Engineer Staszewski**, himself and any Committee person who wants to attend.

In discussing the access road, **Engineer Staszewski** said any funding we get for it would be sometime in the spring. **CFO Monzo** said that, if we don't get any funding from CDBG and/or the local aid, are we still providing the access road? He was told yes after which he said that he hopes the majority is covered by one or two grants, but absent, that, we are going to pay for it ourselves. **Committeeman Clark** questioned whether we could put this on hold until we are sure we receive a grant. **Engineer Staszewski** noted that **CFO Monzo** commented that this needed to be done no matter what. **Engineer Staszewski** felt there is no reason that the township won't receive the grant. It needs to be under way once we occupy the building. In regard to the Millennium building, **Engineer Staszewski** anticipates that the building will be complete and ready for CO by March 1. Once punch lists and repairs are completed, it will probably be by the middle of March that we can move in. He questioned whether the Committee will want the offices moved as is or consider the parking lot as part of an overall site plan approval that includes the access road, the CDBG grant. **Mayor Puglia** felt that the numbers looked high to him. **Engineer Staszewski** said they are higher than what we are typically accustomed to in town because we haven't built new roads. The numbers are

higher because they have to go out and locate the easement and other engineering before they can start the survey. **Attorney Magee** said that, when we bought it, we got a survey from New Jersey American Water. **Engineer Staszewski** said this would be helpful and save some time since it is an open field and it will take time to locate the easement. We talked about curbing and drainage which also have to be considered.

Committeeman Gable said the Committee needs more time to study this. He also felt that something should be included for future utilities for the water main coming into the facility. **Engineer Staszewski** said this is discussion they have had in concept but he is not sure whether the water will come in off Hedding Road or Route 206. But it needs to be considered. **Mayor Puglia** felt it could be put on the dirt. **Engineer Staszewski** said there will be room for the water line to fit. **Committeeman Gable** felt there is a major issue with the sprinkler system and felt it should be addressed prior to the move. Also, the Insurance Company has an issue with the system because the tank on the sprinkler pump is located right over the pond. This needs to be addressed and he felt it was urgent to address this at the same time. **Mayor Puglia** and **Committeeman Clark** are to look into this with **Engineer Staszewski**.

Committeeman Higgins felt this is something we need to do sooner or later. He asked for a response as soon as possible after the review so we can go out to bid. We can then give them the engineering and go out to bid. We can hold the bid for 60 days which will give us enough time to hear from the state about the grant.

Committeeman Gable questioned our current ordinance for no engine braking. **Engineer Staszewski** said it was his understanding that it is allowed within County Roadways. It is a matter of passing an ordinance to prohibit it. The ordinance we currently have is specific to an area. If there is not an ordinance prohibiting it in a certain area, it is allowed. **Committeeman Gable** felt we can add the roadway being discussed through another ordinance.

Committeewoman DiGiuseppe referred to a letter from the county that states the application was for \$76,000 and the grant was for between \$60,000 and \$65,000. **Engineer Staszewski** said the county had indicated to better increase your score higher on the application, show that there are multiple funding sources. **Engineer Staszewski** showed, on the application, that the DOT grant amount was for \$162,000, the CDBG would be for \$76,000 and the Township would bear the balance. Since they would give us \$60,000 to \$65,000, we were to revise our application accordingly. He revised the application to show that amount and revised the township portion and resubmitted it. **Committeewoman DiGiuseppe** referred to the penalty which will be assessed due to late performance on the last grant. **Engineer Staszewski** explained that penalizing the township is at the discretion of the county.

A motion was offered by **Committeeman Clark** and second by **Deputy Mayor Higgins**, to accept the Engineer's report. Motion carried.

RESOLUTIONS
RESOLUTION 2013-1-26
RESOLUTION OF THE TOWNSHIP OF MANSFIELD,
COUNTY OF BURLINGTON, NEW JERSEY, SETTING
THE 2013 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 2013 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 2012 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 23, 2013 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: Miscellaneous	5,000.00
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	80,000.00
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

1,130,457.50

CFO Monzo explained that, before we adopt our regular budget, in order to pay bills and salaries, we need a temporary budget. We will be within the Local Budget Law if it is adopted before January 31, 2013.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to adopt Resolution 2013-1-26. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-1-27

RESOLUTION TO AMEND RESOLUTION 2013-1-4 "APPOINTMENT OF MUNICIPAL POSITIONS/BOARDS/EMPLOYEES"

WHEREAS, Mansfield Township's Reorganization Meeting took place on January 3, 2013 and Resolution 2013-1-4 was adopted; and

WHEREAS, inadvertently the below listed Fire Police were omitted from this resolution.

BE IT HEREBY RESOLVED that the following individuals shall be appointed, retroactive to January 03, 2013 to the office of Fire Police for Mansfield Township:

**DANIEL DEAN
WILEY JOHNSON, JR.
JAMES HOPPLE, JR.**

A motion was offered by **Committeeman Clark** and second by **Deputy Mayor Higgins** to adopt Resolution 2013-1-27. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-1-28

RESOLUTION APPOINTING MUNICIPAL COURT JUDGE FOR A THREE YEAR TERM

WHEREAS, N.J.S.A. 2B:12-4 provides that each Judge of a Municipal Court shall serve for a term of three years from the date of appointment.

WHEREAS, the current term of the Mansfield Township Municipal Court Judge will expire February 5, 2013; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that **DENNIS P. McINERNEY** be and is hereby appointed and designated to serve as the Municipal Court Judge for the Township of Mansfield for a three year term to expire on February 5, 2016 and/or until his successor is appointed and qualified.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-1-28. Motion carried on a Roll Call Vote, recorded as follows:

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

BILL LIST

A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to authorize payment of the bills. Motion carried on a Roll Call Vote, recorded as follows:

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

MINUTES: January 9, 2013

A motion was offered by **Committeeman Gable** and second by **Deputy Mayor Higgins** to approve the minutes of the January 9, 2013 meeting. Motion carried on a Roll Call Vote, recorded as follows:

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

DISCUSSION/ACTION

- a. **Aerial Larval/Adult Mosquito Control Activities**

Clerk Semus said that, in order to go through the county for the aerial larval/mosquito control activities, she must first receive approval from the Committee. **Clerk Semus** explained that spraying would take place from April 1 to November 18. A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to authorize the spraying this year and approve the following resolution. Motion carried

RESOLUTION 2013-1-29

RESOLUTION FOR THE AUTHORIZATION FOR AERIAL LARVAL MOSQUITO CONTROL

WHEREAS, in an attempt to keep the mosquito population as low as possible and thus reduce the risk of disease affecting the human population, the Burlington County Division of Mosquito Control will conduct aerial applications of pesticides for mosquito control over Mansfield Township during 2013.

WHEREAS, the Mansfield Township Committee has agreed to accept their proposal on behalf of the Citizens of Mansfield Township to treat areas that contain larval populations of mosquitoes that are considered a nuisance, a health hazard, or both; and

WHEREAS, this application will take place in the Township between the dates of April 1st through November 18, 2013 during the daylight hours and not on Sundays or holidays;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, authorizes these application to be done by the Burlington County Highway Department-Division of Mosquito Control and allow the Mayor and/or the Municipal Clerk to sign the authorization.

**b. Recreation Committee: addition to indoor facility rules
sponsoring of adult basketball program**

Committeeman Gable referred to the sponsoring of adult basketball. He said some residents came to the Recreation Committee and asked if they would be willing to sponsor an adult basketball program to be able to utilize the school. The Recreation Committee was in favor of doing this. It would be an adult program that would be open to residents of the community. The participants would split the cost of any use of the facility. **Committeeman Gable** spoke to Tim Irons from the Insurance Company and found that we do have the appropriate insurance in place for the adult program. There would be no cost to the Rec. Committee or the Township Committee for the program. He recommended approval.

A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to grant this approval. Motion carried on a Roll Call Vote, recorded as follows:

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

Clerk Semus read the proposed addition to the indoor facility rules. **Committeeman Gable** said the rule change was meant to alert anyone using the facility that it is under surveillance and the Committee will review the videos and issue a penalty for someone breaking the rules. There have been some minor issues. Now that they have the video surveillance up, they can start enforce the rules. A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to authorize the addition. Motion carried.

**c. Application for the use of Mansfield Indoor Training Facility
Northern Burlington Soccer Club, U-13, Contact Person, Anthony Vigorito
Dates to be scheduled with Recreation Committee**

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to grant this application. Motion carried on a Roll Call Vote, recorded as follows:

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

PUBLIC COMMENT

Colleen Herbert , 2 Millennium Drive, informed the Committee that signs are up in the cages at the Rec. Building.

Dan Klotz, 41 Waverly Drive, said he is on the Board of Directors at Meadows at Mansfield and expressed concern about the roadway that was paved. He felt, that, if Orleans is getting their bond money back, the Committee should look at it first. **Engineer Staszewski** said that it will be inspected as there are existing punch list items that need to be addressed. Once the bond is set to be released, Orleans will make the inspection request to the Clerk's Office and his firm will inspect. Mr. Klotz said another concern was the vandalism at the cemetery. The Committee was aware of this. He also thanked the Committee, specifically Mr. Higgins, for addressing the PSE&G bill and street lights. He thanked the Committee for helping to take care of these items. He thanked **Committeeman Gable** for his part in basketball.

John Panacek, 46 South Hockey Drive referred to an article in the Register News. He said he it was disheartening to read some of the comments about the Fire Company. Mr. Panacek felt the Fire Company serves the community without compensation. Because the request for a new fire truck was not approved, Mr. Panacek expressed dismay feeling that \$750,000 is staggering but lives are at stake in fires. Mr. Panacek referred to the ordinance for engine brakes and felt it is a safety feature on trucks. He felt there had probably never been a summons issued for a trucker using engine brakes. He felt there should be a sign encouraging engine brakes.

Judy Harrison, Mansfield Road West, commented that someone should check the Old York Bridge over Route 295 as there are many pot holes at the expansion Joints. **Committeeman Clark** will check.

With no more comments, the public portion was closed.

Clerk Semus spoke of the vandalism at the cemetery in regard to the individual military signs had been removed and thrown around. People have been asked to contact Dorothy Archer to identify the sign that was originally placed on a loved one's grave site.

MAYOR AND COMMITTEE COMMENTS:

Committeewoman DiGiuseppe said that the Township has secured proposals from the State Cooperative Purchasing Contract for moving services for the Millennium Building. We are in the process of finalizing that. She also requested formally a workshop for this Committee to review the procuring process. **Committeewoman DiGiuseppe** thanked the people for attending the meeting.

Committeeman Gable thanked the people for attending.

Committeeman Clark said he was going to get the County to go with him on the inspection of the pot holes on the bridge.

Mayor Puglia thanked the residents for coming to this meeting on such a cold night. Stay warm for the next couple of days.

MOTION FOR ADJOURNMENT:

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

PREPARED BY:

Barbara A. Crammer
Deputy Clerk`

Approved: February 13, 2013

RESPECTFULLY SUBMITTED BY;

Linda Semus, RMC
Municipal Clerk