

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
January 9, 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, Committeeman Alfred Clark, Committeewoman, Solicitor Michael Magee, and Clerk Linda Semus. Committeewoman Janice DiGiuseppe** was not in attendance.

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 **Committeeman Gable** and second by **Committeeman Clark** to go into executive session by adoption of the following Resolution. Motion carried.

RESOLUTION 2013-1-21

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: litigation settlement of Titzel v. Mansfield, potential 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 litigation settlement of Titzel v. Mansfield in the township's favor, potential 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 Tim Staszewski referred to two items on the agenda:

Alterations and Renovations for Police and Public Works

Engineer Staszewski said he had submitted a draft proposal last meeting. **Deputy Mayor Higgins** felt it was **CFO Monzo's** opinion that we have to go out for

proposals. **CFO Monzo** said his opinion was based on the way our code is written that it is prudent and adheres to the code that we should go out for Request for Qualifications for the design of the Police and Public works part of the Millennium Building. This would be in addition to the other proposal discussed at the last meeting for the design for the sewer plant on Petticoat Bridge Road. He feels this should be subject to RFQ from professionals to do the work.

Engineer Staszewski noted that, at the last meeting, it was mentioned that there could be a possibility of extending the contract for the Millennium since one exists. **CFO Monzo** had said that, since there is an existing contract for design work for the Millennium Building, this could be considered as an extension of an existing contract for the design of the municipal building. This is just another phase. In that case, we could do it by resolution. This decision would have to be made upon advice of **Attorney Magee**. **Attorney Magee** felt the prudent thing to do, in light of what our Code says, is to do an RFQ. This is something we can do relatively quickly as time is an issue. **Engineer Staszewski** suggested there is a line item for preliminary concept which is a nominal amount compared to the overall cost. He felt it would be prudent to get a concept in place before going out for RFQ so that we know exactly the purpose of the RFQ. **Deputy Mayor Higgins** agreed. He asked what the preliminary design was for the initial proposal. He was told \$10,000. **CFO Monzo** said this proposal is well below the bid threshold. No other action would be required of the governing body to award that component to R& V for that concept. He said we do have the money as the last bond ordinance adopted the end of the year was meant to encompass all the remaining work for the police and public works including the design and construction management.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to amend the agenda for award of contract.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to award R&V for preliminary design of the police and public works not to exceed \$10,000 by February 13th. **Engineer Staszewski** said that they will do their best and, if there is an issue, they will report back. Motion carried on a Roll Call Vote, recorded as follows:

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

Engineer Staszewski referred to the second item on the agenda:

Extension for CDBG Grant – (15% penalty per month for the next awarded grant)

Engineer Staszewski noted that the previous extension expired December 31, 2012. The canopy and exterior work is not completed; therefore we need to apply for another extension. There were some delays in ordering the material and some changes in the field with submittals and other approvals which delayed that part of the project. We need to go back to the county and ask for another extension. It is his understanding this should be completed within 3 or 4 weeks. There may be a penalty assessed to the next grant cycle. This is the option of the County. **Clerk Semus** said it would be 15% per month.

Committeeman Clark asked about the grant for the road from the Millennium Building to Hedding Road and whether there was any work on that. **Engineer Staszewski** said he hasn't heard but he will reach out to the DOT to see when they anticipate the award. This will depend on when the Governor acts on it. **Committeeman Clark** asked for a ballpark figure on the design and inspection for that project. **Engineer Staszewski** preferred not to speak off the cuff on that and said he will have the answer for the next meeting.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to allow the request for the extension. Motion carried on a Roll Call Vote, recorded as follows:

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

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

RESOLUTIONS

RESOLUTION 2013-1-22

RESOLUTION MEMORIALIZING THE AWARD OF CONTRACT FOR CABLING FOR TELEPHONE SERVICE AND DATA SERVICE FOR THE NEW MUNICIPAL COMPLEX

WHEREAS, the Township is in need of installation of cabling for Telephone Service and Data Service for the new Municipal Complex; and

WHEREAS, the Township of Mansfield had solicited bid proposals for the installation of cabling for Telephone and Data Services for the new Municipal Complex; and

WHEREAS, the Township of Mansfield received three proposals in connection with same; and

WHEREAS, F. Gerald Caruso of Networks Plus, LLC has provided the lowest qualified bid received by the Municipality; and

WHEREAS, F. Gerald Caruso of Networks Plus, LLC has been performing the duties of the Township's information technology service and website service since April 27, 2005; and

WHEREAS, the Township Committee is satisfied with the past and present performance of F. Gerald Caruso of Networks Plus, LLC; and

WHEREAS, the Chief Financial Officer has certified that funds are available in that amount.

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 F. Gerald Caruso of Networks Plus for the installation of cabling for telephone and Data Services at the new Municipal Complex location in the form annexed hereto in the amount of \$16,700.00; 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:

04-215-20-121-810 - Improvement Costs – Ordinance 2012-11

Deputy Mayor Higgins said that, at the last meeting, there was discussion about the IT contract and who will be running all of the cables. It was suggested to have a conference call with the Engineer, in-house sub-contractor and Networks Plus. At the conclusion of the discussion, it was determined to award the contract to Networks Plus as this would be most beneficial to the Township. In addition, the electrician who was doing the work thought some of it was his responsibility. Because of this, he gave us a credit of \$3,545.00. This worked out well for the township. A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to adopt Resolution 2012-1-22. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-1-23

RESOLUTION MEMORIALIZING AND ACCEPTING THE CHANGE ORDERS FOR THE CONSTRUCTION/RENOVATION OF THE NEW TOWNSHIP MUNICIPAL COMPLEX AT THE NEW MILLENNIUM BUILDING IN THE TOWNSHIP OF MANSFIELD

WHEREAS, the Township of Mansfield has met with Remington & Vernick Engineers and in regard to change orders that are necessary at the Millennium Building; and

WHEREAS, the change orders are a result of unforeseen circumstances which will lead to additional expenses, and

WHEREAS, the following change orders are necessary to the contract as follows:

22. Armor Plate to Armortex: (contract contingency credit) \$3,100.00
23. Abandon Warehouse Sprinklers: \$2,457.84
30. Ejector Sewer Line: \$4,652.76
35. Additional Light Fixtures; \$2,301.61
37. Verizon Raceway: \$8,824.58
38. Twist Lock Outlet: \$1,377.39
42. Wire Mount for Dais: \$2,069.10

NOW, THEREFORE BE IT RESOLVED that the Township of Mansfield, County of Burlington, State of New Jersey authorizes the above listed change orders with the following stipulation:

The Township believes that Change Orders Number 23, 30, 35, 37, 38, and 42 listed above are to be considered change orders (Township's responsibility) and Change Order Number 22 is to be considered a contingency and thereby a credit to be awarded to the Township.

Deputy Mayor Higgins said this resolution had to be approved before the last meeting. It was presented to each member and all vote in favor of it. This is memorializing our action.

Mayor Puglia explained that **Committeeman Gable** and **Deputy Mayor Higgins** are the liaisons for the Millennium Building.

A motion was offered by **Committeeman Gable** and second by **Deputy Mayor Higgins** to adopt Resolution 2013-1-23. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-1-24
RESOLUTION ACCEPTING THE CHANGE ORDERS FOR THE
CONSTRUCTION/RENOVATION OF THE NEW TOWNSHIP MUNICIPAL COMPLEX AT
THE NEW MILLENNIUM BUILDING IN THE TOWNSHIP OF MANSFIELD

WHEREAS, the Township of Mansfield has met with Remington & Vernick Engineers and in regard to change orders that are necessary at the Millennium Building; and

WHEREAS, the change orders are a result of unforeseen circumstances which will lead to additional expenses, and

WHEREAS, the following change orders are necessary to the contract as follows:

- 24. Change to Surface Mount Closures: (credit) \$3,945.00
- 26. Add 3 door sets: \$3,999.00
- 32. Canopy Drainage: \$2,508.00
- 39. ADA Curb/Walk; \$8,800.00
- 43. Railings: \$2,382.60

NOW, THEREFORE BE IT RESOLVED that the Township of Mansfield, County of Burlington, State of New Jersey authorizes the above listed change orders with the following stipulation:

The Township believes that Change Orders Number 26, 32, 39, and 43 listed above are to be considered change orders (Township's responsibility) and Change Order Number 24 is to be considered a credit to be awarded to the Township.

Engineer Staszewski said an addition of a handrail was needed at the rear ramp of the court room, the ADA curb and sidewalk was a requirement by the Code Office (this was a part of the canopy and may be reimbursed by the county grant), canopy drainage was changed by addition of gutter and downspout, additional doors added to the court room area (another item for county grant), surface mount enclosures was a credit although he was not sure of the description.

Deputy Mayor Higgins spoke of the cable credit of \$3,545 and asked if it should be added to this resolution or saved for the next one. It was decided to save it. A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to adopt Resolution 2013-1-24. Motion carried on a Roll Call Vote, recorded as follows:

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

MINUTES

December 27, 2012. A motion was offered by **Committeeman Clark** and second by **Deputy Mayor Higgins** to approve the minutes of December 27, 2012. Motion carried on a Roll Call Vote, recorded as follows:

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

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

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

DISCUSSION

NJ SEMS price strike

Clerk Semus explained that there is the new paper work for the SEMS program as they are going out to bid. We need to let them know by January 15th whether we are going to opt out this round or continue on with the program. A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to continue our agreement with NJSEMS. Motion carried on a Roll Call Vote, recorded as follows:

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

Deputy Mayor Higgins said he had discussions with the county in regard to the Millennium Building. **Attorney Magee** was asked to look into the downtown area and come up with a methodology to redevelop or sell, whatever is best for the township. **Attorney Magee** said the plan is to move everything out of this complex to the Millennium Building. This should be accomplished in the next couple of months. After the police are moved over, we can start looking at ways where we can get the most money from this complex. We are going to explore a combination of a designation. We are looking at an area which includes the government complex here as a part of a redevelopment/rehabilitation area. The key component of that designation would allow the municipality to decide ultimately whom we sell it to and also ultimately how the area would be developed from our perspective. The only other option we have is to sell the existing property as a complex which would have to be done in the form of an auction. He felt this method would short change us. He felt there is no doubt that the way we get the most out of this complex is by going through the redevelopment/rehabilitation procedure. We have been offered, by the county, that they will assume part of the cost incurred in connection with this designation. There are a lot of services they can provide from a planning perspective that are necessary to accomplish this designation that they are offering to do for us at no cost. **Attorney Magee's** advice to the Committee, although we have only started talking about it, is that we go in this direction so we can be in a position that, when we are completely moved over, we can have the process finished and see what type of interest this complex will generate. This also gives us an opportunity to look at some other properties in the immediate area, including the Columbus Inne which is in dire need of redevelopment. This would be a good thing from the municipality's perspective and, if we can do this at virtually no cost to the residents, he would encourage it. **Deputy Mayor Higgins** added that, at this time, we have no idea of the value of these properties. **Attorney Magee** added that we got our 208 amendment approved, we are still working on our town center designation and our TDR ordinance, and there are steps we are taking but this is one that will benefit all of us. **Committeeman Clark** asked that, if we use the auction, can we put a reserve on it. He was told yes.

PUBLIC COMMENT

Myra Dickert, 8 Allister Lane, said there has been a lot in the news lately about school safety. There have been a number of instances with drivers leaving the high school along with the buses and they are not paying attention to on-coming traffic. There have been a couple of close calls. She felt that, sooner or later, something is going to happen. She said that Four Seasons would like to request that the Committee look into the feasibility of having a police officer there for 10 to 15 minutes when the school exits. **Mayor Puglia** said he would speak to the Chief tomorrow.

Mrs. Dickert said the stop sign at the back entrance/exit onto Route 68 is down. She said she has made numerous calls to have it re-installed and would like someone to look into it. **Clerk Semus** noted that no one has called the Clerk's office to report it. This will be taken care of.

Deputy Mayor Higgins said that a couple of weeks ago, the police were on that road in the morning and issued about 1 – 10 tickets to both teachers and students. He compliments the police department who provided presence at the schools before the opening after the incident in Connecticut.

MAYOR AND COMMITTEE COMMENT:

Committeeman Gable thanked all for coming.

Mayor Puglia wished everyone a Happy New Year.

MOTION TO ADJOURN.

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

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Barbara A. Crammer
Deputy Clerk

Linda Semus, RMC
Municipal Clerk

APPROVED: January 23, 2013