

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES**

Special Meeting

**November 26, 2013
5:30 PM**

A special 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 Alfred Clark, and Clerk Linda Semus. Bonnie Grouser, Deputy Treasurer,** was also in attendance. **Committeewoman DiGiuseppe and Committeeman Gable** arrived after the start of the meeting.

Mayor Puglia called the meeting to order followed by the salute to the flag.

Clerk Semus read 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.

BILL LIST

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to pay the bills as submitted. Motion carried on a Roll Call Vote, recorded as follows:

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

A motion was offered by **Committeeman Clark** and second by **Deputy Mayor Higgins** to amend the agenda. Motion carried.

Mayor Puglia explained that the reason the agenda is being amended is because there is a police officer who wants to go on family leave. (**Committeeman Gable** arrived). **Clerk Semus** explained the officer will be out for 8 weeks after the estimated delivery date of his child estimated to be December 23rd. Vacation, sick, and personal time will be utilized. In answer to **Committeeman Clark's** question about the Chief's opinion, **Clerk Semus** explained that the Chief had sent a letter with his concern that there will be overtime expenses now. **Committeewoman DiGiuseppe** arrived at this point. **Clerk Semus** explained to **Committeewoman DiGiuseppe** the prior discussion in regard to FMLA leave for Don Matthews, a Police Officer, who plans to be out 8 weeks for a family leave from December 23rd, utilizing vacation, sick, and personal time. The only concern is overtime expense. **Deputy Mayor Higgins** asked if there is a report about overtime for the Police Department. He questioned the number of pay periods remaining and the status of the budget.

Deputy Treasurer Grouser advised that there are two more payrolls for the year, but the last payroll has not been posted to the system yet thereby three payrolls are not reflected in the trial balance before the Committee. **Ms. Grouser** stated that payroll is approximately \$40,000.00 per payroll period not including any overtime which estimates between \$4,000 and \$6,000 and we also need to add the holiday pay in there which is another \$40,000. Mayor Puglia stated that we will need roughly \$172,000.00 for this year and there is only \$126,000.00 left in the budget. **Deputy Mayor Higgins** voiced his concern/opinion regarding how much the police personnel have been destroying the budget every year. He stated that he is only one person, and there is 5 Committee Members, but this is every year. **Committeewoman DiGiuseppe** agreed with the Deputy Mayor. He added that the Chief has been forewarned not to go over the township budget and every year, they seem to spend what they want. They have no accountability.

Deputy Treasurer Grouser said that the money received from Workmen's Comp went directly into the budget. **Deputy Mayor Higgins** said that, right now, we are talking about a budget \$75,000 more than what we initially started with. **Committeeman Gable** questioned whether we are under budgeting right from the beginning, not allowing enough for the cost to run the police department. **Committeewoman DiGiuseppe** said she felt the CFO would not under estimate the amount needed for the budget as it is estimated on what is spent the year before. Every year, we seem to transfer money over. **Deputy Mayor Higgins** felt that the salary budget has a surplus but the overtime has been over expended.

Deputy Mayor Higgins stated that he will not vote yes on any transfers to the Police Budget. **Mayor Puglia** asked what happens if there is not enough money in that line item. **Deputy Mayor Higgins** felt that the Lieutenant and the Chief will then have to share the load in covering the shift. He stated that if payroll is the same for the next two pay periods, then there will be no issue.

Clerk Semus asked whether the Committee can deny an FMLA. **Committeewoman DiGiuseppe** said the Township cannot deny the FMLA. However, the onus is on the employee is to take the leave and to take a 6 to 8 week leave to bond with a child is a bit unreasonable and is causing the township a lot of overtime

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

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

Committeewoman DiGiuseppe questioned why we were doing a public session. She was informed by the Clerk's office that we were only doing an Executive Session for the RFP review. **Clerk Semus** explained that this meeting was advertised in January and as part of the advertisement it stated that bills were to be paid and thereby a public session was needed for the bill list. She stated she was not present during the conversation between **Committeewoman DiGiuseppe** and her Administrative Assistant and could not comment on what or why Ms. DiGiuseppe was told it was strictly only Executive Session.

Clerk Semus made a statement for the record that she was closing down the recording system and will take a verbal, non recorded, motion to come out of executive session and to close the meeting for this evening. Committee agreed to allow Clerk Semus to take that action.

A motion was offered by **Committeewoman DiGiuseppe** to go into executive session by adoption of Resolution 2013-11-9. Motion second by **Committeeman Clark** and passed.

RESOLUTION 2013-11-9

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: Professional's RFP review and appointments for Calendar year 2014.
3. It is anticipated at this time that the above subject matter will be made public when the matter has been resolved and approved for release by the Township Solicitor.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to come out of executive session.

Clerk Semus explained that matters discussed in executive session was Request for Proposals by professionals needed for the 2014 year and to review all other Resolutions necessary for the Reorganization meeting scheduled for January 2, 2014.

MOTION TO ADJOURN

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

RESPECTFULLY SUBMITTED,

Linda Semus, RMC
Municipal Clerk

Approved: December 11, 2013