

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
DECEMBER 23, 2013
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 Alfred Clark, Committeewoman Janice DiGiuseppe, Police Chief Ron Mulhall, Solicitor Michael Magee, and Clerk Linda Semus.** **Committeeman Sean Gable** 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 Clark** and second by **Committeewoman DiGiuseppe** to go into executive session by adoption of the following Resolution. Motion carried.

RESOLUTION 2013-12-20

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 issues, contract review, contract negotiations, potential litigation and review of professional appointments.
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, Committeewoman Janice DiGiuseppe, Committeeman, Fred Clark, Engineer Tim Staszewski, CFO Joseph Monzo, Attorney Michael Magee, Clerk Linda Semus, and Deputy Clerk Barbara Crammer.** **Committeeman Sean Gable** was not in attendance.

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

Attorney Magee explained that matters discussed in executive session were personnel issues, contract review, contract negotiations, potential litigation and review of professional appointments.

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

FINANCE

a. Resolution

	RESOLUTION 2013-12-21		
RESOLUTION FOR THE TRANSFER OF FUNDS IN THE CURRENT			

FUND IN THE				
BE IT RESOLVED on this 23rd day of December, 2013 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2013 budget appropriations transfers be made as follows:				
<u>CURRENT FUND: Inside the CAP to Inside the CAP</u>				
<u>Operating Expenses and Salaries & Wages</u>				
	<u>Title</u>		<u>Transfer From</u>	<u>Transfer To</u>
	Tax Collection	SW	500.00	
	Tax Collection	OE	2,000.00	
	Tax Assessor	OE	2,000.00	
	Planning	OE	15,000.00	
	Zoning	OE	5,000.00	
	Other Code: Fire	OE	2,000.00	
	Solid Waste	OE	1,200.00	
	Vehicle Maintenance	OE	8,000.00	
	Animal Control	OE	400.00	
	Public Defender	OE	9,150.00	
	SW Adjustment	SW	5,130.00	
	Mayor and Committee	SW		400.00
	Tax Assessor (waiver)	SW		1,225.00
	Police	SW		37,200.00
	Streets and Roads	SW		1,700.00
	Fire	SW		280.00
	Environmental Health	OE		700.00
	Telephone	OE		500.00
	FICA	OE		2,800.00
	Clerk	OE		350.00
	Finance	OE		350.00
	Recycling	OE		25.00
	Park Maintenance	OE		1,000.00
	Prosecutor	OE		1,050.00
	Telephone	OE		2,800.00
	TOTAL		\$ 50,380.00	\$ 50,380.00

CFO Monzo explained that this is the third transfer we have done which is permitted after November 1st. As this is the last meeting of the year, it will cover the year for potential shortages in any accounts. Money is taken from other accounts that have excess funds available.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to adopt Resolution 2013-12-21. Motion carried on a Roll Call Vote, recorded as follows:

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

b. EMS-Tires and Batteries

CFO Monzo asked for direction and clarification in terms of what the contract we have with the Emergency Squad that calls for us to determine what to pay for on their behalf. As a contractual payment, we give them \$200,000 a year and, in the past, we have paid for tires since the ambulances belong to us. He questioned the Committee as to whether we continue with that practice or if the intent of the contract of \$200,000 was to be all encompassing and they pay for all of their miscellaneous repairs.

The second item has to do with the Fire Company. A Bond Ordinance was done last year for the fire truck which did not cost as much as the ordinance provided. The Fire Company has asked the Committee to possibly look into buying fire hose at a price of \$13,455 and a thermal imager for \$11,000 for a total of less than \$25,000. Although there is that much left in the Ordinance, we would have to re-appropriate the ordinance, wait 20 days and get the appropriate quotes for the equipment. In the alternative, they could be told to buy the items out of their own funds.

Committeewoman DiGiuseppe referred to the EMS request saying that she believes that the \$200,000 should cover their expenses such as these even though we paid in the past. She said she would like to review the contract for the First Aid Squad again.

CFO Monzo said that, with respect to the Fire Company, the Township Committee could agree to buy the hose and thermo imager for them and direct him to have the Ordinance re-appropriated for those purposes after which he would contact the Bond Counsel. Either that or they would have to find another way to pay for the items.

Committeeman Clark felt that, if the hose is leaking, they can't fight fires. The state is making them do testing on the lines. They are a volunteer fire company. The money is there. He felt they should be able to use the available money for the hose.

Committeewoman DiGiuseppe asked how it is beneficial to the Township. Would it be a longer term payment for the ordinance? **CFO Monzo** said the ordinance was for a fire truck, the useful life being 15 years. When they re-appropriate the ordinance, it would change the useful life because now there could be items that do not have a 15 year useful life. Therefore, the average life of the ordinance will change somewhat. In terms of the financing, it won't affect it although we will be borrowing another \$25,000 on their behalf. A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to direct **CFO Monzo** to have the bond ordinance re-appropriated for these purposes. Motion was second by **Committeewoman DiGiuseppe** and carried on a Roll Call Vote, recorded as follows:

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

ENGINEER'S REPORT

Engineer Staszewski said that we are on tract for the January submission of the CDBG project to the County for their approval. This would lead to an approximate February bid date.

Committeeman Clark asked if there is any chance of getting the bend on Mansfield Road West repaired because of the large drop off. He felt that if a car goes off the asphalt and catches his tire, he will have a wreck. **Engineer Staszewski** said he spoke to the Turnpike a few months ago and obviously nothing has been done. He will call them again.

ORDINANCE – SECOND READING/PUBLIC HEARING

ORDINANCE 2013 –12

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF MANSFIELD BY DELETING AND REPEALING CHAPTER 2 THEREOF, "ADMINISTRATION OF GOVERNMENT," AND REPLACING IT WITH A NEW CHAPTER 2, TO BE ENTITLED "ADMINISTRATION OF GOVERNMENT"

Be it enacted by the Mansfield Township Committee as follows:

Section 1.

The Code of the Township of Mansfield is hereby amended by deleting and repealing Chapter 2, Administration of Government.

Section 2.

The Code of the Township of Mansfield is hereby amended by adding thereto a new chapter, to replace Chapter 2 hereinabove repealed, to be Chapter 2, Administration of Government, to read as follows:

- 2-1 TOWNSHIP COMMITTEE** (Elected Officials/five (5) member Township form of government) NJSA 40A:63-1 et seq.
 - 2-1.1 MAYOR** (1-year term): NJSA40A:63-3f.
 - 2-1.2 DEPUTY MAYOR** (1-year term): created pursuant to NJSA 40A:63-6(3).
Deputy Mayor shall have all those powers placed in the Mayor in the Mayor's absence or disability.
 - 2-1.3 LIAISONS POSITIONS FOR TOWNSHIP COMMITTEE:** NJSA40A:63-7(b).
The Township Committee acts as liaisons to the various administrative departments.
 - 2-1.4 TOWNSHIP ADMINISTRATOR:** NJSA40A:9-136-138.
Delegated by the Township Committee specified Executive responsibilities of the municipality.
 - 2-1.5 ADMINISTRATIVE LIAISON TO THE TOWNSHIP COMMITTEE:** NJSA40A:63-6(3).
Daily assists the Township Committee.
- 2-2 MUNICIPAL CLERK OFFICE**

- 2-2.1 MUNICIPAL CLERK:** NJSA 40A:9-133 et seq. & 134.
A statutory and diverse position in every municipality with duties outlined pursuant to statute requirements.
- 2-2.2 DEPUTY CLERK:** NJSA40A:9-135.
Assists the Municipal Clerk in the duties and functions of the office and, in the absence of the Municipal Clerk, the Deputy Clerk shall have all the powers of the Municipal Clerk.
- 2-2.3 ADMINISTRATIVE ASSISTANT TO CLERK:** NJSA 40A:63-6(3).
Assists the Municipal Clerk in the duties and functions of the office.
- 2-3 FINANCE DEPARTMENT**
- 2-3.1 MUNICIPAL FINANCE OFFICER/CHIEF FINANCIAL OFFICER:** NJSA 40A:9-140.2 -.15. Responsible for the complex supervisory, professional, administrative and technical accounting and financial functions of fiscal records and systems of the Municipality. (Acts as Treasurer).
- 2-3.2 DEPUTY TREASURER**
Assists the Municipal Finance Officer/CFO/Treasurer.
- 2-3.3 PURCHASING AGENT:** NJSA 40A:11-9 et seq.
Appointed to perform the procurement authority, responsibility and accountability for the contracting unit pursuant to Chapter 11, Local Public Contracts Law and Chapter 19, Municipal Pay to Play Law.
- 2-3.4 HUMAN RESOURCES/PAYROLL COORDINATOR:** NJSA 40A:63-6(3).
Manages and executes employee payroll and health, insurance and workman's compensation benefits and claims under the supervision of the Municipal Finance Officer/CFO/Treasurer.
- 2-3.5 PURCHASING ASSISTANT:** NJSA 40A:63-6(3).
Assists the Purchasing Agent.
- 2-4 TAX COLLECTOR OFFICE**
- 2-4.1 TAX COLLECTOR:** NJSA 40A:9-141
A statutory position, the Tax Collector collects taxes and other revenues and has the responsibilities for transmitting tax bills and performing an annual tax sale.
- 2-4.2 ASSISTANT TO TAX COLLECTOR:** NJSA 40A:63-6(3)
Assists the Tax Collector.
- 2-5 TAX ASSESSOR OFFICE**
- 2-5.1 TAX ASSESSOR:** NJSA 40A:9-148 et seq.
A statutory position, the Tax Assessor is responsible for assessing property for the purpose of general taxation pursuant to State of NJ, Division of Taxation, regulations.
- 2-6 MUNICIPAL COURT (JOINT):** NJSA2B:12-1 et seq.
- 2-6.1 MAGISTRATE:** NJSA2B:12-4.
Appointed to preside over the Municipal Court Sessions for a 3-year term.
- 2-6.2 COURT ADMINISTRATOR:** NJSA 2B:12-10
Under the direction of the municipal Magistrate, and compensated by the municipality, to manage the judicial functions, powers and duties of the municipal court and its employees.
- 2-6.3 DEPUTY COURT ADMINISTRATOR**
Assists the Court Administrator .
- 2-6.4 VIOLATIONS CLERK**
Assists with daily duties of the Court.
- 2-6.5 PUBLIC DEFENDER**
Administers justice in equal representation of defendants as required.
- 2-6.6 PROSECUTOR**
Attends Municipal Court sessions as requested by the Magistrate and prepares, processes and prosecutes complaints before the Court on the behalf of the municipality.
- 2-7 FIRE PREVENTION OFFICIAL (3-year term C.21A)**
- 2-7.1 FIRE INSPECTOR**
Responsible for enforcement of NJ Uniform Fire Code.
- 2-8 MUNICIPAL HOUSING LIAISON (1-year term C.65-173)**
Serves as the point of contact for inquiries from the State of NJ Affordable Housing providers, administrative agents and interested parties, and monitors the status of all restricted units in Mansfield Township's Fair Share Plan.
- 2-9 TOWNSHIP BUILDING INSPECTOR/MUNICIPAL HOUSING OFFICER (C.25)**
Manages the duties and powers enumerated in the BOCA National Property Maintenance Code/1996 and the NJ State Housing Code/1980.
- 2-10 CONSTRUCTION DEPARTMENT:**
Performs all duties and responsibilities as required by the Uniform Construction Code, the International Construction Code, the NJ Department of Community Affairs (DCA) and laws pursuant to the NJ Uniform Construction Code under the supervision of the Construction Official.
- 2-10.1 CONSTRUCTION OFFICIAL** NJSA 40:55D-1 et seq.
Serves as the Chief Administrator of the Municipality's Construction Codes and Offices.
- 2-10.2 LAND USE COORDINATOR (1-year term)**
Manages requirements pursuant the Land Use statutes and the various land use administrative functions of the Planning and Zoning Board of Adjustment.
- 2-10.3 ZONING OFFICER** NJSA 40:55D-7
Responsibility for inspecting properties in the municipality for violations, issuing cease and desist orders to owners of property in violation of the zoning ordinance and filing

complaints in the municipal courts against property owners that fail to comply with an ordinance. Additionally, responsible for all zoning applications and issuing of such permits. Zoning Board of Adjustment has jurisdiction over aggrieved appeals (NJSA 40:55D-72(a)).

2-10.4 BUILDING SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in building inspections to insure that the Uniform Building and other related codes and standards are met.

2-10.5 ELECTRICAL SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in electrical inspections work to insure that the uniform Electrical and other related codes and standards are met.

2-10.6 FIRE SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in fire inspections work to insure that the uniform Fire Code and other related codes and standards are met.

2-10.7 PLUMBING SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in plumbing inspections work to insure that the uniform Plumbing and other related codes and standards are met.

2-10.8 TECHNICAL ASSISTANT

Assists the Construction Official.

2-11 PUBLICS WORKS DEPARTMENT

Responsible for maintaining the municipality's infrastructure of buildings, grounds, garbage collection, recycling and road repairs.

2-11.1 TOWNSHIP SUPERINTENDENT NJSA 40a:9-154.5

Performs administrative and supervisory duties in planning, organizing and directing all staff activities involved in the operation of the municipality's buildings and grounds, streets, roads and sanitation.

2-11.2 WORKING SUPERVISOR

Performs daily maintenance and repair of buildings and grounds facilities, streets, roads, equipment and vehicles; and supervises the staff assigned to the Public Works Department.

2-11.3 ADMINISTRATIVE ASSISTANT TO THE TOWNSHIP SUPERINTENDENT

Performs assigned clerical duties for the Township Superintendent.

2-11.4 MAINTENANCE LABORER

Performs a variety of maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of the municipality's streets, parks, buildings and storm drainage facilities and systems.

2-12 POLICE DEPARTMENT

2-12.1 CHIEF OF POLICE

As the department head of the Police Department, the Chief of Police is the highest-ranking certified police officer and has the general charge of and overall responsibility for the efficient performance of the department.

2-12.2 LIEUTENANT (1)

Under the direction of the Chief of Police, the Lieutenant has direct control over all members and staff within the department to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures.

2-12.3 SERGEANT (4)

Have the direct control and supervision of personnel assigned to each.

2-12.4 DETECTIVE (1)

Investigates and follows investigations of crimes committed in the municipality; develops and uses confidential sources of information, assists uniformed officers with arrests, etc., and performs other law enforcement duties as may be directed by the Chief of Police.

2-12.5 POLICE OFFICERS (5)

Responsibility for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace and the apprehensive of criminals.

2-12.6 SPECIAL POLICE OFFICER (1)

Employed on a per diem basis as may be necessary in accordance with NJSA 40A:14-

146.

2-12.7 SECURITY GUARD (1)

Performs duties requested by the Chief of Police in connection with the primary goals of providing security while the Municipal Court is in session.

2-12.8 SENIOR POLICE RECORDS CLERK

Responsibility as the Uniform Crime Reporting Coordinator as well as Police Department Administration.

2-12.9 POLICE RECORDS CLERK

Assists the Senior Police Records Clerk.

2-13 BOARD OF HEALTH – (MEMBERS ARE TOWNSHIP COMMITTEE)

The Board of Health retains exclusive jurisdiction in the areas of public health legislation and enforcement. The board also has exclusive authority to enact and enforce ordinances regarding public health.

2-13.1 REGISTRAR OF VITAL STATISTICS: NJSA 26:8-17.

Processes vital records pertaining to births, deaths and marriages occurring in the municipality.

2-13.2 DEPUTY REGISTRAR

Assists the Registrar of Vital Statistics.

2-13.3 ALTERNATE REGISTRAR

Assists the Registrar of Vital Statistics in the absence of the Deputy Registrar.

2-13.4 BOARD OF HEALTH SECRETARY

Formulates the agenda and introduces all communications addressed to the Board, prepares minutes of the Board meetings including ordinances and communications, and maintains minutes as a public record.

2-14 VARIOUS DEPARTMENT POSITIONS

2-14.1 SECRETARY/RECREATION COORDINATOR

Secretary performs assigned clerical duties for the Recreation Commission. Coordinator performs the daily administrative duties regarding all recreation programs.

2-14.2 ENVIRONMENTAL SECRETARY

Performs assigned clerical duties for the Environmental Commission.

2-14.3 OEM COORDINATOR

Manages the Office of Emergency Management which is authorized to carry out emergency management operations and protect the residents of the municipality.

2-14.4 OEM SECRETARY

Performs assigned clerical duties for the OEM Coordinator and OEM Committee.

2-14.5 SAFETY COORDINATOR

Attends meetings with the Joint Insurance Fund (JIF) and the municipality and prepares the necessary documents for the Fund.

2-15.6 SAFETY SECRETARY

Attends meetings of the Safety Committee which is comprised of all department heads and two (2) Township Committee liaisons (Fund Commissioner & Alternate Fund Commissioner).

2-16 MISCELLANEOUS ITEMS

Public Documents and information

- A.** Statement of policy. It is hereby declared to be the public policy of this Township to recognize the public's general right to know pursuant to NJSA 47:1A-1 et seq., and all of the public's business in this municipality shall be open to the public unless the public interest, general law or administrative regulations require nondisclosure and the governing body, in consultation with the Municipal Attorney, shall determine if and when nondisclosure is warranted.
- B.** Definitions. The following definitions shall apply to terms used in this section:
CUSTODIAN OF RECORDS – The Clerk or Secretary of the body required by law to make and maintain records.
PUBLIC RECORDS-All records which are required by law to be made, maintained or kept on file by the Township Committee or any board, agency, department, commission or official of this Township.
- C.** Inspection of public records.
 - 1. Any member of the public seeking to inspect public records of this municipality shall make application in writing either through a form supplied by the custodian or by a suitable substitute, which identifies the record or records sought to be inspected and/or copied.
 - 2. Such inspection shall be made only at reasonable times during regular business hours and without interference with the conduct of the affairs of the office or other place where such records are kept or maintained; provided, however, that in the event that said records are not readily available or research is necessary to supply the information sought, the custodian shall have at least two weeks to comply with the request; and in the event that the custodian is engaged in activities that would reasonably have priority over retrieval or presentation of the records requested, the custodian shall have the right to postpone the inspection for up to 48 hours.
 - 3. Fees. The fees charged for providing documents and information pursuant to this section shall be set forth in Chapter 20 of the Township Code.
- D.** Removal; reproduction of documents. Under no circumstances shall public records be removed from the municipal building or any other building where they are normally kept. Such records shall not be removed from the office wherein they are normally maintained unless accompanied by the custodian or her/his representative. If The custodian of such records shall find that there is no risk of damage or mutilation of such records and that it would not be incompatible with the economic and efficient operation of the office and the transaction of public business therein, she/he may permit a person seeking to copy more than 100 pages of records to use the person's own photographic process, approved by the custodian, upon the payment of the fee fixed in Chapter 20 of the Code.
- E.** Documents: information not subject to release. In addition to any restriction or limitations established by general law, no records, documents or information of any kind shall be released to the public if the same are not public records, as defined in this section, or if they are not in final form or if review or action regarding the documents or information is still pending before a body of this municipality or if the material sought is confidential in nature or an individual citizen's right to privacy outweighs the general public's right to know

2-16.1 Office Deemed Vacant

The position of a member of the governing body shall be deemed vacant when a member, as required by law, is to attend official Township meetings and fails to attend two (consecutive months or four (4) consecutive meeting, whichever shall be a longer duration, without being excused from attendance by the full governing body. The exception to this policy would be considered for legitimate illness and/or any other legitimate excuse at the approval of the full governing body.

2-16.2 Annual Education Requirement For elected Officials

The position of a member of the governing body shall be required to attend, on an annual basis, at least one course offered by the Rutgers University Center for Government Services or a similar education provider, such as the New Jersey League of Municipalities, covering the responsibilities and obligations of elected officials (for Example: ethics, municipal finance, labor relations, capital planning, shared services).

Attorney Magee said **Committeewoman DiGiuseppe** and **Clerk Semus** worked extensively to try to bring everything in order.

Mayor Puglia opened the Public Hearing.

CFO Monzo said this ordinance has a requirement that the Governing Body Members, in accordance with the Best Practice Check List from the State, are required to attend certain courses put on by the League of Municipalities for public officials training.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Deputy Mayor Higgins** to adopt Ordinance 2013-12. Motion carried on a Roll Call Vote, recorded as follows:

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

BILL LIST:

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

AYE: DIGIUSEPPE, CLARK. HIGGINS (see below)PUGLIA
NAY: NONE ABSTAIN: HIGGINS (on Check #2303)
ABSENT: GABLE

MINUTES: December 11, 2013 Regular Meeting and November 26, 2013 Executive

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

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

RESOLUTIONS

RESOLUTION 2013-12-22

RESOLUTION AWARDING A PROFESSIONAL SERVICE CONTRACT TO RODIER EBERSBERGER ARCHITECTS, 946 S MAIN STREET, WILLIAMSTOWN, NEW JERSEY, 08094, FOR ARCHITECTURAL SERVICES FOR THE MANSFIELD TOWNSHIP POLICE AND PUBLIC WORKS FACILITY IN MANSFIELD TOWNSHIP

WHEREAS, there currently exists a need by the Township of Mansfield to hire an architect to provide services in connection with the proposed Mansfield Township Police and Public Works Facility; and

WHEREAS, the Township publicly advertised for this contract by posting a Request for Qualifications/Proposals ten (10) days prior to the award of the contract, in order to qualify persons and/or firms that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) obtain the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Mansfield; and

WHEREAS, The Township has structured a procurement process to assure that each person and/or firm was provided an equal opportunity to submit their proposal in response to the RFP/RFQ. The RFP/RFQ respondent was required to comply with the provisions of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27-1 et seq, if applicable; and

WHEREAS, the Township wishes to award a contract for these services by following a “fair and open process”, as defined by N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, Rodier Ebersberger Architects has prepared a Response to Request for Proposal/Request for Qualifications (RFP/RFQ) in connection with Mansfield Township's need for architectural services for the proposed police and public works facility; and

WHEREAS, Mansfield Township has accepted the proposal for architectural services in connection with the proposed police and public works facility; and

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 Rodier Ebersberger Architects, of Williamstown, New Jersey for architectural services for the Mansfield Township Police and Public Works facility to be built in Mansfield Township in an amount not to exceed \$74,400.00.
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.
3. This award is made available through account numbers: 04-215-20-121-143

Deputy Mayor Higgins explained that the Township went out for RFQ for Architectural Design for the Public Works and Police Departments. There were 15 responses ranging from \$69,000 to \$154,000. As a result, he and **CFO Monzo** reviewed the 6 lowest bids after which **CFO Monzo, Deputy Mayor Higgins** and **Committeeman Gable** interviewed 4 of the firms. **Attorney Magee** was in attendance for the last two of the interviews. **Deputy Mayor Higgins** explained a decision was made by he and **Committeeman Gable** to recommend and award the architectural services to Rodier Ebersberger whom they felt would give us more hands-on service since he represents a smaller firm. In addition, his presentation was excellent.

A motion was offered by **Deputy Mayor Higgins** to adopt resolution 2013-13-12. Motion second by **Committeewoman DiGiuseppe** and carried on a Roll Call Vote, recorded as follows:

AYE: HIGGINS, DIGIUSEPPE, CLARK, PUGLIA
NAY: NONE AB SENT: GABLE ABSTAIN: NONE

RESOLUTION 2013-12-23
RESOLUTION AWARDING BEST CLEANING BUILDING SERVICES
FOR THE CUSTODIAL SERVICES TO THE MANSFIELD
TOWNSHIP MUNICIPAL COMPLEX

WHEREAS, there is a need for custodial services for the Mansfield Township Municipal Building; and

WHEREAS, the selections of qualified respondents were made pursuant to the professional services exception of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection was also subject to the fair and open process authorized by the "New Jersey Local Unit Pay-To-Play" Law, N.J.S.A. 19:44A-20.4 et seq., The Township has structured a procurement process to assure that each person and/or firm was provided an equal opportunity to submit their proposal in response to the RFP/RFQ. The RFP/RFQ respondent was required to comply with the provisions of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27-1 et seq, if applicable; and

WHEREAS, Best Cleaning Building Service has prepared a Response to Request for Proposal/Request for Qualifications (RFP/RFQ) in connection with Mansfield Township's need for custodial services for the Mansfield Township Municipal Complex; and

WHEREAS, the CFO and the RFP/Q Review Committee have made recommendations that Best Cleaning Building Services be awarded the contract beginning on January 6 , 2014 and ending December January 3, 2015; and

WHEREAS, the Mansfield Township Committee has accepted the proposal for custodial services in connection with the Municipal Complex; and

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

3. The Township Committee hereby awards a Contract Best Cleaning Building Service, of Palisades Park, New Jersey for custodial services for the Mansfield Township Municipal Complex in an amount not to exceed \$\$15,200.00.
4. 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.
3. This award is made available through account numbers: 01-201-26-310-124

Committeewoman DiGiuseppe said their insurance certificate and back ground checks are missing from their proposal which should be submitted within 21 days after they receive their notice of award which is to be completed by **CFO Monzo**.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to adopt Resolution 2013-12-23. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2013-12-24
REFUND OF TAX OVERPAYMENTS**

WHEREAS, Property Taxes were overpaid on the properties listed below; and
WHEREAS, this overpayment was due to a duplicate payment and the homeowner is requesting 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 December 23, 2013 hereby authorizes the refunding of the following to Bradley Limited Partnership by the Tax Collector.

Block	Lot	Property Owner	Amount
25	1	Bradley Limited Partnership	\$1,462.09
25	1Qfarm		423.42
30	3Qfarm		57.66
Total			\$1,943.17

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-12-24. Motion carried on a Roll Call Vote, recorded as follows:

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

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

A motion was offered by **Deputy Mayor Higgins** and second by **Committeewoman DiGiuseppe** to remove Resolution 2013-12-15 from the agenda. Motion carried on a Roll Call Vote, recorded as follows:

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

DISCUSSION

Mansfield Township School District – reduction of speed limit – Locust Ave.

Mayor Puglia said the School District has requested a reduction of speed from 25mph to 10 mph. **Mayor Puglia** did not feel this is feasible. **Attorney Magee** will prepare a response to the author of the request.

Water to Municipal Complex

Clerk Semus explained that we received an e’mail from American Water informing us that the DEP has approved city water to the municipal building. He will contact us within the next few days to start the process. **Attorney Magee** is to follow up.

PUBLIC COMMENT

Richard Archer, Columbus, said that, when the township assumed ownership of the ambulances, it was decided that, at that point between himself and the Committee, the major items would be handled by the Township Committee and the rest of the maintenance items would be done by the Ambulance Corp. They had one set of tires replaced in March and, now, they need another pair and, if they don’t get them, they will be out of service if it snows. The ambulances are both 6 years old and this is the first time around of having new tires. They have paid to have the tires fixed three or four times and they have also had the ambulance repaired several times because of the computer. He felt that the Corp. had done a lot of maintenance on their own, as agreed upon. Since the township had required the three ambulances to be owned by the township, part of the onus should go back on the Township. **CFO Monzo** asked if there is delineation in regard to the responsibility for repairs and maintenance. Mr. Archer felt this was not defined at that time. **CFO Monzo** recommended that, as we move forward,

there should be a clearer picture in terms of expenses. The Committee should review the types of expenses and figure out what things the Committee is willing to have the Township pay for and what they want the squad to pay for. This will alleviate any guessing. Mr. Archer said the Ambulance Squad does pay for the maintenance on the building, lighting, heating system failure, etc. Although the township owns the building the Ambulance Squad has not asked for help with the maintenance.

Committeewoman DiGiuseppe said she would like to review the contract again. However, Mr. Archer said this is not stipulated in the contract. **Committeewoman DiGiuseppe** felt that, if we have the money to pay this time, we can pay but we should review the contract and come up with specific responsibilities. **CFO Monzo** said we do have the money for the tires and also batteries which was also listed. He asked for a list prior to the January meeting so the contract can be amended so there is a clear line as to who is responsible for what.

A motion was offered by **Committeeman Clark** and second by **Committeeman DiGiuseppe** to purchase the tires. Motion carried on a Roll Call Vote, recorded as follows:

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

PUBLIC COMMENT

Laverne Cholewa, 43 Vandevere Lane, felt it was a difficult year for the Committee and the Township Employees and she thanked everyone for their due diligence.

Mayor Puglia closed the public comment portion of the meeting.

MAYOR AND COMMITTEE COMMENT.

Committeeman Clark noted that the reorganization is meeting on January 2 and questioned the time which he was told is 7PM>

Committeewoman DiGiuseppe thanked all for coming and said she was delighted to hear this building is getting city water. She wished all a Merry Christmas.

Mayor Puglia wished all a Merry Christmas and a Happy New Year.

MOTION FOR ADJOURNMENT:

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

PREPARED BY

RESPECTFULLY SUBMITTED BY

Barbara A. Crammer
Deputy Clerk

Linda Semus, RMC
Municipal Clerk

Approved: January 22, 2014