

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
March 14, 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 Sean Gable, Committeewoman, Solicitor Michael Magee, and Clerk Linda Semus. Committeeman Alfred Clark** 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 **Committeewoman DiGiuseppe** to go into executive session by adoption of the following Resolution. Motion carried.

RESOLUTION 2013-2-1

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, Committeewoman Janice DiGiuseppe, Committeeman Sean Gable, Engineer Len Faiola, Attorney Michael Magee, CFO Joseph Monzo, and Clerk Linda Semus. Committeeman Fred Clark** was not in attendance.

A motion was offered by **Committeewoman DiGiuseppe** 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 Faiola referred to his March 7th report. Off that report, he updated information on the municipal parking lot. The concept development plan is completed. He felt informal quotes could be obtained within a week so we don't have to go through the formal bid process as we are under the bid threshold. Three quotes will be solicited with the Committee's go ahead. The paving work will be done in April. **Mayor Puglia** asked what can be done to have the property surveyed so trees can be planted. Although the tree planting is to start tomorrow, they would like some kind of layout, specifically

the access road. **Engineer Faiola** felt this could be done in a week's time. He was told Matt Johnson is doing the overseeing of the plantings with New Jersey Forestry. **Engineer Faiola** suggested that Jef set up a meeting on Monday morning with himself, the contractor hired by the County and we can work it out directly in the field.

Engineer Faiola said the NJ Turnpike had initially anticipated getting started by the end of March on Mansfield Road West and Mill Lane. They are still committed to doing the work except their own schedule got pushed because of weather concerns. They are now thinking of early May. **Engineer Faiola** said he preferred it that way only because warm weather is better for a longer lasting pavement project. He said they will make sure it is done prior to Memorial Day.

Engineer Faiola said they are awaiting final comments on the conceptual floor plans for the Police Building. A meeting should be held to discuss the comments and gather everyone's thoughts at one time. He will try to schedule that for the middle of next week. Included in the meeting should be the Chief, the Committee's representatives and the Engineering Firm. **Committeeman Gable** said he and **Deputy Mayor Higgins** are the Committee representatives but he wants to know the rest of the Committee's input also. They should get their comments to **Engineer Faiola, Committeeman Gable, or Deputy Mayor Higgins** prior to the meeting. It was decided that the Engineer Firm will be present during an entire day at which time Committee Members can discuss their suggestions. **Deputy Mayor Higgins** felt the end of the day should be for him and **Committeeman Gable** to review all suggestions.

Mayor Puglia referred to the sprinkler system. **Engineer Faiola** said he is finalizing a solution on that. Two issues have to be worked out. One is to determine the responsible party for the sprinkler system from April 1st forward. It could be either the current alarm system or a new monitoring alarm system. This issue is going to be resolved by Monday. The second issue is whether or not the pressure switch which activates the alarm system is communicating with the new alarm and with the older alarm which has a direct line into the Fire Department. This is to be tested by the Contractor. The monitoring system will take over once that has been clarified. We hope to have this all resolved next week, well before the April 1st deadline. **Committeeman Gable** asked if the monitoring system is working right now. **Engineer Faiola** said the Monitoring Company is claiming that they are not receiving the signal. This has to be resolved very quickly. It is his suspicion that there is something going on with the wire to the flow switch which may not be connected to their read of the panel. He will have a contractor examine that issue. If Devon has a problem with their end, we will have them come in to examine their issue. He wants to clear things on the construction side.

With no further questions, a motion was offered by **Committeeman Gable** to accept the Engineer's Report. Motion second by **Committeewoman DiGiuseppe** and carried.

FINANCE

RESOLUTION 2013-3-1A

SELF-EXAMINATION OF BUDGET RESOLUTION

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Township of Mansfield* has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2013 budget year.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the *Township of Mansfield* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school

purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

CFO Monzo explained that this has to do with the process of introducing the 2013 Municipal Budget. The Department of Community Affairs has outlined that towns are to introduce their budget by March 26th of this year. The DCA does not review every budget submitted every year. Therefore, you go on a cycle with budgets being reviewed every three years. The other two years you are considered self-exam. This means that he and the Township Auditor makes sure the budget is in compliance with all the rules and regulations that the DCA would look at when reviewing the budget. To memorialize this action, the governing body has to pass a resolution that indicates that we understand that we are considered self-exam this year. The budget that we are going to introduce and adopt is in accordance with the rules. The next Resolution, 2013-3-1B, is a resolution to defer School taxes. It is a way for us to generate a small amount of surplus for us to use in the 2013 budget. It does not harm our ability to make any of our obligation payments to any one of the school districts. The third item, Ordinance 2013-3 is an ordinance for first reading. We don't really need it but it allows us to bank any appropriation amount that we don't use and use it in the next two years. We are preserving our right to increase our appropriations by 3 1/2 percent if we choose, which we don't. The ordinance allows us to bank the money for the next two years. **CFO Monzo** recommends adoption of the Ordinance as a matter of course as it doesn't hurt us to do it. The next Resolution, 2013-3-2 is a resolution to introduce the municipal budget by the statutory deadline of March 26th. A public hearing and adoption date has been set for April 24, 2013. The budget can be discussed any time between now and that date. On April 24th there will be a public hearing after which the budget can be adopted if we so choose and if no amendments need to be done. The budget, as introduced, has a tax rate increase of \$.02. Since we went through a revaluation last year when our tax rate per hundred was \$.287, our tax rate this year will be \$.43. This appears to be a 14 cent increase but the assessed value went from \$1, 329,000,000 to \$950,000,000. If you were to convert last year's tax rate using the current assessed value, last year's tax rate would have been \$.287 and this years will be \$.307. For an average residential homeowner, it is about \$68.00. a year. **CFO Monzo** noted that, included in the increase, is an appropriation of \$75,000 for down payment on Capital Improvements. We have had two discussions since the beginning of the year, one on a fire truck presented by the Fire Company, and a trash truck. To purchase either one of them, we are required 5% down payment in the budget. This doesn't mean we have to do it. If neither is done this year, the money will be taken out of the budget and the tax increase will be reduced to \$01.4. If we decide to do them, they money will remain in the budget.

Copies of the full budget will be available in the Clerk's Office tomorrow. It will be posted on the website and will go to the DCA to be filed. A copy has been sent to the auditor and he has signed where appropriated.

A motion was offered by **Deputy Mayor Higgins** to adopt Resolution 2013-3-1A. Motion second by **Committeeman Gable** and carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2013-3-1B
RESOLUTION DEFERRING SCHOOL TAX**

WHEREAS, the governing body of a municipality is permitted to defer school taxes amounting to not more than 50% of the total school tax levy; and

WHEREAS, it is the desire of the Township Committee of the Township of Mansfield to defer \$ 2,085,700 local district school tax amounting to representing 21.6 % of the 2011-2012 local district tax levy;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield in the County of Burlington and the State of New Jersey that the 2011-2012 local district school tax levy be deferred in the amount of \$ 2,085,700.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-3-1B. Motion carried on a Roll Call Vote, recorded as follows:

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

**ORDINANCE 2013-3
CALENDAR YEAR 2013
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO
ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Mansfield in the County of Burlington finds it advisable and necessary to increase its CY 2012 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5 % increase in the budget for said year, amounting to \$ 164,617.00 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Mansfield, in the County of Burlington, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2013 budget year, the final in cap appropriations of the Township of Mansfield shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5% amounting to \$ 4,867,979.00 and that the CY 2013 municipal budget for the Township of Mansfield shall be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to introduce Ordinance 2013-3 and hold the public hearing on April 24, 2013. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-3-2: (A copy of this Resolution is spread on the following pages.)
The public hearing is set for April 24, 2013.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-3-2. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-3-3

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR REVENUES DERIVED FROM THE CHARGING OF RENTS FOR AN INDOOR RECREATIONAL TRAINING FACILITY AS REQUIRED BY NJSA 40A:4-39

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

WHEREAS, NJSA 40a:4-39 provides for receipt of rents for an indoor training facility by the municipality to provide for the operating costs to administer this act; and,

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Indoor recreational training facilities is hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement:

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

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Indoor recreational training facilities in accordance with NJSA 40a:4-39
2. The Clerk of Township of Mansfield, County of Burlington, State of New Jersey is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

CFO Monzo said this was discussed at the last meeting to set up a trust fund rider for the fees for the rentals. In order for us to start collecting the revenue and to spend against that purpose, we have to pass the resolution and sent to the DCA for approval. We cannot spend or receive money for that purpose until the Committee passes it and the DCA adopts it.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to adopt Resolution 2013-3-3. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-3-4
REFUND OF TAX OVERPAYMENTS

WHEREAS, Property Taxes were overpaid on the properties listed below; and

WHEREAS, this overpayment was due to a payment by Linear Title, 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 February 27, 2013 hereby authorizes the refunding of the following to Richard Branco by the Tax Collector.

Block	Lot	Property Owner	Amount
6.01	1.07	Richard Branco	\$2,981.40

A motion was offered by **Committeewoman DiGiuseppe** and second by **Deputy Mayor Higgins** to approve Resolution 2013-3-4. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-3-5
REDEMPTION OF TAX LIEN

WHEREAS, at the Mansfield Township Tax Sale held on October 1, 2010, a lien was sold on Block 22, Lot 7.01, also known as 26360 Mount Pleasant Road, for 2009 delinquent taxes; and,

WHEREAS, this lien, known as Tax Sale Certificate # 10-00002 was sold to

US Bank-Cust/Sass Muni VI DTR, in the amount of \$7,002.44, with a premium paid of \$24,000.00; and,

WHEREAS, the owner: Pleasant Farm, Inc. has effected redemption of Certificate # 10-00002.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, authorizes that a check be issued on to US Bank-Cust/Sass Muni VI DTR, for the redemption of this lien.

Lien Holder	Lien #	Amount
US Bank-Cust/Sass Muni VI DTR	10-00002	\$144,320.65

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-3-5. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2013-3-6

RESOLUTION OPPOSING SENATE BILL S-2364/ASSEMBLY BILL A3553 WHICH CREATES EARLY VOTING IN THE STATE OF NEW JERSEY

WHEREAS, Senate Bill S-2364 and Assembly Bill A3553 propose to create a system of early voting in the State of New Jersey; and

WHEREAS, the goal of accommodating voters in pursuit of greater participation in the democratic process is a worthy goal; and

WHEREAS, these bills would in reality increase workloads, add more costs to the election process, and ultimately serve to confuse voters more than it would accommodate their needs; and

WHEREAS, these bills would require for each primary and general election a public facility, except a public school, located in each municipality in an area of a high concentration of population to be open and available to registered voters starting 15 days before an election for early polling, possibly conflicting with if not pushing out other important uses for these buildings, causing inconvenience to residents; and

WHEREAS, these bills require retraining of poll workers and dramatically increased hours, as well as chain of custody requirements to protect the voting process, despite the fact that recruiting and training polls workers is already a difficult process; and

WHEREAS, these bills would increase costs to municipalities, including overtime pay for workers; and

WHEREAS, although these bills allow municipalities to request reimbursement for extra costs and provide an appropriation, the appropriation does not outline a specific amount nor dedicated funding, only that which the State Treasurer and the Director of the Division of Budget and Accounting deem necessary, and they do not outline the procedure for a municipality whose reimbursement request is denied; and

WHEREAS, the opportunity for "Early Voting" already exists in the State of New Jersey through the Vote by Mail ballot process.

NOW, THEREFORE, BE IT RESOLVED that governing body of the (insert name of municipality) in the County of (insert name of county) does hereby oppose S2364 and A3553; and

BE IT FURTHER RESOLVED, the governing body of the (insert the name of municipality) does hereby call upon its representatives in the State Legislature to oppose the adoption of this bill; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to the Office of the Governor, Senate President Sweeney, Senators Gill and Whelan, sponsors of S2364, Speaker Oliver, Assemblymen Wisniewski, Diegnan, Benson, Conaway, and Coughlin, sponsors of A3553, our State Senator and Assembly representatives, the County Board of Elections, and the New Jersey League of Municipalities.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to adopt Resolution 2013-3-6. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2013-3-7
REDEMPTION OF TAX LIEN**

WHEREAS, at the Mansfield Township Tax Sale held on October 1, 2010, a lien was sold on Block 7, Lot 2.18, also known as 531 Route 68, for 2009 delinquent taxes; and,

WHEREAS, this lien, known as Tax Sale Certificate # 10-00001 was sold to US Bank Cust/Pro Capital I, LLC, in the amount of \$10,475.13, with a premium paid of \$10,100.00; and,

WHEREAS, Brooks Capital Services, Mortgagee, has effected redemption of Certificate # 10-00001.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, authorizes that a check be issued on to US Bank Cust/Pro Capital I, LLC, for the redemption of this lien.

Lien Holder	Lien #	Amount
US Bank Cust/Pro Capital I, LL	10-00001	\$51,677.91

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to adopt Resolution 3013-3-7. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2013-3-8
REFUND OF VETERAN DEDUCTIONS**

WHEREAS, Tax Deductions were allowed for the year 2012 on the property listed below; and,
WHEREAS, this allowance resulted in an overpayment on said properties, and the refund is due to the homeowner,

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 February 27, 2013 hereby authorizes the refunding of the following:

Block	Lot	Property Owner	Deduction	Amount
42.06	22	Hillary Hoffman	Widow of Veteran	\$250.00

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-3-8. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2013-3-9
 REFUND OF TAX OVERPAYMENTS**

WHEREAS, Property Taxes were overpaid on the properties listed below; and
WHEREAS, this overpayment was due to a payment by Linear Title, 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 February 27, 2013 hereby authorizes the refunding of the following to Richard Branco by the Tax Collector.

Block	Lot	Property Owner	Amount
6.01	1.07	Richard Branco	\$2,981.40

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2013-3-9. Motion carried on a Roll Call Vote, recorded as follows:

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

**ORDINANCE
 SECOND READING/FINAL ADOPTION**

ORDINANCE 2013-1

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY AMENDING THE CODE OF THE TOWNSHIP CHAPTER 42 – “SALARIES”

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

SECTION 1:

Chapter 42 of the Code of the Township of Mansfield is hereby amended to set Titles and Salary Ranges for various positions within the Township of Mansfield for the year 2013:

TOWNSHIP COMMITTEE:

Mayor	\$ 3,000.00 - \$ 6,500.00
Township Committee Members	\$ 3,000.00 - \$ 6,000.00
Board of Health Members	\$ 180.00 - \$ 350.00

MUNICIPAL CLERK/ADMINISTRATOR OFFICE:

Municipal Clerk (Certified)	\$ 40,000.00 - \$ 70,000.00
Deputy Clerk (hourly)	\$ 14.00 - \$ 25.00
Township Office Assistant (hourly)	\$ 14.00 - \$ 25.00
Administrative Liaison to Township Committee	5,000.00

FINANCE:

Chief Financial Officer	\$ 30,000.00 - \$ 70,000.00
Deputy Treasurer/Payroll Benefits Coordinator	\$ 37,500.00 - \$ 47,000.00
Purchasing Assistant	\$ 7,000.00 - \$12,000.00
Tax Collector	\$ 30,000.00 - \$ 52,000.00
Assistant Tax Collector (hourly)	\$ 12.00 - \$ 19.00
Tax Assessor	\$ 30,000.00 - \$ 52,000.00

CONSTRUCTION:

Construction Official	\$ 20,000.00 - \$ 37,000.00
Sub-Code Official: (Bldg., Elec., Fire, Plbg.)	\$ 12,000.00 - \$ 25,000.00
Inspectors: (Bldg., Elec., Fire, Plbg.) (hourly)	\$ 25.00 - \$ 37.00
Zoning Administrative Officer	\$ 3,000.00 - \$ 10,000.00

Technical Asst. to Construction Official (hourly)	\$ 12.00 - \$ 23.00
Construction Office Assistant (hourly)	\$ 8.00 - \$ 15.00
<u>UNIFORM FIRE CODE/PROPERTY MAINTENANCE OFFICE:</u>	
Fire Official (Unif. Fire Code) P/T	\$ 10,000.00 - \$ 15,000.00
Fire Prevention Inspectors P/T (hourly)	\$ 10.50 - \$ 15.00
Property Maintenance Officer P/T	\$ 1,000.00 - \$ 2,000.00
Emergency Management Coordinator	\$ 1,000.00 - \$ 3,500.00
<u>LAND USE OFFICE:</u>	
Land Use Coordinator (hourly/part-time)	\$20.00 - \$ 25.00
<u>PUBLIC WORKS:</u>	
Township Superintendent (hourly)	\$ 23.00 - \$ 35.00
Public Works Working Supervisor (annually)	\$ 1,500.00
Administrative Assistant to Superintendent and Public Works Working Supervisor (part-time)	\$1,000.00 - \$5,000.00
 <u>(salary based on current bargaining unit contract)</u>	
Buildings & Grounds Laborer (hourly)	\$ 10.00 - \$ 25.00
Buildings & Grounds Seasonal (hourly)	\$ 8.00 - \$ 15.00
Sanitation/Recycling Laborer (hourly)	\$ 10.00 - \$ 22.00
 <u>RECREATION:</u>	
Recreation Coordinator and Secretary (Part-time)	\$ 5,000.00 - \$10,000.00
 <u>HEALTH/ENVIRONMENTAL RELATED OFFICES:</u>	
Recycling Coordinator	\$ 1,200.00 - \$ 2,000.00
Dog Census Personnel (hourly)	\$ 8.00 - \$ 15.00
Rabies Clinic Personnel (a day)	\$ 50.00 - \$ 75.00
 <u>SAFETY:</u>	
Director – Emergency Management Serv.	\$ 1,000.00 - \$ 3,500.00
 <u>POLICE DEPARTMENT:</u>	
Chief of Police	\$ 87,000.00 - \$ 100,000.00
Lieutenant	\$ 80,000.00 - \$ 92,000.00
Police Officer (P/T) (hourly)	\$ 10.00 - \$ 21.00
Senior Police Records Clerk (hourly)	\$ 10.00 - \$ 25.00
Police Secretary (hourly)	\$ 10.00 - \$ 20.00
Court Security Guard (hourly)	\$ 15.00 - \$ 20.00
Police Officer (<i>salary based on current bargaining unit contract</i>)	
 <u>MUNICIPAL COURT:</u>	
Municipal Judge	\$ 15,000.00 - \$ 42,000.00
Court Administrator	\$ 25,000.00 - \$ 60,000.00
Deputy Court Administrator (hourly)	\$ 11.00 - \$ 25.00
Violations Clerk (hourly)	\$ 12.00 - \$ 22.00
Data Entry Clerk	\$ 8.00 - \$ 16.00

SECTION 2:

The aforementioned Salaries and Position Titles shall be retroactive to January 1, 2013. The Township Committee reserves the right to pay a Salary to any new employee at any figure within the Salary Range, not necessarily the highest figure of said Salary Range.

The adoption of this Ordinance shall operate to provide increments only to those employees who have performed satisfactorily the duties of their positions.

This Ordinance shall take effect immediately after final passage according to law.

SECTION 3:

The Mansfield Township Committee hereby repeals Ordinances 2000-4, 2001-3, 2002-7, 2003-14, 2005-27, 2007-29, 2008-30, 2010-13 and declares that all Ordinances and parts of Ordinance inconsistent with this Ordinance are hereby repealed to the extent of said inconsistency.

REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. **Repealer.** Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. **Severability.** In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. **Effective Date.** This Ordinance shall take effect upon proper passage in accordance with the law.

Mayor Puglia opened the public hearing. With no comments or questions, the public hearing was closed.

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

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

ORDINANCE 2013-2

AN ORDINANCE TO AMEND CHAPTER 33B OF THE CODE OF THE TOWNSHIP OF MANSFIELD TO PROHIBIT THE DRIVING, HITTING OR THROWING OF GOLF BALLS IN ALL PARKS AND RECREATIONAL AREAS THROUGHOUT THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey as follows:

WHEREAS, the Township of Mansfield wishes to protect and promote the health, safety, and welfare of the residents and other persons utilizing the Township's parks and recreation areas; and

WHEREAS, the Township wishes to protect and prevent injury or damage to the Township's property and the property of persons utilizing the Township's parks and recreation areas; and

WHEREAS, there has been increase in the number of persons utilizing the Township's parks and recreations areas for golf purposes; and

WHEREAS, this use has caused and will continue to cause damage to property located in the parks and recreation areas and/or injury to persons utilizing the parks and recreation areas; and

WHEREAS, preventing further damage or injury requires amending and supplementing the Township Code to preclude golfing in the Township's parks and recreation areas.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Township Committee for the Township of Mansfield, in the County of Burlington and State of New Jersey, as follows:

Chapter 33B is hereby amended prohibiting the driving, hitting, or throwing of golf balls in all parks and recreational areas throughout the Township of Mansfield, County of Burlington, State of New Jersey.

REPEALER, SEVERABILITY AND EFFECTIVE DATE.

A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.

C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

Mayor Puglia opened the public hearing. With no comments or questions, the public hearing was closed.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to adopt Ordinance 2013-2. Motion carried on a Roll Call Vote, recorded as follows:

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

BILLS LIST

Deputy Mayor Higgins made a motion to amend the bill list. Motion second by **Committeeman Gable** and carried.

Deputy Mayor Higgins made a motion to defer #22513, check number 1307, to the next meeting. Motion second by **Committeeman Gable** and carried on a Roll Call Vote, recorded as follows:

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

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

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

MINUTES: February 13, 2013

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to accept the minutes of the February 13, 2013 meeting. Motion carried on a Roll Call Vote, recorded as follows:

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

DISCUSSION/ACTION

Deputy Mayor Higgins referred to the list of applications for the use of the parks and noted that many of the teams have addresses out of the community. He questioned whether we are dressing the fields for these. **Clerk Semus** said Christine Alpin is present to answer any questions.

a. Shrubs and Tree Planting throughout the Millennium Building

Mayor Puglia said **Committeeman Gable** is meeting with **Jef** tomorrow about cutting some trees down. A meeting will be held next week to plant trees. **Engineer Faiola** recommended pulling out the white pine trees near the indicator post as that is where we are going to connect the fire line at a future date. **Committeeman Gable** said that, after speaking with **Jef**, if we want to move forward quickly, he might want to bring in his summer help earlier. More information will be available at the next meeting.

b. Police Vehicle Purchase

Mayor Puglia said we had an accident after which we received approximately \$10,000. The Chief would like to buy a new car on a three year lease. **CFO Monzo** recommended leasing rather than buying. The Chief wrote a memo to the committee expressing his rationale for replacing the vehicle. A motion was offered by **Committeewoman DiGiuseppe** to authorize leasing of the car. Motion second by **Committeeman Gable** and carried on a Roll Call Vote, recorded as follows:

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

c. Application for the use of Mansfield Township Park Permit – Black Men who Care, Inc., contact person: Richard Jones. Mansfield Community Park and Georgetown Park – June 1 through August 31, 2013. All insurance requirements are fulfilled and dates and field use approved by the Recreation Committee.

Christine Alpin noted that this application will be for one park or the other. Both parks were requested in the event one park was not available. The park will be used on Friday nights from 5 to 8pm and Saturday mornings and will be used as a basketball camp for kids in 5th through 8th Grade. This was approved by the Recreation Committee.

Deputy Mayor Higgins questioned if we are spending tax payers dollars to dress these fields and are the children from Mansfield.

Christine Alpin said the above application was a separate group who came to the Recreation Committee who agreed to sponsor the basketball program. All the rest of the applications, d,e,f,g,h,i are all represented by one of our Recreation Coaches who also coaches a travel team. Most of the participants are from Mansfield. The uses of the fields are for practice or Sunday games. They are aware that our own recreation teams will be scheduled first. It will not impact any of our Rec. teams.

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to approve the following **d. through i.** Motion carried. All insurance requirements are fulfilled and dates and field use approved by the Recreation Committee on all the following requests.

d. Application for the use of Mansfield Township Park Permit – Tri-State Arsenal, contact person: Chris Mack, requesting use of 46/60 field – March through May, 2013.

e. Application for the use of Mansfield Township Park Permit – Jersey State Bombers, contact person: Anthony Meduri and Randy Feig-requesting Georgetown Park Field, April through August, 2013.

f. Application for the use of Mansfield Township Park Permit – Northern Burlington 8U, contact person: Rob Siverio – requesting use of Civic Club Field-Sundays and some evenings from April 7, 2013 through June 19, 2013.

g. Application for the use of Mansfield Township Park Permit – Northern Burlington, contact person: Steve Blue, - requesting use of 50/70 field and Civic Club Field, March through August, 2013.

h. Application for the use of Mansfield Township Park Permit – Northern Burlington 11U, contact person: Rob Montalbano – requesting use of 50/70 field – April 7, 2013 through June 19, 2013.

Christine Alpin informed the Committee that the next item, **i**, is a separate organization that is paying for the field usage. They will be told what fields are available. In addition to paying for the fields, they will allow one of our teams to enter free.

i. Application for the use of Mansfield Township Park Permit – The Hig Doctor Baseball Academy, contact person: Gary Wilson, - requesting use of fields for 3 potential tournament weekends

Everyone agreed that **i** is approved. **Deputy Mayor Higgins** asked where the money is going when people pay for the tournament. **Ms. Alpin** said it would go in the trust fund.

Christine Alpin said that the next items, **j** through **r**, are all for Mansfield residents who are requesting use of the Indoor Training Facility or Field Use. They are all willing to pay the fees. **Mayor Puglia** questioned whether we are having problems with trash at the indoor facility. **Ms. Alpin** said the coaches are aware of this and she has also spoken to Jef. It will be addressed. If one group is determined to be leaving trash, the coaches will be approached.

The following were approved. All dates are to be scheduled with the Recreation Committee. They have all been approved by the Recreation Committee and insurance requirements are fulfilled.

j. Application for the Use of Mansfield Indoor Training Facility – Hamilton Hurricanes – 16U – contact person, Brian Siz.

k. Application for the use of Mansfield Indoor Training Facility – Hamilton Hurricanes, - U-16 – contact person, Brian Siz

l. Application for the use of Mansfield Indoor Training Facility – Northern Muddogs – contact person, extend the dates from 3-31-13 to 3-31-13 for Lacross practice.

m. Application for use of Mansfield Indoor Training Facility NJ Outlaws 11U – contact person, Brian Siz, dates from March 2013 through December 2013

n. Application for the use of Mansfield Indoor Training Facility – North Hanover Township Recreation – contact person, John Fletcher, March 17, 2013 for baseball assessments.

o. Application for the use of Mansfield Indoor Training Facility NJ Outlaws 98 – contact person, Robert Siverio, March, 2013 through July 2013

p. Application for use of Mansfield Indoor Training facility NJ bulldogs 8U – contact person, Rob Siverio, March, 2013 to December 2013.

q. Application for the use of Mansfield Indoor Training Facility – Northern Burlington Bulldogs 11U- contact, Rob Montalbano, March 2013 through December 2013.

r. Application for use of Mansfield Indoor Training Facility – Northern Burlington 12U Baseball – contact Steve Blue, February 2013 through February 2014.

s. New Fee Schedule – Indoor Facility

Ms. Alpin said the coaches looked over the new fees and have no problem with them. A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to approve the new fee schedule. Motion carried on a Roll Call Vote, recorded as follows:

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

t. Purchase of 2 mounds for baseball fields – not to exceed \$6,000

Ms. Alpin said we do have two temporary pitching mounds but they have become in poor condition due to repeated usage. For safety and maintenance of the fields, they are requesting new mounds. The money has been raised through the concession stand. They have received quotes. **CFO Monzo** noted that three quotes are needed. A motion was offered by **Committeeman Gable** to approve the two baseball mounds. Motion second by **Deputy Mayor Higgins** and carried on a Roll Call Vote, recorded as follows:

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

u. Environmental Commission Resignations – David Grupp, Mirosława Gorska.

The Environmental Commission has requested the two alternates, Robert Harrison, Alternate Number One and Judy Harrison, Alternate Number Two, up to regular position. Two alternates are still needed. A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to move the two alternates up to regular positions. Motion carried on a Roll Call Vote, recorded as follows:

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

v. SMB Paving, LLC – Millennium Parking Lot

Mayor Puglia said the cost will be about \$5400. **Engineer Faiola** said he was going to get two more quotes. **Deputy Mayor Higgins** noted that we want the trees pulled out first. **Engineer Faiola** felt the quote they have is from a good contractor who will probably be the lowest. **Clerk Semus** felt it is possible **Committeeman Clark** has already secured two more bids. This decision will be put off for two weeks.

w. Property Maintenance Issues

A complaint had been received from a resident. Mr. Borgstrom responded. He has requested the Committee to review our Property Maintenance Ordinances and see what we can do so residents surrounding these areas are not suffering from health issues or just visibility. Mr. Borgstrom has presented ordinance verbiage to **Attorney Magee** which may not be exactly what the township wants. **Attorney Magee** said we have our own ordinances that, if someone violates from a health, safety, or welfare perspective, they can be cited after which they appear at the municipal court if they do not address the problem. Then, they will be subject to a fine. A municipality can include in its ordinance provisions that allow the municipality, after notice to the homeowner, to go and perform the particular maintenance, such as grass cutting. Then they lien the property. Prior Committees have had a problem finding a funding source for this municipal maintenance that would turn into liens. **Engineer Faiola** referred to costs for a small lot compared to

a larger lot. They can't be treated differently. **Attorney Magee** was asked to contact our prosecutor about this concern.

x. Solicitor's Permit – Shaved Ice

Clerk Semus explained she had a request from a resident regarding a shaved ice truck who would like a solicitor's permit. He is questioning whether we would want another truck similar to Mr. Softee who already has a permit. **Attorney Magee** said that, if he qualifies, you really can't deny the permit. **Clerk Semus** said this person has already asked if he would be permitted to park in our parks and do parties in people's homes. She was advised to have him fill out the Peddler's Permit.

y. CPR Training.

Mayor Puglia said we have had several quotes from \$30 to \$60 for any employee other than the police who have had the training. **Clerk Semus** said we are due for a re-certification. **Committeewoman DiGiuseppe** said she obtained a quote from a senior citizen who is qualified to do the training for whatever it costs her. **Clerk Semus** explained we usually do it right after work in the municipal building. **Mayor Puglia** felt we should see how many people are interested first. Then we can make a decision.

PUBLIC COMMENT

With no comments, the public comment portion of the meeting was closed.

MAYOR AND COMMITTEE COMMENT.

Committeewoman DiGiuseppe and Committeeman Gable thanked all for coming to the meeting.

Mayor Puglia concluded the meeting, thanking all for coming out.

MOTION FOR ADJOURN

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

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Barbara A. Crammer
Deputy Clerk

Linda Semus, RMC
Municipal Clerk

Approved: March 27, 2014