

**TOWNSHIP OF MANSFIELD**

**BURLINGTON COUNTY**

**MEETING MINUTES**

**July 27, 2011**

**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: **Deputy Mayor Robert Higgins, Committeeman Alfred Clark, Committeeman Sean Gable, Committeewoman Janice DiGiuseppe, Engineer Len Faiola, Solicitor Michael Magee, and Clerk Linda Semus. CFO Joseph Monzo** attended the meeting at 7:20PM. **Mayor Arthur Puglia** was not in attendance.

**Deputy Mayor Higgins** 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, 2011. 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, 2011.

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

**RESOLUTION 2011-7-1**

**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: Personnel, contract negotiations, and possible pending litigation.
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.

**Regular Meeting**

**7:30PM**

The regular meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Deputy Mayor Robert Higgins, Committeeman Sean Gable, Committeeman Alfred Clark, Committeewoman Janice DiGiuseppe, CFO Joseph Monzo, Engineer Len Faiola, Attorney Michael H. Magee, Clerk Linda Semus, and Deputy Clerk Barbara Crammer. Mayor Puglia** was not in attendance.

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to come out of executive session. Motion carried.

**Attorney Magee** explained that the purpose of the executive session was to discuss personnel issues and pending litigation.

**Deputy Mayor Higgins** opened the regular meeting followed by the salute to the flag and a moment of silence.

**ENGINEER'S REPORT**

**Engineer Len Faiola** referred to his status report for the month of July. The municipal buildings access doorway and site improvements proposal was sent to the committee last month for their consideration. It is to do certain ADA improvements at the Millennium Building and at handicapped ramps at certain areas throughout the township in order to make use of the CDBG grant that the township is eligible for the

next funding cycle. **Engineer Faiola** was asking for action to proceed with that. The improvements at the Millennium Building would dovetail in with what is going to take place with the municipal complex renovation.

Bids for the Municipal Complex will be received on August 9<sup>th</sup>. Recommendations will be made at the August meeting for award of the contract.

The NJDOT's next fiscal year solicitation for state aid projects has come out. **Engineer Faiola** said he would like to meet with the Committee or members of the Committee to look at candidates to use for applications for state aid funding for this coming year. He said there is one application for Georgetown-Chesterfield Road which was submitted last year but was not successful. This could be re-used plus other candidates who could be discussed before submitting. Deadlines are 6 to 7 weeks away.

The Millennium building elevator project is nearly complete. A temporary service contract for emergency calls has been finalized with Bevan. When the Municipal Complex is renovated, this can be integrated into a single source. A phone line has been planned to enable emergency calls to be made. Verizon is to finish the installation. The elevator will be locked down during the duration of the construction of the site to alleviate use of the elevator by the contractors. Before the line is active, we need to know the emergency call numbers which are currently the fire chief and the building and grounds superintendent. This should be coordinated.

**Clerk Semus** questioned whether the township is responsible to pay for the maintenance when the elevator is not in use. **Engineer Faiola** said they have negotiated a three month contract to start when we are actually able to use the elevator. That depends on how fast the construction is completed. However, we need the contract to have the final permit signed off. Then we can release the contractor.

**Engineer Faiola** explained that the contractor is to be on site the end of next week to set the pad for the EMS generator which is expected to arrive about a week after. The whole thing should be built and in service at the end of August.

Correspondence has been received in regard to the Four Seasons street tree settlement. Research needs to be completed to determine the status of the bond that is being held by the township, after which the correspondence will be addressed.

**Engineer Faiola** said he did a site inspection at Stonehearth Court in Homestead with regard to flooding condition which occurred on July 6. He asked the Committee to authorize him to write a letter to the property maintenance company, Wentworth, advising them on how they can best go about clearing the stream behind the properties which he believes is the source of the problem.

**Deputy Mayor Higgins** questioned the time line for the community development block grant and whether there was a period of time to spend the money. **Engineer Faiola** responded that it has to be within a fiscal cycle which would be August of next year. **Deputy Mayor Higgins** questioned whether anyone had looked at the proposal from R&V for Professional Services for the Millennium Building. The construction grant amounts to about \$88,000. The engineer's fees are approximately \$4650. The balance would be charged against the ordinance.

**Deputy Mayor Higgins** said there will be discussions with the county tomorrow in regard to the sewerage treatment plant and if we understand their role. This will be put on hold.

**Deputy Mayor Higgins** questioned the Route 68/Joyce Court project. **Engineer Faiola** said they have repeatedly reached out to the DOT and have been told they would look into the matter. However, this has not happened.

**Attorney Magee** referred to the intersection of White Pine Road and Route 206. He said that, when the homeowner became less cooperative, we made the homeowner an offer which included additional expenses that we would have had to incur for expert

testimony from the appraiser and an updated appraiser. Because of this, the Committee has elected not to go any further. Since then, we have been requested to adopt a resolution which we did, to prohibiting left turns in and out of White Pine Road. **Engineer Faiola** reviewed the history stating that the DOT originally approached the township about doing this work. They said they would do the physical work and spend the money. But they need the township to help with the land acquisition on the south side of White Pine. The Township went through 2 years of trying to get the land. Now, a new person in charge of the case indicated that they don't know where the job originated but they can't warrant its need from a safety standpoint. Therefore, they want to drop the matter. Because of the lack of township funds, this matter will be put to rest.

**Deputy Mayor Higgins** questioned about the cost per kilowatt hours in regard to the solar roof project. There was also discussion on what we need to do with the roof. **Engineer Faiola** said there are four sections, two of which need to be replaced. The other two could be repaired to extend their life but that doesn't give us 25 to 30 years on those sections. In answer to **Deputy Mayor Higgin's** question about the cost, **Engineer Faiola** said it was 10.35 cents per kilowatt hour.

**Committeewoman DiGiuseppe**, with regard to the elevator at the Millennium Building, questioned who Devon was? **Engineer Faiola** said they were the service contractor for the monitoring of the elevator. She then asked how long the warranty lasted and was told a three month period which we can roll and extend if we need to. **Committeewoman DiGiuseppe** referred to the state who has awarded a co-op elevator maintenance contract which is new to the state. **Engineer Faiola** will look into this to compare the costs.

**Committeeman Clark** said he had spoken to Jef Jones about Mill Lane and how it is breaking up again. He feels we need to get the turnpike authority to patch again. Also, we need to address Mansfield Road West. **Engineer Faiola** said they have drafted a letter to put them on official notice of the damages to Mansfield Road West. He will amend the letter to add Mill Lane damage.

**Committeeman Gable** said he received a complaint from a resident on Petticoat Bridge Road in regard to the striping of the passing and no passing areas. As you approach Fieldcrest Drive and the back entrance to Homestead, it is striped as a passing area. It appears to be very dangerous. He had spoken to Jef Jones who agrees it should be changed. However, Mr. Jones needs some direction about the distance of the no passing zones and how it should be established on that roadway concerning safety issues. **Engineer Faiola** said he would get together with Jef and mark it out so the lines can be changed.

From the public, Bob Tallon, Axe Factory Road, questioned the flooding in Homestead. He was told it was Stonehearth Court.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to accept the Engineer's report. Motion carried.

## **BILL LIST**

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

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

## **REPORTS**

**Clerk, Finance, Zoning, COAH, Tax Collector, Construction, Police, EMS, Court, Recreation**

**Deputy Mayor Higgins** questioned the progress of collections on the sewer utility bills. **CFO Monzo** said of 33 homes, only 3 did not pay their first bill. The readings for the next quarter were taken as calculations are in process. Bills should go

out next week, due September 1. There are provisions to charge interest, followed by tax sale if not taken care of.

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

## MINUTES

### MARCH 23, 2011

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to approve the minutes of the March 23, 2011 meeting. Motion carried.

### JUNE 22, 2011

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to approve the minutes of June 22, 2011. Motion carried.

## RESOLUTIONS

### RESOLUTION 2011-7-2

#### PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2011 BUDGET PURSUANT TO NJSA 40:4-87 (CHAPTER 159, P.L. 1948)

**WHEREAS**, NJSA 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount.

#### SECTION 1

**NOW, THEREFORE BE IT RESOLVED** on this 27<sup>th</sup> day of July, 2011, that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2011 in the sum of \$502.40 which item is now available as an additional revenue for the Mansfield Township Clean Communities Program

#### SECTION 2

**BE IT FURTHER RESOLVED** that a like sum of \$ 502.40 be and the same is hereby appropriated under the caption of:

Section 1 (a)

Clean Communities Program	\$502.40
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**CFO Monzo** explained that, when we adopted our budget, we estimated the amount in the budget for the clean communities grant. When we got out check, it was \$502.40 more than our estimation. Therefore, in order the spend the money, we need to amend the budget.

A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to approve Resolution 2011-7-2. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: GABLE, CLARK, DIGIUSEPPE, HIGGINS**

**NAY: NONE ABSENT: PUGLIA ABSTAIN: NONE**

### RESOLUTION 2011-7-3

#### PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2011 BUDGET PURSUANT TO NJSA 40:4-87 (CHAPTER 159, P.L. 1948)

**WHEREAS**, N. J. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount.

#### SECTION 1

**NOW, THEREFORE BE IT RESOLVED** on this 27<sup>th</sup> day of July, 2011, that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2011 in the sum of \$ 500.0 which item is now available as an additional revenue for the Mansfield Township Recreation from the County Parks Department. (Original township budget indicated \$ 60,000 in error- actual is \$ 60,500)

#### SECTION 2

**BE IT FURTHER RESOLVED** that a like sum of \$ 500.00 be and the same is hereby appropriated under the caption of:

Section 1 (a)

Veterans Memorial Park	\$ 500.00
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**CFO Monzo** said that, when we adopted our budget that included the flag pole grant, we inserted \$60,000. The grant was \$60,500. Therefore, we need to amend the budget to include the extra \$500.00.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Gable** to adopt Resolution 2011-7-3. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2011-7-4**

**MANSFIELD TOWNSHIP FINAL APPROVAL OF FARMLAND APPLICATION**

**WHEREAS**, the Township of Mansfield is committed to preserving, to the extent possible, farmland within the Township for the benefit of the citizens of the Township of Mansfield as well as for the County of Burlington and for the State of New Jersey; and

**WHEREAS**, the Burlington County Agriculture Development Board is proceeding with the preservation of the following farm: Durr Farm, Block 6.01, Lot 4, Block 8, Lot 9 through the Farmland Preservation Easement Purchase Program; and

**WHEREAS**, at this time, the Township of Mansfield cannot commit to providing the 15% municipal cost share; and

**WHEREAS**, it is in the best interest of the citizens of the Township of Mansfield to give final approval on the County's acquisition of development easements for the above farm through the Farmland Preservation Easement Purchase Program;

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that they grant final approval for the acquisition of development easements on the aforementioned properties through the Burlington County Farmland Preservation Program.

**Deputy Mayor Higgins** questioned whether we notified the County that we cannot participate in this. **Clerk Semus** said it was written within the resolution. **Committeewoman DiGiuseppe** questioned if the county can mandate it at some other time where we would be responsible for the 15%. **Attorney Magee** said they can as per state statute.

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to approve Resolution 2011-7-4. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2011-7-5**

**RE-APPOINTMENT OF CERTIFIED TAX ASSESSOR FOR TENURE**

**WHEREAS**, Robin L. Bucchi was appointed to serve as the Certified Tax Assessor for the Township of Mansfield on July 1, 2007 for a four-year term in accordance with the terms of N.J.S.A. 40A:9-146.3 et seq. and

**WHEREAS**, Robin L. Bucchi is to be re-appointed to serve a second four-year term, effective July 1, 2011, thereby establishing tenure with the Township of Mansfield;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Robin L. Bucchi be re-appointed as Mansfield Township Certified Tax Assessor, thereby establishing tenure, effective July 1.

A motion was offered by **Committeeman Gable** and second by **Committeeman Clark** to adopt Resolution 2011-7-5. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2011-7-6**

**RESOLUTION AWARDED CONTRACT FOR INFORMATION TECHNOLOGY SERVICES**

**WHEREAS**, the Township is in need of continuing maintenance and consulting services with respect to its computer system; and

**WHEREAS**, the local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids be publicly advertised;

**WHEREAS**, F. Gerald Caruso of Networks Plus, LLC has been performing the duties of the Township's information technology service since April 27, 2005; and  
**WHEREAS**, the Township Committee is satisfied with the performance of F. Gerald Caruso of Networks Plus, LLC; 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 to F. Gerald Caruso of Networks Plus for information technology services and equipment in the form annexed hereto in the amount of \$15,675.00 for Consultant Services for one year beginning August 1, 2011 and ending July 31, 2012; and
2. The Mayor and Township Clerk, as necessary, are hereby authorized to execute a Contract and any related documents necessary to effectuate this award in a form substantially the same as that annexed hereto.

This award is made available through account numbers:

a. 01-201-20-130-159.....	\$ 2,851.50
b. 01-201-20-120-159.....	\$ 4,369.00
c. 01-201-25-240-159.....	\$ 2,468.00
d. 01-201-20-150-159.....	\$ 1,901.00
e. 18-201-20-100-9.....	\$ <u>4,085.50</u>
<b>Total.....</b>	<b>\$15,675.00</b>

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to adopt Resolution 2011-7-6. Motion carried on a Roll Call Vote, recorded as follows:

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

#### **RESOLUTION 2011-7-7**

#### **A RESOLUTION CONSENTING TO THE PROPOSED WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED: TRI-COUNTY WATER QUALITY MANAGMENT PLAN**

**WHEREAS**, the Township of Mansfield desires to provide for the orderly development of wastewater facilities within the Township of Mansfield; and

**WHEREAS**, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, be in conformance with an approved WQM plan; and

**WHEREAS**, the NJDEP has established the WQM plan amendment procedure as the method of incorporating unplanned facilities into a WQM plan; and

**WHEREAS**, a proposed WQM plan amendment will be noticed in the New Jersey Register on August 1, 2011 which has been prepared by the NJDEP.

**NOW, THEREFORE, E IT RESOLVED** on this 27<sup>th</sup> day of July, 2011, by the Governing Body of the Township of Mansfield that:

1. The Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, hereby consents to the amendment entitled: Tri-County Water Quality Management Plan, and will be publicly noticed on August 1, 2011, prepared by Linda Semus, Municipal Clerk for the Township, for the Purpose of its incorporation into the applicable WQM plan.
- 2.. The consent shall be submitted to the NJDEP in accordance with NJAC 7:15-3.4.

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2011-7-7. Motion carried on a Roll Call Vote, recorded as follows:

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

#### **RESOLUTION 2011-7-8**

#### **RESOLUTION FOR THE APPOINTMENT OF A NJDEP LICENSED SEWER SERVICE OPERATOR FOR THE LYNNWOOD FARMS AREA WITHIN MANSFIELD TOWNSHIP**

**WHEREAS**, there exists a need for a licensed sewer service operator for use by the Township of Mansfield in the Lynnwood Farms Sewer Service Area

**WHEREAS**, the local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that State Environmental Services, Inc. be and is hereby appointed to provide licensed sewer operator services for Lynnwood Farms sewer service area for professional fees not to exceed the sum of \$8,762.88.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to adopt Resolution 2011-7-8. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2011-7-9**  
**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY**  
**OF BURLINGTON, STATE OF NEW JERSEY, APPROVING A**  
**CORRECTIVE ACTION PLAN FOR 2010 AUDIT**

**WHEREAS**, the Township of Mansfield, County of Burlington, State of New Jersey received its 2010 Audit, dated April 13, 2011 and submitted to the Township for review on April 28, 2011; and

**WHEREAS**, the Township will implement the 2010 Corrective Action Plan for the findings therein as follows:

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**CORRECTIVE ACTION PLAN - 2010 AUDIT**  
**TOWNSHIP OF MANSFIELD**  
**BURLINGTON COUNTY**

**Recommendation Number -1** – It was noted that three (3) appropriation line items were over-expended against the current year budget and one (1) appropriation line item was over-expended against the appropriation reserve year budget.

**Corrective Action:** The CFO/Treasurer and Deputy Treasurer met and discussed checkpoints to prevent over spending lines in the current or appropriated reserve year budgets. This has been corrected.

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, implement the Corrective Action Plan as outlined above by the Chief Financial Officer; and

**BE IT FURTHER RESOLVED**, that the Township Clerk of the Township of Mansfield, be directed to forward certified copies of this resolution to the New Jersey Division of Local Government Affairs, in compliance with State statute.

**CFO Monzo** explained that it is a requirement of the CFO to bring any comments in the audit to the attention of the governing body. The governing body, then, has to pass a resolution indicating they have seen the comments and recognize the recommendation. A form has to be signed by the governing body which will be forwarded to the DCA, if approved.

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to adopt Resolution Number 2011-7-9. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2011-7-10**  
**RESOLUTION AUTHORIZING THE ADVERTISING FOR BIDS FOR THE MANSFIELD**  
**INDOOR TRAINING FACILITY AT THE COLUMBUS CIVIC CENTER**

**WHEREAS**, pursuant to a grant awarded to the Township of Mansfield for an indoor training facility at the Columbus Civic Center, under the 2011 Municipal Park Development Program, sponsored by the County of Burlington, a need arose regarding advertising for bids for the construction of the Mansfield Indoor Training Facility; and

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Burlington has reviewed the Bid Specifications prepared by Land Engineering & Surveying Co., Inc. of Mt. Laurel, New Jersey, R. Allan Christianson, Architect, and finds same to be thorough and inclusive, taking into consideration that which is necessary for the construction of said facility.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee authorizes the advertisement for Bids for the construction of the Mansfield Indoor Training Facility at the Columbus Civic Center.

**Deputy Mayor Higgins** asked for any public comment.

Tony Quinto, member of the Recreation Committee, introduced Harry Fox, Land Engineering, who helped write the RFP. Mr. Fox said the job consists of a 6,000 square foot recreation facility at the Civic Center. The county provided a \$250,000 grant for this. The estimate is under the \$250,000. Therefore they would like to add some alternates to the project. The alternates could be added if the bids come in low. This way, we will utilize the entire grant. The alternates include a split seam roof making it

easier for solar panels in the future and fencing including a 4 foot chain link fence to replace the old wooden fence along the wooded area and a barrier fence inside the building. Mr. Fox said they would like to tie the electric service in the new building to the existing electric service in the existing building. If the building is torn down, the service would have to be reconnected to a new service to the new building.

**Committeewoman DiGiuseppe** noted that the demolition of the old building was not part of the application process for the new building. She felt we should move forward with the RFP and not delay pending demolition of the existing building.

**Deputy Mayor Higgins** said the demolition of the existing building will be the Township's responsibility, not the Recreation Committee.

**CFO Monzo** clarified the meaning and wording of the Resolution. He said it is not a contract as we are authorizing the township to go out to bid for a construction contract. He questioned where the money came from for the design and the construction management. He was told it was from fund raising efforts by the Recreation Committee. **Mr. Monzo** requested re-wording of the resolution to state that the Township is authorizing the advertising of bids for the Mansfield indoor training facility at the Columbus Civic Center.

A motion was offered by **Committeeman Gable** to amend Resolution 2011-7-1 to reflect the authorization of a bid for the Mansfield indoor recreation facility. Motion second by **Committeewoman DiGiuseppe** and carried.

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to approve Resolution 2011-7-10. Motion carried on a Roll Call Vote, recorded as follows:

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

Bids are to be received in August or September.

## **DISCUSSION**

### **a. Best Practice Inventory Questionnaire Review**

**CFO Monzo** explained that a law was adopted in 2010 that required the Department of Community Affairs put together a "Best Practices Inventory Checklist". This was the State's determination as to the best way for municipalities to run their operations. There were 88 questions on last years check list which was to be filled out and signed by the CFO. The state aid payment was tied to the score. In 2011, the 88 questions were trimmed down to 50. **Mr. Monzo** felt it was the state's way of telling us what we can and cannot do. There is also a requirement that the document be made available and discussed at a governing body meeting and, once that is done, he is required to e'mail it to the DLGS. The Clerk has to sign and certify that it was discussed at a meeting. He had distributed copies of the document and explained that our score is sufficient to receive 100% of our aid.

**Deputy Mayor Higgins** questioned the policy for absence from meeting. He felt we should adopt a policy and asked **Attorney Magee** to do something on that. **CFO Monzo** referred to the question number 11 on the checklist and explained that it was permissible to answer the question by commenting that we will adopt the policy. He noted two other areas which could be answered that we will adopt a policy.

### **b. Application for Blue Light Permit for Paul Zahorchak, member of Franklin Fire Co.**

A motion was offered by **Committeeman Gable** to approve the application for Paul Zahorchak. Motion second by **Committeeman Clark** and carried.

**c. Application for the use of Mansfield Township Parks Permit – Northern Burlington 11U Baseball person Brian Amantia – September 10, 2011 through November 12, 2011 – Mansfield and Georgetown Parks (Insurance Provided)**

**Committeewoman DiGiuseppe** said she felt that, added to the agreement should be wording that pet waste should be picked up. A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to approve the application for use of the fields. Motion carried.

**d, Application for the use of Mansfield Township Parks Permit – Mansfield Township Recreation/Red Bulls Soccer Camp – contact person: David Grupp, August 1 thru August 5, 2011 from 9:00 am to 1:00pm – Mansfield Park.**

A motion was offered by **Committeeman Gable** and second by **Committeewoman DiGiuseppe** to approve the foregoing request. Motion carried.

**e. Application for the use of Mansfield Township parks Permit – Northern Burlington Soccer Club – contact person David Grupp- September 1 through August 3`1, 2012 – Mansfield Park, Georgetown Park, Civic Club Fields**

David Grupp said he has coordinated this with recreation. A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to grant the foregoing. Motion carried.

**f. Application for the use of Mansfield Township Parks Permit – Northern Burlington Junior Greyhounds Athletic Association – contact person: Eric Pearson – August 8, 2011 through end of season – Georgetown Park and Civic Club**

Colleen Herbert, 2 Millennium Drive, representing the Junior Greyhounds, said they understand that soccer uses it and they will work with soccer. They are concerned over changes at the high school, not being sure of what will happen. The Junior Greyhounds are made up of children from each Township. Each Township is going to their own recreation committee to see what type of usage they can get in each township. They are looking for alternatives because of the uncertainty of Northern’s plans. **Deputy Mayor Higgins** said he spoke to Jef Jones who is not in favor of using the Civic Center or Georgetown Park. Mrs. Herbert said many of the participants are from Mansfield and she requested the courtesy for consideration of their use whenever possible. She said they needed the fields for practice. However, there was another area at Georgetown Park which could be considered.

**Attorney Magee** felt the Committee needs to feel comfortable about the usage of the fields. The lacrosse program also needed to be considered. **Committeeman Gable** commented over the concern over destroying the fields with continued use. We need to clarify with Jef Jones as to what areas are usable. After that, usage decisions can be determined.

**PUBLIC COMMENT**

There were no public comments.

**COMMITTEE COMMENTS**

The public was thanked for coming out to the meeting by the Committee Members.

**MOTION TO ADJOURN.**

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

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

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Barbara A. Crammer  
Deputy Clerk  
Approved: August 24, 2011

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Linda Semus, RMC  
Municipal Clerk

