

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
MEETING MINUTES  
October 14, 2015  
Executive Session  
6:00 PM**

The regular meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Robert J. Higgins, Deputy Mayor Sean Gable, and Committeeman Arthur R. Puglia, Committeewoman Laverne Cholewa, Solicitor Michael H. Magee, Administrator Michael Fitzpatrick, and Municipal Clerk, Linda Semus. Committeeman Robert Semptimphelter** arrived at 6:20 PM.

**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 4, 2015. 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, 2015.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to go into executive session by adoption of the following resolution. Motion carried.

**RESOLUTION 2015-10-1  
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: pending litigation, on-going contract negotiations and personnel issues.
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 **Mayor Robert Higgins, Deputy Mayor Sean Gable, Committeeman, Committeeman Arthur R. Puglia, Committeeman Robert Semptimphelter, Committeewoman Laverne Cholewa, CFO Joseph Monzo, Attorney Michael Magee, Administrator Michael Fitzpatrick, Engineer Tim Staszewski, Deputy Clerk Barbara Crammer and Clerk Linda Semus.**

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** come out of executive session. Motion carried.

**Attorney Magee** said the purpose of the executive session was to discuss on-going contract negotiations, pending litigation and personnel.

**OUTSTANDING SPORTSMAN:** 2015 Northern Burlington 10U District Baseball

**Mayor Higgins** noted some baseball players in attendance. **Committeewoman Cholewa** then explained that she recently became liaison of the Recreation Committee at which time she heard about these young gentlemen who have worked hard, traveled lengthy times to games, made bonds with friends and foe. She felt they have learned a good lesson of life, had fun and got better and better. One day, they may give back and become coaches themselves. **Committeewoman Cholewa** turned the meeting over to **Clerk Semus** who read the following:

“It is the desire of the Township Committee and the Township Employees and the Township Residents to recognize Northern Burlington 9U and 10U District Baseball Teams for outstanding accomplishments in advancing to the State Championships. Both teams were a force to be reckoned with. Their talent and exemplary efforts achieved athletic excellence and has earned the

respect of this Committee and the people of this Township. These fine young athletes had accomplished a stupendous feat with great skill and fortitude. The Township Committee, Employees, and Residents would also like to acknowledge and commend their coaches for their able guidance and for being instrumental in producing true champions. We tip our hats off to all of you. The members being recognized this evening are:

From the 9U team:

Matthew Siverio, Matthew Renninger, Chase Zola, Ryan Watson, Keith Tillett, Salvatore Cusato, Brayden Boyd, Andrew Farrow, Tony Kownacki, Michael D'Aulerio, Jack Pieloch and Alex Brackin... led by Head Coach: Jon Renninger and Assistant Coaches Rob Siverio and Kevin Zola

From the 10U team:

Alex Visalli, Matteo Mannino, James Watson, Ryan Boyd, Ryan Caloiaro, Niko Garnier, Andrew Stizza, Brandon Wolverton, Clark Norway, AJ Simpkins, Alan Broach and Evan Zola.... Led by Head Coach: Dave Visalli and Assistant Coaches Brian Caloiaro and Tim Boyd.

We congratulate and commend each and every one of you fine athletes.

Following the above reading, pictures were taken with the teams and the Committee Members.

### **ENGINEER'S REPORT**

**Engineer Tim Staszewski** said he understood there was a comment from the Code Office asking about whether backflow prevention was required as part of the water main installation for both the domestic and fire suppression. The connections for fire suppression were approved by the New Jersey American water although they did not require them on the domestic line. It is in the contract for the backflow preventer on the fire riser. Although it wasn't included on the domestic side and is not required by code, **Engineer Staszewski** felt this should be solicited from the current contractor to see what the minimal cost would be. **Administrator Fitzpatrick** said, in speaking with the code inspector, he said both lines need backflow preventer. Therefore, he suggested having the contractor, when installing the one, do the other. **Mayor Higgins** said we need a price first and then questioned if it would be a change order. **CFO Monzo** said it would be a change order if the same contractor is used and could be considered a change order if up to 20% of the original bid of the contract.

**Engineer Staszewski** said his office reviewed the treatment application for Mansfield Farms Sewer System Upgrades on site that was previously approved. There was a second application for off-site. He said documentation was sent recommending approval of it.

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

### **FINANCE**

**CFO Monzo** referred to the Best Practices Inventory which is a list of 50 questions over several general categories put together by the Department of Community Affairs. All municipalities in the State of New Jersey are required to answer the questions which is scored. The score is used to determine whether the municipality received 100% of their state aid. There are two requirements, one of which is to include it for discussion with the governing body and the other that it be submitted electronically by himself to the DCA by October 16<sup>th</sup>. **CFO Monzo** said that, this year, we scored 92% which means we are guaranteed 100% of our state aid approved in our adopted budget in April. The Committee has received and reviewed the Inventory.

### **BILL LIST**

**CFO Monzo** requested an amendment to the bill list for check number 4588. The architect for the project has amended his payment from \$530,093.24 to \$525,390.54 bringing the total of the bills from \$677,737.81 to \$673,035.11. With the second submittal, the architect is holding onto some of his retainage for the contract.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to accept the amendment. Motion carried.

A motion was offered by **Committeeman Puglia** and second by **Deputy Mayor Gable** to approve the Bill List. Motion carried on a Roll Call Vote, recorded as follows:

**AYE:** PUGLIA, GABLE, CHOLEWA, SEMPTIMPHELTR (see below)HIGGINS  
**NAY:** NONE **ABSENT:** NONE  
**ABSTAIN:** SEMPTIMPHELTER (on Check 4604 and 4633)

**ORDINANCE NO. 2015-12**  
**AN ORDINANCE TO AMEND CHAPTER 33B OF THE CODE OF THE**  
**TOWNSHIP OF MANSFIELD ENTITLED “PARKS AND RECREATION**  
**AREAS”**

**WHEREAS**, the Township Committee of the Township of Mansfield has been approach by the Mansfield Township Recreation Committee concerning certain requested revisions to Chapter 33B of the Mansfield Township Code; and

**WHEREAS**, the revisions suggested by the Recreation Committee involving the sale of goods at municipal facilities by someone other than the Recreation Committee; and

**WHEREAS**, the Recreation Committee is revising their Recreation Permit Application to allow same; and

**WHEREAS**, it is necessary to amend Chapter 33B to be consistent with the Recreation Permit Application; and

**WHEREAS**, the Township Committee of the Township of Mansfield has reviewed the suggested revisions to Chapter 33B recommended by the Recreation Committee; and

**NOW THEREFORE BE IT ORDAINED AND ESTABLISHED**, by the Township of Mansfield in the County of Burlington and State of New Jersey that the following amendment to Chapter 33B shall be established and become enforceable:

**SECTION 33B-2 UNLAWFUL ACTS**

N. Expose or offer for sale any article or thing, individually or by use of any stand, cart or vehicle, except by any regularly licensed concessioner acting by and under authority of the rules and regulations promulgated hereafter adopted; **or by an authorized permit for such activity recommended by the Recreation Committee and approved by the Township committee. The Permit shall specify the area of use and the named applicant for each event; and**

O. To be highlighted in the revised ordinance: **“Excepting Municipal owned/registered/insured motor vehicles including all-terrain vehicles, golf carts and the like previously approved by the Township Committee to be used in connection with the maintenance and upkeep of the Municipal Parks and the recreation fields located therein. Said motor vehicles, all-terrain vehicles, golf carts and the like shall only be operated by Municipal employees or individuals previously approved by the Township Committee. Any individuals operating any motor vehicle, all-terrain vehicle, golf cart or the like in connection with the maintenance and upkeep of the recreational facilities located in a Municipal Park must complete a safety class covering the operation of said vehicle designated by the Township Committee.”**

**SECTION 33B-3 Park areas for enjoyment of Township residents.**

**Eliminate entirely.**

**SECTION 33B-7. Severability.** Should any portion of this Ordinance be declared invalid or unenforceable by a Court of competent jurisdiction, the remaining portions shall remain valid and of full force and effect.

**SECTION 33B-8. Effective Date.** This Ordinance shall become effective upon adoption, approval by the Commissioner of the Transportation, and publication in accordance with law.

A motion was offered by **Committeeman Puglia** and second by **Committeeman Semptimpfelter** to introduce Ordinance 2015-12 and hold the public hearing on October 28, 2015. Motion carried.

**RESOLUTIONS**

**Mayor Higgins** explained the following Resolutions 2015-10-2 to Resolution 2015-10-6 related to the renewal license of the Olde Columbus Inne. The Inne has been closed but the liquor license was not in order. The owner has complied leading to the approval of the following resolutions.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt the following Resolutions 2015-10-2 to Resolution 2015-10-6. Motion carried.

**RESOLUTION 2015-10-2**  
**CATER UNLIMITED INC.: T/A “OLDE COLUMBUS INNE”**  
**2011-2012 LIQUOR LICENSE RENEWAL**

**WHEREAS**, Cabobe, Inc., T/A “Corner House” Plenary Retail Consumption License #0318-33-002-006 located at 24491 West Main Street, Columbus, NJ 08022 has applied to the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey for renewal of said license to permit the sale of alcoholic beverages at their establishment; and,

**WHEREAS**, said application for the 2011-2012 Licensing Year has been received with required fees submitted as prescribed by Ordinance in the amount of \$630.00 to Mansfield Township and \$200.00 to the State of New Jersey Division of Alcoholic Beverage Control; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation indicating that Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" is in compliance with Chapter 161, Laws of NJ 1955; and,  
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Plenary Retail Consumption License #0318-33-002-006 in the name of Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" be renewed for the 2011-2012 Licensing Year.

**RESOLUTION 2015-10-3**  
**CATER UNLIMITED INC.: T/A "OLDE COLUMBUS INNE"**  
**2012-2013 LIQUOR LICENSE RENEWAL**

**WHEREAS**, Cabobe, Inc., T/A "Corner House" Plenary Retail Consumption License #0318-33-002-006 located at 24491 West Main Street, Columbus, NJ 08022 has applied to the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey for renewal of said license to permit the sale of alcoholic beverages at their establishment; and,

**WHEREAS**, said application for the 2012-2013 Licensing Year has been received with required fees submitted as prescribed by Ordinance in the amount of \$630.00 to Mansfield Township and \$200.00 to the State of New Jersey Division of Alcoholic Beverage Control; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation indicating that Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" is in compliance with Chapter 161, Laws of NJ 1955; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Plenary Retail Consumption License #0318-33-002-006 in the name of Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" be renewed for the 2012-2013 Licensing Year.

**RESOLUTION 2015-10-4**  
**CATER UNLIMITED INC.: T/A "OLDE COLUMBUS INNE"**  
**2013-2014 LIQUOR LICENSE RENEWAL**

**WHEREAS**, Cabobe, Inc., T/A "Corner House" Plenary Retail Consumption License #0318-33-002-006 located at 24491 West Main Street, Columbus, NJ 08022 has applied to the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey for renewal of said license to permit the sale of alcoholic beverages at their establishment; and,

**WHEREAS**, said application for the 2013-2014 Licensing Year has been received with required fees submitted as prescribed by Ordinance in the amount of \$630.00 to Mansfield Township and \$200.00 to the State of New Jersey Division of Alcoholic Beverage Control; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation indicating that Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" is in compliance with Chapter 161, Laws of NJ 1955; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Plenary Retail Consumption License #0318-33-002-006 in the name of Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" be renewed for the 2013-2014 Licensing Year.

**RESOLUTION 2015-10-5**  
**CATER UNLIMITED INC.: T/A "OLDE COLUMBUS INNE"**  
**2014-2015 LIQUOR LICENSE RENEWAL**

**WHEREAS**, Cabobe, Inc., T/A "Corner House" Plenary Retail Consumption License #0318-33-002-006 located at 24491 West Main Street, Columbus, NJ 08022 has applied to the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey for renewal of said license to permit the sale of alcoholic beverages at their establishment; and,

**WHEREAS**, said application for the 2014-2015 Licensing Year has been received with required fees submitted as prescribed by Ordinance in the amount of \$630.00 to Mansfield Township and \$200.00 to the State of New Jersey Division of Alcoholic Beverage Control; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation indicating that Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" is in compliance with Chapter 161, Laws of NJ 1955; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Plenary Retail Consumption License #0318-33-002-006 in the name of Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" be renewed for the 2014-2015 Licensing Year.

**RESOLUTION 2015-10-6**  
**CATER UNLIMITED INC.: T/A "OLDE COLUMBUS INNE"**  
**2015-2016 LIQUOR LICENSE RENEWAL**

**WHEREAS**, Cabobe, Inc., T/A "Corner House" Plenary Retail Consumption License #0318-33-002-006 located at 24491 West Main Street, Columbus, NJ 08022 has applied to the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey for renewal of said license to permit the sale of alcoholic beverages at their establishment; and,

**WHEREAS**, said application for the 2015-2016 Licensing Year has been received with required fees submitted as prescribed by Ordinance in the amount of \$630.00 to Mansfield Township and \$200.00 to the State of New Jersey Division of Alcoholic Beverage Control; and,

**WHEREAS**, a Tax Clearance Certificate has been received from the Division of Taxation indicating that Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" is in compliance with Chapter 161, Laws of NJ 1955; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Plenary Retail Consumption License #0318-33-002-006 in the name of Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" be renewed for the 2015-2016 Licensing Year.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt the following Resolution 2015-10-7. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: PUGLIA, CHOLEWA, SEMPTIMPHELTER, PUGLIA, HIGGINS**  
**NAY: NONE ABSENT: NONE ABSTAIN: NONE**

**MINUTES: September 23, 2014**

A motion was offered by **Committeeman Gable** and second by **Committeewoman Cholewa** to approve the minutes of the September 23, 2015 meeting. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: GABLE, CHOLEWA, SEMPTIMPHELTER, PUGLIA, HIGGIN**  
**NAY: NONE ABSENT: NONE ABSTAIN: NONE**

**MINUTES: Executive Session, April 8, 2015**

A motion was offered by **Committeeman Semptimpfelter** and second by **Committeeman Puglia** to approve the minutes of April 8, 2015. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: SEMPTIMPHELTER, PUGLIA, GABLE, HIGGINS**  
**NAY: NONE ABSENT: NONE ABSTAIN: CHOLEWA**

**DISCUSSION**

**a. DCA Letter of approval: Redevelopment Plan**

**Mayor Higgins** explained the Planning Board completed their study of the redevelopment plan. This was submitted to the DCA. We recently received a letter from the DCA approving the plan.

**b. Farmland Preservation**

**Committeeman Puglia** spoke to someone from the County in regard to Farmland Preservation. He said some were on the list for commercial land on Route 206. We should review the list and decide which land to target for Farmland Preservation and which ones we want to delete. Since we have to respond to the County by November 13<sup>th</sup>, this is to be on the agenda for the next meeting.

**c. Clothing Donation Bins**

**Committeewoman Cholewa** said she was approached by a resident who wanted to know about the clothing bins on Route 206. He was told the company went out of business but they are still standing there. Since he felt they look terrible, the resident asked to have them relocated. **Mayor Higgins** said he would check with the Police Chief. It was his understanding the Police Department receives donations from the bins. **Committeeman Cholewa** asked if they could be relocated to the rear of the property. She was told they were in the present position as there is a guard rail behind them and also because of the bridge.

**d. Museum – Notice of Grand Opening – June 2016**

**Committeewoman Cholewa** said a grand opening is planned for June 2016. They are still looking and will appreciate information as well as volunteers and possible donations. She spoke of a possible way to sponsor some events by having a Mayor's Flea Market where spaces are rented out on the walking trail around the park where people sell their items. This could be held in conjunction with other events to help other events held in the community. She also spoke of the cemetery and possible historic cemetery tours which could also help the cemetery.

**e. Columbus Home and School 5K – April 9, 2016**

**Administrator Fitzpatrick** said he received an email from the president of the Columbus Home and School Association making the Township aware of a Sprint into Spring 5K one mile run on Saturday, April 9, 2016 at 9am. The purpose is to raise money to help support the Elementary Schools. The race will begin and end on the access road at the Elementary School. **Committeeman Cholewa** suggested posting this on the Township website so the residents in that area know what is going on and for traffic patterns.

**f. Restrooms – painting**

**Administrator Fitzpatrick** said the Curator of the Historical Society, James Soden has asked permission to move forward to paint the restrooms. **Committeewoman Cholewa** said one member of the society has a professional painter willing to paint the bathrooms free of charge. She will supply the paint for the bathrooms. She also asked if it would be possible to do the two

larger rooms also. The museum will supply the paint. She was advised to supply liability insurance policy and a hold harmless agreement. Jef Jones has been contacted as said it would be ok for the bathrooms but was not aware of the other two larger rooms. This will be held until paper work is submitted and Jef Jones is contacted.

**g. Load Test Results**

**Administrator Fitzpatrick** said a load test was completed on the generator to see if it could handle the future power load with public works and police. It passed with plenty of space available. They did find a leak inside the generator. Since we have a contract, this will be addressed.

**Mayor Higgins** questioned whether we need the emergency lights in the building since we are hooked up to the generator. **Committeeman Gable** explained only the police and fire department are hooked up to the generator. The Code requires the egress to have the emergency Exit Lights.

**f. Blue Light Permit**

A request for a Blue Light Permit was received from Alexander Belonzi, a member of the Franklin Fire Permit. A motion was offered by **Committeeman Puglia** and second by **Committeeman Semptimphelter** to grant this request. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: PUGLIA, SEMPTIMPHELTER, CHOLEWA, HIGGINS**  
**NAY: NONE ABSENT: NONE ABSTAIN: GABLE.**

**PUBLIC COMMENT**

**Olivia Baxter, 2 Manchester Court, Covington Estates**, said she came to see the Mayor because, in her development, the property to the right of the entrance is beautiful. However, she lives on the other side and it is dry with no flowers. She has contacted the representative from her community in addition to her meeting with the mayor. She said she is very upset. In addition to her complaint of the entrance, she said she has trees on her property that are dying although there was a man there who cut some of the branches. Although she has replaced trees in the rear of her property, she needs to replace more. Mrs. Baxter asked if the bond was in place. **Engineer Staszewski** said the bond has not been released and Orleans will replace some of the trees. However, as far as the irrigation, Orleans does not have to irrigate although they did on the other side of the entrance because of their sales office. We have leverage with the trees but not the irrigation. Mrs. Baxter felt the Planning Board should have considered this and should do so in the future. **Engineer Staszewski** said he did speak to Orleans about this and they refuse to extend the irrigation. **Mayor Higgins** said he and **Administrator Fitzpatrick** met with Mrs. Baxter. Although the builder has to build per plans, the common grounds could be considered by the Homeowners Association. **Administrator Fitzpatrick** suggested having the Homeowners Association to tie into the existing irrigation. Another suggestion would be to change her own sprinkler heads so they water this section or add onto her own run further out. Since she has well water, this won't cost that much money. Mrs. Baxter thanked the Committee for their attention.

Jaime Devereux welcomed **Committeeman Cholewa** back to the Committee. He expressed his thanks to the Committee for getting the grant for the park. He thanked **Committeeman Puglia** for his efforts, Mayor **Higgins** for working with him, and **Clerk Semus** for her efforts. He said the people in his community is happy with the future layout of the park. Mr. Devereux also thanked the Committee for the improved snow plowing last winter. He said it was a lot better.

Robert Harrison appreciated members of the Committee and the staff who went to the service for his wife.

**MAYOR AND COMMITTEE COMMENT**

**Committeeman Semptimphelter** said he was pleased to see the young athletes show up tonight. He thanked Mr. Devereux for his comments and also said Bob's wife will be missed.

**Committeewoman Cholewa** agreed that Bob's wife will be missed as she was an exceptional person.

**Mayor Puglia** expressed his condolences to Mr. Harrison.

**Deputy Mayor Gable** thanked those in the audience for attending and expressing their comments.

**Mayor Higgins** thanked Bob Harrison and his wife, Judy. For all they did for the township. He asked Mr. Harrison to stay active.

**MOTION FOR ADJOURNMENT:**

A motion was offered by **Committeeman Semptimphelter** and **Committeeman Puglia** to adjourn. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

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Barbara A. Crammer  
Deputy Clerk

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Linda Semus, RMC  
Municipal Clerk

Approved: October 28, 2015