

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
MEETING MINUTES  
March 23, 2016  
Regular Meeting  
7:30 PM**

The Regular Meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Sean Gable, Committeewoman Laverne Cholewa, Committeeman Robert J. Higgins, Committeeman Arthur Puglia, Engineer Richard Brown, Clerk Linda Semus, Administrator Michael Fitzpatrick, Solicitor Michael H. Magee, CFO Joseph Monzo, and Deputy Clerk Barbara Crammer.** **Committeeman Semptimpfelter** was not in attendance.

**Mayor Gable** 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, 2016. 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 8, 2016.

**Mayor Gable** led everyone in the Salute to the Flag followed by a Moment of Silence.

#### **Engineer's Report**

**Engineer Richard Brown** explained the business developer from his firm got a response from Joe Brickley, County Engineer, who is working on a funding mechanism to fund either the balance or a portion of the balance in regard to the resurfacing of Axe Factory Road. He recommended no action on reducing the scope until we receive work from the County. In response to **Mayor Gable** concern about a time frame, **Engineer Brown** said the project has to be complete by the end of the year. Therefore, timing is not an issue now.

**Engineer Brown** said the proposal was submitted to **Administrator Fitzpatrick** and **Clerk Semus**. They had received authorization from CDBG that they did authorize the revisions to the scope of the work.

**Engineer Brown** prepared a sketch and a cost estimate in regard to the firehouse drainage issues and submitted it to **Administrator Fitzpatrick** for consideration by the Committee. The proposal is for a curtain drain behind the curb and constructing a man hole to connect the drain to the existing storm sewer system. The cost of this would be about \$6,500.

**Engineer Brown** said they are still doing some analysis on the information received from Remington & Vernick about the fire protection riser pipe renovations. He hopes to have additional information by the next meeting.

**Engineer Brown** reviewed the probably construction costs prepared by Margolis' engineer and submitted a letter to them requesting construction and inspection fees. Once received, they will schedule a pre-construction meeting. This is for certain drainage items on the site that have to be constructed prior to June 30<sup>th</sup> which is the expiration of the Permit Extension Act.

**Engineer Brown** said he and **Administrator Fitzpatrick** met with a representative of Seal Master who is preparing additional information. He hopes to have a formal report by the next meeting not only for Four Seasons but for any pavement cracking within the township.

**Administrator Fitzpatrick** went out with **Engineer Brown** to Covington Manor for elevations. It was determined that they could install a 10 to 12 inch gravity storm sewer from the rear of Mr. Daly's property and connect it to the existing storm sewer. The cost estimate for this would be approximately \$10,000. The sewer would be constructed on open space which is part of the development. Some type of agreement with the Homeowners to enter the property due to the construction. In additional, the cost of how it will be shared between the township, Homeowner's Association and the adjoining property owner will have to be determined.

In addressing the North Island Road/School Access Driveway Sight Distance, **Engineer Brown** prepared an initial sketch followed by a subsequent presentation based on a request made by the Police Department to **Administrator Fitzpatrick**. He said approximately 12 parking spaces could be lost. If they went to the minimum as required by AASHTO, they would lose approximately 8 spaces. If they use the white posts previously installed by the Board of Education, they would lose 6 spaces, 3 to the south and 3 to the north. That would be their recommendations.

In addressing the storm sewer settlement problems, **Mr. Brown's** firm has come up with something that would be applicable to all of the situations.

**Committeeman Higgins** remarked that previous engineers looked at the Daly property. Two engineers have told us it can't be done. **Engineer Brown** said he was at the site and took physical elevations with **Administrator Fitzpatrick**. He said he felt his solution would work. He added that it would be shallow covered, about one foot but it would be out of the way with no traffic. **Committeeman Higgins** asked **Administrator Fitzpatrick** if he was comfortable with **Engineer Brown's** decision. He said yes. **Mayor Gable** asked if the drain would be all on open space property. **Engineer Brown** said the inlet portion would be on Mr. Daly's property. The rest of the piping would be on the Homeowner's Association open space and then into the right-of-way to the connection of the existing basin. **Committeeman Higgins** questioned who would be responsible for the design. **Engineer Brown** felt that, once we receive permission from the Homeowner's Association, the onus would probably be placed on the Township to maintain the line. **Committeeman Higgins** asked **Engineer Brown** if he felt this is the best approach to handle the situation. **Engineer Brown** said this will alleviate a good portion of the drainage problem that currently exists there. He said he felt this is the best solution.

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

## RESOLUTIONS

### RESOLUTION 2016-3-4

#### RESOLUTION MEMORIALIZING AND ACCEPTING THE CHANGE ORDER FROM THE NEW JERSEY DEPARTMENT OF TRANSPORTATION, STATE AID PROJECTS, DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT FOR THE RECONSTRUCTION OF WHITE PINE ROAD IN MANSFIELD TOWNSHIP

**WHEREAS**, the Township Committee has received from their former Township Engineer, Remington & Vernick, Engineers, a recommendation and approval of the change order to provide for extras, supplementals and reductions including but not limited to base repair introduced due to unsuitable subbase conditions encountered during construction, installation of speed bumps at the request of the Township, final adjustment of as-built quantities, including extras listed as hot mix asphalt driveway, beam guardrail and tangent guiderail terminal in the amount of \$13,070.00, supplementals listed as storm sewer crossing installation, thermoplastic rumble strips and beam guiderail anchorage on Chesterfield Road in the amount of \$15,405.00, reductions, in the attached letter to the township dated December 22, 2015, in the amount of (\$25,112.26), and the accompanying breakdown dated December 22, 2015, resulting in a net change order of (\$3,362.74); and

**WHEREAS**, a change order, New Jersey Department of Transportation, State Aid Projects, Change Order Number- 1 Final, Division of Local Aid and Economic Development, Form SA-1 11/2002, dated October 17, 2012, in the amount of \$3,362.74 has been executed by the Contractor, Asphalt Paving Systems, Inc., on December 22, 2015; and

**WHEREAS**, the change order is a result of unforeseen circumstances and will lead to additional expenses; and

**WHEREAS**, the following change order is necessary:

COR # 01 Final: Work is to include extras \$13,070.00 and supplementals \$15,405.00. Total initial change order in the amount of \$28,475.00. Credit for reductions in the amount of (\$25,112.26), resulting in a net change order in the amount of \$3,362.74;

Total \$3,362.74

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Burlington authorizes the above listed change order with the following stipulation:

It is awarded to Asphalt Paving Systems, Inc., in the amount of \$3,362.74; and

That funds are available in account number: 04-215-19-950-811

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-4. Motion carried on a Roll Call Vote., recorded as follows:

**AYE: PUGLIA, CHOLEWA, HIGGINS, GABLE**

**NAY: NONE ABSENT: SEMPTIMHELTER ABSTAIN: NONE**

**RESOLUTION 2016-3-5  
2015 TONNAGE GRANT APPLICATION RESOLUTION**

**WHEREAS**, the Mandatory Source Separation and Recycling Act, P.L. 1987, c102 has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and,

**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and,

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and,

**WHEREAS**, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and,

**WHEREAS**, a resolution authorizing this municipality to apply for such tonnage grants for calendar year 2015 will memorialize the commitment of this municipality to recycling and to indicate the assent of Mansfield Township Committee to the efforts undertaken by the municipality and the requirements contained in; the Recycling Act and recycling regulations; and,

**WHEREAS**, such a resolution should designate the individual to ensure the application is properly completed and timely filed.

**NOW, THEREFORE BE IT RESOLVED**, by the Mansfield Township Committee of the Township of Mansfield, Burlington County, State of New Jersey, that Mansfield hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Dorothy A. Wirth, CRP, Recycling Coordinator, to ensure that the application is properly filed; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-5. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2016-3-6  
RESOLUTION APPROVING THE 2015 LOSAP CERTIFICATION LIST FOR  
QUALIFICATION OF FRANKLIN FIRE COMPANY VOLUNTEER HOURS**

**WHEREAS**, pursuant to N.J.S.A. 40A:14-191, emergency service organizations participating in a Length of Service Awards Program (LOSAP) shall annually certify to the sponsoring agency a list of all volunteer members who have qualified for credit for the previous year, and;

**WHEREAS**, the certification shall be based on records maintained by the emergency service organization in accordance with the sponsoring agency's adopted point system, and;

**WHEREAS**, the required certification has been presented by the Franklin Fire Company to the Local Plan Administrator within, and;

**WHEREAS**, Local Plan Administrator has reviewed the annual list, requested supporting documentation from Franklin Fire Company to substantiate the information provided, and is satisfied that the list is complete and accurate;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the certified list of volunteer members of the Franklin Fire Company who have qualified for credit under LOSAP for the year 2015 is hereby approved, and

**BE IT FURTHER RESOLVED** that the approved certification list was posted at the office of the Municipal Clerk, and returned to Franklin Fire Company for posting at its location, for a period of 30 days to allow sufficient time for membership review and posting.

Name	Rank	Shift	Total Calls		Call points	DRILLS DR	Meet AD
			FX	FS			
Alloway	John	DR	69	15	15	4	
Alloway	John	FP	68	15	15	4	
Alpin	Carrie	EXP	9	0	0	0	
Anguella	Brandon	EXP	0	0	0	0	
Belonzi	Alex	EXP	93	15	15	11	
Blackwell	Jim	FF	16	0	0	4	
Borgstrom	Douglas	PRES	44	10	10	3	
Borgstrom	Diane	TRE	0	0	0	0	
Borgstrom	Nicholas	FF	69	15	15	6	
Brugno	Angelo	FP	0	0	0	0	

Caloiaro	Tyler	FF	58	10	10
Caparbi	Nick	FF	0	0	0
Cavella	Robert	FF	6	0	0
Chewning	James	FP	19	0	4
Chewning	John	FF	8	0	2
Cottril	Ronald	FP	149	30	9
Cottril	Dot	AUX	0	0	0
Crum	Michael	FF	36	0	4
Dean	Daniel	FF	21	0	8
Doyle	Frank	FF	6	0	4
Dubell	Jeanie	AUX	0	0	0
Dubell	Herb Jr.	AC	138	30	11
Dunbar	Yafeu	PR	0	0	0
Foster	Jarrold	FF	34	0	1
Gable	Sean	FF	64	15	9
Gable	Michelle	AUX	0	0	0
Gable	Miranda	EXP	15	0	0
George	David	FF	1	0	0
George	Donald		0	0	0
Ghaul	Dennis	SO	78	15	7
GILBERT	BRANDON		0	0	0
Goodenough	Joseph	FC	117	25	13
Goodenough	Joseph	CP	138	30	13
Goodenough	Michelle	AUX	0	0	0
Goodenough	Dylan	EXP	2	0	0
Grey	Chris		1	0	0
Griffith	Connor	PR	0	0	0
Hope	Thomas	DC	54	10	7
Hope	Bonnie	AUX	0	0	0
Hopkins	Earl		0	0	0
Hopkins Jr.	Edson		0	0	0
Horner	Jason	FF	76	15	5
Hornback	Ken	FP	9	0	2
Huckleberry	Jennifer	AUX	0	0	0
Ingling	Meghan	AUX	0	0	0
Johnson	Wylie	FP	2	0	0
Jones	Joshua	FF	63	15	3
Kearns	Nicholas	EXP	59	10	13
Kehn	Denise	EMT	3	0	15
Konowicz	Matthew	CP	76	15	8
Lloyd	Matt	FF	19	0	1
Lovenduski	Mike	CP	47	10	5
Lovenduski	Corey	AUX	1	0	0
MacFarland	Robert	FF	0	0	0
Martino	Jermey	FF	1	0	0
Minard	Thomas	FP	40	10	9

Minard	Tracy	AUX		0	0	0
MORTON	AMY	EXP		0	0	0
Okerson	Dalton	FF		73	15	8
Pagliocca	Anthony	EXP		0	0	0
Palma	Nick	FF		0	0	0
Panacek	John	DR		5	0	0
Patel	Neil	FF		0	0	0
Pearson	Eric	PR		0	0	0
Perkins	Steve	CP		125	30	3
Perkins	Chris	FF		0	0	0
Petroni	Danny	EG		28	0	7
Petras	Brigita	EXP		0	0	0
Pietrzykowski	Dawn	FP		58	10	9
Pointsett	Jake	FF		0	0	0
Quarino	Anthony	FF		0	0	0
Rasmussen	Barry	TRU		46	10	2
Rasmussen	Barry	VP		13	0	1
Rasmussen	Beverly	AUX		0	0	0
Ronan	Robert	EMT		31	0	9
Sager	Sam	FF		32	0	0
Sedor	Pete	TRU		0	0	0
Semus	Anthony	FF	sec	4	0	1
Semus	Mark	LT		137	30	11
Semus	Linda	AUX		0	0	0
Semus	Alyssa	AUX		0	0	0
Spencer	Dustin	FF		0	0	0
Thomas	Christopher	FF		0	0	1
ENGLAND	TREVOR			13	0	8
Tyler	Edward	FP		0	0	0
Van Mater	Holmes	TRU		1	0	0
Van Mater	Joe	FF		6	0	0
Van Mater	Christopher	FF	Rpres	14	0	1
Van Mater III	Daniel	FP	tre	3	0	1
VanMater	Patrica	AUX		0	0	0
Ventimiglia	Bernard	FF		26	0	11
Ventimiglia	Glena	AUX		0	0	0
Wainwright	Ben	PR		31	0	8
Wirth	James	EXP		86	15	1
Young	Robert	FF		19	0	2
Zahorchak	Paul	FP		65	15	6

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-6. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2016-3-7**

**RESOLUTION AMENDING RESOLUTION 2015-5-16 WHICH PROMOTED ACTING SERGEANT DANIEL M. EHNSTROM TO FULL RANK SERGEANT FOR THE MANSFIELD TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, a Sergeant’s position had become vacant within the Police Department; and  
**WHEREAS**, the Township had conducted examinations pursuant to accepted law enforcement procedures regarding promotion of individual Sergeants; and

**WHEREAS**, **Daniel M. Ehnstrom** was appointed to said position in an acting capacity, fulfilling all responsibilities and requirements for first line supervision in an Acting Sergeant capacity since February 25, 2015 for a compensation of \$73,107.00; and

**WHEREAS**, the Township Committee then deemed it in the best interest of the community to fill the vacant full-ranking Sergeant’s position, within the Mansfield Township Police Department, with Acting Sergeant Ehnstrom making such appointment retroactive to February 25, 2015 for a compensation of \$75,987.00; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey, hereby amends Resolution 2015-5-16 to reflect the proper compensation during both the Acting and full-ranking Sergeant’ appointment of Sergeant

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-7. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2016-3-8**

**RESOLUTION OF CONCURRENCE OF “NO PASSING ZONES” ON ROUTE NEW JERSEY 68 IN THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY**

**WHEREAS**, the New Jersey Department of Transportation (NJDOT) recently completed a traffic investigation on Route 68 in Mansfield Township; and

**WHEREAS**, NJDOT investigation revealed that current centerline pavement markings on Route 68 meet and conform to current design standards; and

**WHEREAS**, NJDOT will update existing records to reflect current No Passing conditions along (US) (NJ) Route 68 ; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, in the State of New Jersey, that it supports the use of a “No Passing Zone” on Route 68 in Mansfield Township as recommended by NJDOT; and

**NOW, THEREFORE LET IT BE FURTHER RESOLVED**, that a certified copy of this Resolution shall be forwarded to NJDOT as requested.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-8. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2016-3-9**

**RESOLUTION ACCEPTING THE PROPOSAL OF CARROLL ENGINEERING TO PROVIDE PROFESSIONAL ARCHITECTURAL/ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE SECOND FLOOR ACCESIBLITY AND RESTROOM UPGRADES OF THE MUNICIPAL COMPLEX**

**WHEREAS**, there exists a need for an Engineer to assist Mansfield Township in connection with providing professional Architectural/Engineering and Construction Administration Services for the second floor accessibility and restroom upgrades of the Municipal Complex, and

**WHEREAS**, the preparation of said plans and professional services will support the Township of Mansfield in providing ADA accessibility to the second floor of the Municipal Complex and upgrade the restrooms to meet ADA requirements; and

**WHEREAS**, Carroll Engineering, from Hillsborough, New Jersey, have submitted a proposal; and

**WHEREAS**, the proposal from Carroll Engineering, who currently serves in the capacity of Township Engineer, is below the bidding threshold and,

**WHEREAS**, to provide continuity in the Engineering Department, it would be in the best interest of Mansfield Township, to select Carroll Engineering as the engineer for this project.

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

1. The Mansfield Township Committee hereby appoints, Carroll Engineering, as the engineer to provide the scope of services as agreed to provide the services consistent with their March 8, 2016, letter to the Township Administrator in response to the Township’s request for proposal.
2. The fee for this project will be on a time and material basis as follows: not to exceed \$24,895.00.

Concept Design Phase/Field Verification	2,540.00
Construction Document Phase	10,890.00
Bidding Phase	3,025.00
Construction Administration Phase	8,440.00

3. This award is made available through the following account:  
0120120165100

**Mayor Gable** explained that this resolution is for the grant in the amount of \$65,000 we Received. The proposal is for \$24,895. **Engineer Brown** explained that the proposal has been broken down into four different line items. When you compare the fee to the cost of the work, it appears to be lopsided. He explained the four line items as follows:

1. The Concept Design Phase/Field Verification. His firm, as the architect, will visit the site and gather information required to prepare a concept design which will be presented to the Township Committee for their concurrence and approval at which point they will proceed to the second line item.

2. Construction Document Phase: this is the preparation of plans and specifications. The architectural fees usually range from 8 to 12% of the construction costs.

3. Bidding Phase. This is for soliciting bids, answering modifies, reviewing bids and bid recommendation of award. This is presented to the Committee for their consideration for approval.

4. Construction Administration Phase.

**Engineer Brown** said he could go back to the architect to see if they would consider reducing their fee. If the Committee wishes to hold off on this, he will do it.

**CFO Monzo** said the cost for this would come from the engineer budget. The construction costs will come from the grant we received.

**Committeeman Higgins** said that there is a time frame on the budget and we need to move forward with the agreement tonight. However, he encouraged the Engineer to discuss the cost with the Architect to see if it can be reduced. **CFO Monzo** suggested changing the wording in the Resolution to "not to exceed \$24,895."

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to change the wording in the resolution as suggested by **CFO Monzo**. Motion carried on a Roll Call Vote, recorded as follows:

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

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-10. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTIONB 2016-3-10**

**A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN A SAFE AND SECURE COMMUNITIES PROGRAM FOR THE YEAR 2016 ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY**

**WHEREAS**, the Township of Mansfield wishes to apply for funding of approximately \$30,000.00 with a match of \$55,995.90 for an approximate project total cost of \$85,995.90 for a project under the State Of New Jersey Safe and Secure Communities Grant Program, and

**WHEREAS**, the Mansfield Township Committee has reviewed the accompanying application and has approved said request; and

**WHEREAS**, the project is a joint effort between the Department of Law and Public Safety and the Township of Mansfield for the purpose described in the application;

**NOW, THEREFORE, BE IT RESOLVED** by the Mansfield Township Committee that:

1. As a matter of public policy the Township of Mansfield wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.
4. The Division of Criminal Justice shall initiate allocations to each application as authorized.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to adopt Resolution 2016-3-10. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: PUGLIA, CHOLEWA, HIGGINS, GABLE**  
**NAY: NONE ABSENT: SEMPTIMHELTER ABSTAIN: NONE**  
**MINUTES: March 9, 2016**

A motion was offered by **Committeewoman Cholewa** and second by **Committeeman Higgins** to approve the minutes of the March 9, 2016 meeting. Motion carried on a Roll Call Vote, recorded as follows:

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

## **DISCUSSION**

### **a. Congressman Tom McArthur**

**Committeewoman Cholewa** said that Congressman McArthur had requested an item from the Township to be used in his office in Washington. The Historical Society had some ideas but wanted input from the Committee. One idea was a collage of before and after pictures of different buildings in town. Other ideas included the Keeler Oak and the Mt. Rushmore Flag picture from Field Day, or the Historic Book of pictures. **Committeeman Higgins** felt one of the blankets would be a nice item. **Committeeman Puglia** felt the people in charge of the Historical Group make the decision. This was agreeable with the Committee.

### **b. CPR – Certification/re-certification**

**Mayor Gable** said this had been discussed before. He said Chief Lewis was in attendance and said he has offered two classes for the employees at no charge. **Mayor Gable** wanted to make this available to the employees and board members. It is a benefit for the township to have as many employees as possible certified. The Committee members all agreed. Chief Lewis who was in attendance said the American Heart Association is in the process of renewing all of their curriculums. The Heart Saver Program involving the CPR has not been released although he expects it to be in the next 30 days. He said he prefers to wait for the new curriculum. In addition, he mentioned offering basic life support levels several times in April for anyone in need or knows anyone who would be interested.

### **c. Developer's Agreement**

**Attorney Magee** said he had distributed samples of the Developer's Agreement which he felt is something we will need in connection with the 295/Florence-Columbus Road re-development. He said he wants comments from the Committee within the next 30 to 60 days.

### **d. Conferences**

**Administrator Fitzpatrick** noted that there are three conferences coming up that he wanted to confirm attendance with the Committee. They are: Municipal Clerk's Association from April 24 to April 26 at Tropicana, Burlington County Court Administrator's Spring Conference in Cape May, and the Tax Collector Conference at the Tropicana on May 18 and May 19. One employee will be attending the conferences with the exception of the Court where two will attend. **Committeeman Higgins** felt it essential for the employees to attend the conferences in order to maintain their certificates. He strongly supported it. **Committeewoman Cholewa** questioned whether it was for the hotel and the registration. **Committeeman Fitzpatrick** referred to conversation last year on the same topic at which time it was decided that the mileage going back and forth was more than the room. **Committeeman Higgins** felt the employees should be kept up to date. In addition, it gives our employees time to establish a rapport with other townships. A motion was offered by **Committeeman Puglia** and second by **Committeewoman Cholewa** to approve the conferences. Motion carried on a Roll Call Vote, recorded as follows:

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

### **e. Calendars**

**Administrator Fitzpatrick** noted that many residents have questions about different services, dates, etc. He then referred to a neighborhood calendar which includes the administration and their duties, departments, monthly activities, including trash, recycling, meeting dates, etc. His home town has such calendar which was paid for through the Clean Community/Recycling Grant. He felt it was a great way for the residents to know what is going on and to also cut down on some of the phone calls. **Administrator Fitzpatrick** had a calendar from his home. **Chairperson Cholewa** felt it was a good idea to provide information to the community. The cost



for his calendar was about \$5,000 which includes pictures. Other types are available including no pictures or black and white. The calendars were inserted in a plastic envelope and mailed out by the company. **Mayor Gable** asked for more detail and also contact Dottie Wirth about moneys available. **Committeeman Higgins** said he felt the trend was to use the website and this would be an unnecessary cost but will wait until further information is provided. **Administrator Fitzpatrick** informed the Committee of the registration for e-mail now being requested from residents so they will receive e-mail when there is something new.

**f. e-tickets**

**Administrator Fitzpatrick** said the Police Chief requested more discussion on the possibility of e-tickets. This was brought up in the past but was found to be quite expensive. Chief Mulhall did more research and found there will be a roll out from the County in reference to shared services which will offer municipalities in the County to get on board with e-ticketing, bringing down the price. There will be no money up front. The cost per ticket would be \$1.69 instead of the prior price of \$4.28. **Committeeman Higgins** asked if there is a minimum of tickets to be issued. **Administrator Fitzpatrick** said 3,000 which is the average based on the past three years. The State Police are using e-ticketing and it is heard that Springfield will be doing the same. This process saves a lot of time when issuing citation. Data entry errors are reduced and time spent with violators is reduced. **Committeeman Higgins** questioned the cost of a paper ticket. **Administrator Fitzpatrick** said 29 cents. **Committeeman Higgins** questioned whether any staff would be reduced. He was told that was not going to happen although it does cut time down. **Administrator Fitzpatrick** added that this hand held advise the officers will use can provide information about the person being arrested, thus saving time. **Committeeman Higgins** commented that this will cost us about \$3,600 more a year. **Committeewoman Cholewa** clarified that people do get a written receipt. **Chief Mulhall** feels strongly it would be a benefit to his force and a safety factor as well. **Committeeman Puglia** wondered if, since the tickets are written faster, we will get more tickets. This couldn't be answered. **Mayor Gable** felt we really don't know how beneficial it will be until we start using it. **Administrator Fitzpatrick** said, since the State Police use it, we are already set up in house for it.

A motion was offered by **Committeeman Puglia** to approve e-ticketing. Since there was no second, the motion failed.

**g. 30 for 30 Developers**

**Administrator Fitzpatrick** said the County has asked us if we want to be involved in the 30 for 30 networking meeting on April 13 from 8am to Noon at a hotel in Mt. Laurel. He has signed up for it as well as **Mayor Gable** and **Committeeman Higgins**. The meeting gives us a chance to showcase property within our township. There will be 30 mayors and 30 developers who will view the tables to see what is available in the County. We will showcase what we would like to be developed and, hopefully network with them with some ideas. The County has made us a development map to view. A tax map will be on display as well as easels with map. In addition, there will be a table with a banner in front.

**h. Delaware Heritage Trail**

**Mayor Gable** said the County Parks Committee is having a meeting open to the public on Thursday, March 31 at 7PM at the Eco Complex in regard to the Delaware River Heritage Trail and the Old York Road improvements dealing with the Crystal Lake Park and some of the bike trails being installed in Mansfield as well as other local communities. They will have information about the next phases if anyone is interested.

**Committeeman Higgins** spoke of the paths at the far end of our community park. He felt it is a wonderful thing for the people of our community. **Administrator Fitzpatrick** said he will be attending the meeting on March 31.

**BILL LIST**

A motion was offered by **Committeewoman Cholewa** and second by **Committeeman Puglia** to approve the bill list. The motion was carried on a Roll Call Vote, recorded as follows:

**AYE:** CHOLEWA, PUGLIA, HIGGINS(see below)GABLE (see below)  
**NAY:** NONE **ABSENT:** SEMPTIMHELTER  
**ABSTAIN:** HIGGINS (check #5195) GABLE (check #5183)

**PUBLIC COMMENT**

Bob Harrison felt the calendar would be a fantastic idea as a lot of people don't go to the website. He also added that he would like to see CPR offered to all citizens, not just the township employees.

**Mayor Gable** told Mr. Higgins that, since he is on the Zoning Board, he would be eligible to take the class for CPR. In addressing the public, Chief Lewis commented that CPR is offered throughout the year at a cost. He said it is offered to the municipal employees at no expense.

Mr. Daly thanked everyone for the time spent regarding the drainage. He questioned where the money would be coming from to remedy the situation. He felt the real reason for the problem was that the grade was raised. **Mayor Gable** felt we had gone in a lot of different directions. Now that Carroll Engineering is on board, we are giving them an opportunity to look at a feasible alternative. Mr. Brown has presented a plan although there are a lot of hurdles. We would need permission from Mr. Daly and the Homeowner's Association to go on the property. **Mayor Gable** questioned the source of money for the costs and whether the township would want to incur all of the costs or if any. This would have to be decided. He questioned whether Mr. Daly or Mr. Albanesi would be willing to contribute or even the Homeowner's Association. **Mayor Gable** wondered who will take on the responsibility for the drain, the township or the Homeowner's Associations. These things must be addressed. If this can't be worked out, then there are no other options except to go back to the ordinances as they stand and, if there is a violation, we need to address it. Although a lot of time and effort has been spent on this, he feels this is the solution that will work.

**Administrator Fitzpatrick** said he received an e-mail from Mr. Albanesi today who indicated that, in a couple of days, we should have his rendition of the solution to the problem. Copies of his solution will be provided to us. **Mayor Gable** hopes to receive his rendition quickly as we are going to base our decision on what is put in front of us. We will move forward once we received information on how Mr. Albanesi, Mr. Daly, and the Homeowner's Association will be involved.

Mr. Daly spoke of things the Homeowner's association did to address the situation. He felt there was a violation of the township ordinance when the grade was raised. If that is what caused it, then bring the grade back and there will be no costs involved. He felt time has been wasted.

**Mayor Gable** felt it is not an easy solution because there are multiple problems on other parts of the property such as a Right to Farm issue. We want to try to find an easy fix for Mr. Albanesi's problem as well as Mr. Daly's. We want to solve the problem without going to court or any other sources. We have an option now and we need to make a decision. However all parties have to agree to get this done. Otherwise, it will take a long time.

Mr. Daly said he will cooperate and get the association involved. **Mayor Gable** asked Mr. Daly to think about what he has heard tonight, what his involvement will be and what the homeowner's association will do.

**Committeeman Higgins** commented that this direction was never discussed with him. He said he didn't know the new engineer was going to be involved although **Mayor Gable** said it was brought up at a meeting.

There being no more public comment, this portion of the meeting was closed.

**MAYOR AND COMMITTEE COMMENTS.**

The Committee wished all a good holiday.

**MOTION TO ADJOURN**

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

**PREPARED BY:**

**RESPECTFULLY SUBMITTED BY:**

\_\_\_\_\_  
Barbara A. Crammer, Deputy Clerk

\_\_\_\_\_  
Linda Semus, RMC, Municipal Clerk

**ADOPTED: 4-13-16**

