

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY
SPECIAL BUDGET MEETING
March 2, 2017
2:00 pm**

A special budget meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Gable, Deputy Mayor Semptimphelter, Committeeman Higgins, Committeeman Puglia, Committeewoman Cholewa, CFO/Treasurer Joseph P. Monzo, Administrator Fitzpatrick, and Deputy Clerk Ashley Jolly.**

Mayor Gable called the special budget workshop meeting to order at 2:00 PM followed by the following opening statement, Flag Salute and Moment of Silence:

“Adequate Notice” has been provided for this Special Meeting and has been posted on the Official Bulletin Board of the Township of Mansfield, noticed to the Burlington County Times on February 27, 2017 and filed with the Municipal Clerk of the Township of Mansfield, notice of which contained the date, time, place, and purpose of this meeting, as so noted in NJSA 10:4.-8(d), Amended 1981, by including Section 10:4-18 which addresses Regular Meeting of a Public Body, which is addressed under “Annual Notice”.

PUBLIC COMMENT:

There was no public comment.

BUDGET PRESENTATIONS:

Jeffrey Jones, Public Works & Construction – Copy of his presentation was presented to the Committee. First item is \$12,000 per year maintenance contract for the HVAC system, Trane unit on the roof. Because of the age of the unit, and the time and energy it takes to maintain, it makes sense to purchase this contract now. Any issues they will come out and provide parts and labor. **Deputy Mayor Semptimphelter** asked how old the system is. **Mr. Jones** said 6 or 7 years. **Committeeman Higgins** asked how long do these systems normally last. **Mr. Jones** said it should last if it is maintained correctly. They have held off on doing this maintenance contract for a couple years, but he believes now is the time. **Committeeman Higgins** said they should seriously consider Jef’s recommendation.

Mr. Jones said the next item would be the parking lot lights on the northern end of the complex. There is a safety issue. It is estimated at roughly be \$1,000 per pole. **Mr. Jones** said he also put in the \$5,000 increase for the Spady hours, which may come under the salary ordinance. Through meetings we have decided it may be more economical to have Spady work the Saturday hours. **Mr. Jones** said there is also a \$5,000 increase for his assistant Miss Jolly, which he feels is warranted. Public works consists of recycling, trash, parks, buildings, roads, recreation, tress, ponds, dead deer, Christmas tree pickup, leaf pickup, fuel pumps etc. However, there is a lot to do and without her assistance, it is impossible to do it all. It is in the salary guide for \$1,000 to \$5,000. He said he cannot continue to do this job without some kind of assistance.

Mr. Jones said he also put \$5,000 into maintenance. This is estimate, once the police station and public works comes on, someone will need to maintain it. **Deputy Mayor Semptimphelter** asked if there was a price per square footage for the cleaning. **Administrator Fitzpatrick** said he thinks \$5,000 is fair, but he thinks he can negotiate with them. **Mr. Jones** said he added \$35,000 out of capital for a new recycling truck and plow. The truck is used on Saturday mornings as well as, metal pick up the first Tuesday of every month. In the winter months it is used for plowing. \$35,000 for cab and chasse and \$15,000 for body.

Mayor Gable asked if they would be using that vehicle for snow plowing. **Mr. Jones** said they would not be using that truck for snow plowing for a several years. **Mayor Gable** asked if they would need additional operators. **Mr. Jones** said he could always pull in an as needed employee. **Mayor Gable** said there have been requests to have a vehicle at the EMS facility and have one of their employees utilize it, however it may be better for you to have the additional employee and equipment so you can handle that operation.

Ronald Mulhall, Police-

Chief Mulhall said his budget includes a live scan fingerprint computer system, a replacement vehicle, and body worn cameras. The current live scan system was purchased in 2010 and has reached the end of life. It is based on Windows XP which is no longer supported by Microsoft or the vendor. The replacement is available on state contract. This item will cost \$26,466.

Next item discussed was a replacement vehicle. **Chief Mulhall** explained that the patrol vehicles are taken beyond their useful life. He is requesting to purchase an unmarked vehicle to replace a 2005 Ford Crown Victoria with 153,000 miles. One vehicle was replaced through the GSA program last year. The base price of the new vehicle is just over \$25,000, with options of a three year lease purchase for \$9,000 per year.

Last item discussed was the body cameras. **Chief Mulhall** said it would be a significant expense. This would be a five year agreement which would provide 14 body cameras. The initial cost in the first year is \$15,436 of that \$7,000 would be reimbursed from the grant for the first year only. The thought process is that it reduces use of force incidents by officers. Thankfully our use of force incidents are very low. The total cost would be \$46,468 over five years.

Douglas Borgstrom, Fire –

Mayor Gable recused himself from the meeting. **Deputy Mayor Semptimphelter** took over. **Mr. Tarantino** asked if the residents had a say in the budget. **CFO Monzo** explained that public comment portion already took place. Residents will be able to comment on the budget during the public hearing before adoption.

Mr. Borgstrom started with the Emergency Management Budget. Salary and wage is \$2,938, small percentage increase. He included a request for two capital projects. First is to purchase two four wheel drive pick-up trucks and snow plows, at roughly \$35,000 per vehicle. One truck would be left for the EMS as a support vehicle for their operations. They will staff and operate the vehicle during winter events. This pickup truck would also replace the Chevy Impala. The second truck would be for plowing municipal parking lots and moving the emergency management trailer. Next they would like to purchase a UTV for accessing various off road areas for \$10,000.

Mr. Borgstrom briefly discussed water rescue and explained that he is working on it however it is not much of a priority right now. The next item was the Fire budget. **Mr. Borgstrom** said he is here one day a week, however they would like to hire one full time fire fighter driver, to work 5 days a week from 8am-5pm. Primary responsibility would be to drive the fire truck to and from calls safely. He said there is an option to apply for a grant to hire 5 full time fire fighters on the governments' dime. However, you would need to commit to a 7 year funding project with them paying a lot in the beginning and then the Township would pay everything in the end. This would be 7am-6pm four days a week. He said the daytime is where they really struggle right now. The fire department would need to be completely restructured.

Mr. Borgstrom said he is asking for the full \$90,000 as permitted by law. They do the incentive program for the duty crews. He has a capital improvement project as well. They have a used water department truck (1998 Ford C-8000) it is obsolete. They are no longer able to purchase parts for it. He would like to get rid of that truck and buy an F450 with a utility body at \$50,000.

Lastly **Mr. Borgstrom** discussed the Fire Prevention budget. The only thing that was added was a records management system. Currently 154 businesses are inspected at least once a year. The current system is running on Windows XP, which is not good for production. The new system would be cloud based. Inspectors would go out with a tablet, do the inspection, and then capture a signature on the tablet. This program would also take care of the rental inspections, and property maintenance could access this as well. This would cost \$8,000 the first year and \$3,500 per year going forward.

CFO Monzo discussed the tax levy and where the Township stands. The committee will discuss at the next meeting.

MAYOR AND COMMITTEE COMMENTS:

Deputy Mayor Semptimphelter asked about doing some meetings on the road. **Mayor Gable** said wherever the meeting took place, it would need to be easily accessible by the public. This topic will be discussed with Attorney Mike Magee.

MOTION ADJOURNMENT:

A motion to adjourn the meeting was offered by **Committeeman Puglia** and was seconded by **Deputy Mayor Semptimphelter**. All ayes. Motion carried.

PREPARED AND SUBMITTED BY:

\

Ashley Jolly, Deputy Clerk

Approved: March 22, 2017