

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
March 7, 2017**

**WORK SESSION MEETING
4:00pm**

The Work Session Meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Sean Gable, Deputy Mayor Robert Semptimphelter, Committeeman Robert J. Higgins, Committeeman Arthur Puglia** (arrived at 4:12pm) **Committeewoman Laverne Cholewa, Attorney Michael Magee, Administrator Michael Fitzpatrick, CFO Joseph Monzo and Deputy Clerk Ashley Jolly.**

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 3, 2017. 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 6, 2017.

DISCUSSION ITEMS:

AXE FACTORY ROAD TRAFFIC STUDY – **Administrator Fitzpatrick** said he had a discussion with Traffic Engineer, Alexander Litwornia, who said the study would cost a couple hundred dollars if our officers are used to do the radar work. Once road is completed the officers can track 25 vehicles in one direction and 25 the other for a total of 50 vehicles, which he then takes the average speed. **Mayor Gable** said they will wait until the road is complete and then discuss.

COURT CONTRACT – **Administrator Fitzpatrick** said the five year contract with Springfield Township Court is up at the end of the month. Committeeman Higgins suggested keeping the terms the same for the new contract. **Mayor Gable** said to put this on the agenda for the next meeting.

BUDGET – **CFO Monzo** went over the following budget items: Public Safety, Public Works, Fire, and Fire Prevention. The recreation trust was discussed and **Committeeman Higgins** suggested putting the trust back into the general account as a revenue so they can use it to make their purchases. Whatever is remaining can be put back into the trust. **CFO Monzo** said he would do that.

CFO Monzo said the next item was the tax appeal judgement. The numbers are still being discussed amongst the attorneys. **Attorney Magee** said that would be sufficient. **CFO Monzo** said the Fire Department requested \$90,000 and he reduced that to \$71,400, which is a 2% increase from the previous year. He also budgeted \$10,000 for software request in fire prevention.

CFO Monzo said he added \$10,000 to the streets budget for the two salary requests from the Township Superintendent. Can be discussed further by Committee in executive. He said he reduced the Finance salary budget by \$8,700 and moved that expense into the utility budget.

CFO Monzo said he has not added any expense for any paid fire either part or full time. The current budget structure does not allow for that flexibility. He said he increased the salary and wage line item to accommodate any increase in the police contract. He said Public Works had a plow and a new dump truck for total of \$47,000. There was \$50,000 for inlet replacements. Fire Prevention and Administration had records management requests that are about \$10,000. The Fire Department requested a crew cab to replace 1990 Ford for \$50,000. The Police had a live scan, body cameras, and two police cars. Body cameras and two police cars were taken out. OEM had requested two four wheel drive pickup and plow and a utility terrain vehicle, which was taken out as they can utilize the public works trucks.

CFO Monzo that is about \$200,000 of capital improvements and you would need \$10,000 of down payment. Already have \$7,500 available so only need \$2,500. This will get us in the levy cap. Local tax increase 1.4 cents or 2.9%. He will have a resolution for introduction for the March 22nd meeting and have it adopted on April 26th.

TOWNSHIP PROPERTIES DOWNTOWN:

Administrator Fitzpatrick said the total appraisal for the municipal properties downtown was 1.4 million. **Mayor Gable** mentioned the easement that the County was granted may bring that figure down a bit. **Committeewoman Cholewa** suggested selling the construction office as well as the fire department. She suggested renting out the old town hall. Possibly turning it into a senior center or use for recreation. **Mayor Gable** advised **Administrator Fitzpatrick** to look into hiring a real estate agent to handle the sale/lease of the properties. **Attorney Magee** to research if the township would need to go out to bid.

OLD BUSINESS:

Attorney Magee said he would have the Ordinance updates for the Master Plan to the Clerk's Office the Thursday before the meeting.

NEW BUSINESS:

No new business.

Upon conclusion of the discussion at the work session, the Township Committee went into executive session upon motion by **Committeeman Puglia** and second by **Deputy Mayor Semptimphelter** and adoption of the following Resolution.

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY
RESOLUTION 2017-3-1
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: Contract Negotiations, Pending Litigation, 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.

A motion was offered by **Committeeman Higgins** and second by **Deputy Mayor Semptimphelter** to come out of executive session. Motion carried.

Attorney Magee explained the purpose of executive session was to discuss pending litigation, personnel issues, and contract negotiations.

Administrator Fitzpatrick mentioned a left hand turn at Joyce Court. **Mayor Gable** said the state should be contacted to pay for this since it's off a state road. Engineer Brown will need to look into this.

MOTION FOR ADJOURNMENT:

A motion was offered by **Deputy Mayor Semptimphelter** and second by **Committeewoman Cholewa** to adjourn. Motion carried.

PREPARED AND SUBMITTED BY:

**Ashely Jolly,
Deputy Municipal Clerk
MANSFIELD TOWNSHIP**

Approved: March 22, 2017