

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
October 3, 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** Committeewoman **Laverne Cholewa, Attorney Michael Magee, Administrator Michael Fitzpatrick, Engineer Richard Brown, CFO Joseph Monzo and Clerk Linda Semus.**

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.

ENGINEER REPORT:

Richard Brown, Engineer, reviewed his Project Status Report dated October 3, 2017. In referring to the demolition of the pump house, **Committeewoman Cholewa** suggested selling the bricks for re-use at another location. **Engineer Brown** said he would look into this idea. **Mayor Gable** asked the Committee if they wanted to keep the bricks on this location to sell separately or should we have the contractor remove them. **Committeewoman Cholewa** felt that, at this point, we should just let the contractor remove them. **Committeewoman Cholewa** then questioned whether another list is being generated for the storm inlets as someone in her development contacted her about one sinking. **Mayor Gable** said it may be on the current list and, if not any new problems can be passed on. With no comments or questions, a motion was offered by **Committeewoman Cholewa** and second by **Committeeman Semptimphelter** to accept the Engineer's report. Motion carried.

PUBLIC COMMENT

There was no public comment.

DISCUSSION ITEMS

a. Fees for various licenses/permits

Clerk Semus provided a spread sheet of our fees for the various items of clerk's items. Also on the spread sheet were fees of other townships. **Clerk Semus** said there were three on the list currently that she wanted to discuss with the Committee. One was the late fee which is currently a cumulative \$15 per month late fee. She felt this was high. Other townships do \$5. Late fee and some do a \$5 per month late fee. **Clerk Semus** also referred to questioning from senior citizens about a reduced fee. She asked the Committee to consider this. Cat fees were discussed and whether there should be these fees at all.

Clerk Semus referred to Bingo/Raffle Licenses. The State requires \$20. However, since it deals for the most part with children, she questioned whether there should even be a charge for the license.

On resale's. **Clerk Semus** spoke to other townships who indicate that they do a Life Safety Inspections also. She questioned with the Township wanted to implement this type of inspection.

Mayor Gable suggested that the Committee review this and it be included on the agenda for the next meeting to discuss any changes they may want to make.

b. Property Assessment Options.

CFO Monzo referred to his memo which he reviewed. He had researched a full revaluation of municipal properties as opposed to reassessment. A revaluation is more comprehensive than reassessment. The last full reval done in Mansfield was in 1989. Since then, two reassessments were done in 2006 and 2012. In 2006, the cost was \$190,350 and in 2012, the cost was \$270,000

since it also included an increase in the Assessor's wages. The cost can be spread out over a five year period. To undertake a full revaluation, the Township would have to apply to Burlington County for them to authorize the Township to do this. Sometimes, the County can order a reval, depending on the ratio. Sometimes the County can say a Township does not need one. If the reval is ordered, the Township has to have the tax maps approved by the state, something not required in a reassessment. This would necessitate the hiring of an engineer to perhaps prepare digital tax maps for the state. The Engineer's Cost would go to the state for approval. Sometimes this takes up to a year. During this time, the Township would pass an emergency appropriation for the full cost of the reval. This would be between \$525,000 and \$650,000. If this were to be passed this year if approval from the County, an emergency appropriation would be passed which will be paid down during the next five years. The whole process would take up to three years. **CFO Monzo** had spoken to Assessor Jeff Burd who added to his presentation. **CFO Monzo** felt the township would have a hard time to get it approved by the County based on our current ratio of 82.04. With this ratio, he also questioned whether an expenditure of about \$600,000 for a problem that doesn't amount to that much is worthwhile.

Committeeman Higgins referred to last year when the Assessor looked at certain areas and made adjustments. This caused a lot of problems. He asked if it was his intent to do that again this year. **CFO Monzo** said it was his intent as he sent communication showing the areas in town which may be considered as part of the compliance plan. The purpose of the compliance plan is to maintain the equalized ratio so you don't drop down to an amount such wherein a reval is required. If the Compliance Plan is allowed, our values in the areas he believes are under or over valued, then we would not need to do a full reval in the amount of \$600,000.

Committeeman Semptimphelter asked if this is the reason the township received a hand slap for not signing off on.

Attorney Magee explained that the Assessor is required by law to perform periodic maintenance. He does that by evaluating the recent sales. The only thing our assessor did not do during the compliance plan was to provide notice to the Committee in writing although he did verbally.

Mayor Gable said that, moving forward, we will be sure to follow all procedures and policies. At this time, he felt we would proceed with the compliance plan rather than moving forward with the reval.

Committeeman Higgins referred to our current ratio of 82.04 and questioned whether the county can require a reval after it falls below 60%. **CFO Monzo** said they can but they may not.

Mayor Gable asked the Committee to continue to review this discussion. However, it should not be included on the agenda for the next meeting.

c. Drone Ordinance Information

Attorney Magee prepared a drone ordinance as requested by JIF. Since he prepared the ordinance, he received information from the Mayor and Clerk in regard to similar ordinances adopted by other municipalities who are being sued by individual drone operations who are claiming that municipalities do not have jurisdiction which they claim is under the FAA who is saying that it is not clear who has jurisdiction under 450 feet. Therefore, this a merging area of legislation which will probably bring about litigation. It up to the Committee.

Mayor Gable felt additional information should be gathered before any decisions are made.

d. Site Plan for Municipal Complex

Mayor Gable said everyone received a copy of the site plan with some feedback with changes to incorporate. Of priority are the rest of the 5 parking lot lights in need of repair and the signage to the facility. **Administrator Fitzpatrick** said the DOT has said there is not sign allowed on their right-of-way. We are in the process of finding the best location and will move forward to order signage indicating the municipal complex ahead.

e. Clean Communities and Recycling Coordinator

Mayor Gable said that Dottie Wirth will be resigning from the position the end of 2018.

A Certification is not required for the Clean Communities but it is for the Recycling Coordinator position. Classes amount to 21 hours at the cost of \$3,000. An option is to have some from within to do the paper work and have an outside coordinator sign off on the paper work. This has been practiced in a majority of municipalities. In speaking to Department Heads within our building, one person did show an interest for the position. In summary, there are three options: send someone to school, have someone in the building do the paper work and have a Recycling Coordinator from outside to sign off, or have someone from another town to do the duties. **CFO Monzo** said this could be done under a shared service agreement.

f. Concession Stand

Attorney Magee said a request had been received from Recreation in regard to staffing the concession stand during sporting events. They had asked if the stand could be operated by someone other than the Recreation Committee. **Attorney Magee** provided samples of services provided in other township. This would have to go out for bid if it exceeds the \$17,500 on an annual basis. **Committeeman Higgins** felt we would be renting this building and it would have to go out to bid. Any proceeds would go to the current fund. **Administrator Fitzpatrick** was amazed that we couldn't get anyone from the parents to run the stand. We have the facility but it is empty. Any revenue would come to the township. **Mayor Gable** said the Recreation Committee wants to initiate this rental for next year. However, **Attorney Magee** is requested to look into this for the procedure to go out to bid. This can be carried to the next meeting for discussion. **Administrator Fitzpatrick** is to inform the Recreation Committee of this discussion tonight and how the process would work. He felt that, if the Recreation Committee realizes they will not get the profit, maybe they will provide their own volunteers. This will be on the agenda for the next meeting.

g. Change of Planning Area 4 to a Planning Area 2

Mayor Gable explained that there is a developer interested in a property South on Route 206 who is interested in a planning area change from Planning Area 4 to Planning Area 2. **Committeeman Puglia** didn't think the state would allow this. **Engineer Brown** asked if they were amenable in to agree to the 208 Plan. **Committeeman Higgins** asked if Mark Remsa was contacted. He was but didn't return a call. **Committeeman Higgins** said that, when the 208 Plan was filed, the State only gave it for down town Columbus. Once that was completed, then they would consider the other areas. More information will be forthcoming.

EXECUTIVE SESSION.

A motion was offered by **Committeewoman Cholewa** and second by **Committeeman Puglia** to go into executive session as per the following Resolution. **RESOLUTION 2017-10-1**. Motion carried.

RESOLUTION 2017-10-1

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: personnel matters and on-going contract negotiations.
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.

Upon conclusion of the executive session, **Mayor Gable** spoke of the Police Department position. The rate of pay was discussed. The current employ makes \$23.48 per hour. The current part time employee is making \$16.65 an hour and is willing to take the position full time at the same rate as the employee who is retiring. However, that rate is higher than some of the other employees in a similar position. It was noted that the new employee will receive hospitalization. After discussion, it was decided upon \$20 an hour.

In regard to the PBA, **Administrator Fitzpatrick** said there seems to be a verbal agreement amongst all parties. The contractual agreement is being processed at 1% increase for

those in the step guide and 1.5% for those not in the step guide. Once completed and signed off on, Mr. Tyler has asked to go back to the table for future contract.

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

Attorney Magee said the purpose of executive was personnel issues and on-going contract negotiations.

OLD BUSINESS

Committeewoman Cholewa said there is hope the mural is moved within the next three weeks. A fund raiser will be initiated to pay for the move.

NEW BUSINESS

Clerk Semus asked the Committee to consider a Resolution she has distributed with regard to OPRA and OPMA and the new laws. She would like this to be considered for the next agenda.

MOTION FOR ADJOURNMENT

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

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Barbara A. Crammer, Deputy Clerk

Linda Semus, RMC
Municipal Clerk