

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
November 29, 2017**

**Regular Meeting
Executive Session
4:00PM**

The Regular Meeting of the Mansfield Township Committee was held on the above-noted date with the following in attendance: **Mayor Sean Gable, Deputy Mayor Robert Semptimphelter, Committeewoman Laverne Cholewa, Committeeman Robert J. Higgins, Attorney Michael Magee, Administrator Michael Fitzpatrick, Engineer Rick Brown, CFO Joseph Monzo, and Municipal 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 N.J.S.A. 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.

The above was followed by the flag salute and moment of silence.

Clerk Semus requested an amendment to the agenda to incorporate the Engineer's Report.

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to amend the agenda to include the Engineer's Report. Motion carried.

ENGINEER REPORT

Engineer Brown updated Township Committee on various projects noted in his report dated November 29, 2017. As stated in Item 1, Mr. Brown summarized the current status of the creation of a boundary and topographical survey for the sale of the former municipal complex as discussed at the Township Committee meeting of November 8, 2017. Accordingly, field work to begin the same is scheduled to commence the week of December 4th upon receipt of deeds for all parcels of land to be sold. For projects in design, Mr. Brown noted that the pre-construction meeting for the resurfacing of Axe Factory Road is set to be held on December 6th. Moreover, bids for the Georgetown Community Park will be re-advertised in mid-December due to discrepancies in the original bid specs that prevented the receipt of bids as scheduled. Under Section F of Item 5 pertaining to the Sherwood Lane Pavement Settlement, Mr. Brown stated that a scope of work is soon to be prepared and distributed. The remainder of items listed on the report remain the same without updates.

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to amend the agenda to accept the Engineer's Report. Motion carried.

ORDINANCES – SECOND READING/FINAL ADOPTION

ORDINANCE NO. 2017-17

**AN ORDINANCE TO AMEND CHAPTER 12, ORDINANCE NO. 1964-4,
ADOPTED 4-6-1964, AS AMENDED, WHICH ESTABLISHED IN AND FOR THE
TOWNSHIP OF MANSFIELD CERTAIN STANDARDS AND REQUIREMENTS
FOR THE ISSUANCE OF CERTIFICATES OF OCCUPANCY**

WHEREAS, the adoption of Ordinance No.1964, as amended established certain requirements for certificates of occupancy in the Township of Mansfield; and

WHEREAS, the requirements included registration requirements, inspections, occupancy standards and violations and penalties, as well as fees in connection with same; and

WHEREAS, recent concerns have arisen regarding the need for a continuing commercial certificate of occupancy in the Township, particularly when commercial property is either sold or leased to a new occupant; and

WHEREAS, the current ordinance does not provide for the need to acquire a continuing commercial

certificate of occupancy when that property is either sold or leased to a new owner or tenant; 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 language will be added to Chapter 12.

Chapter 12 will be amended to include the following;

“New Section 12-6 Application for a Continuing Commercial Certificate of Occupancy: Every Owner, Property Manager, Agent or Responsible Party must apply to the Township Zoning Office for a Continuing Certificate for the sale, transfer or change in occupancy for any existing Commercial Building.

New Section 12.7 Application and Registration: The applicant shall complete a Zoning Permit Application, (\$100.00) *non-refundable* application fee, and a Fire Safety Use Registration Form, “no fee,” The Zoning Official will review both forms and advise as to whether there is a use change requiring further action on the part of the Zoning Official. The applicant will also sign an affidavit stating that they agree to comply with all zoning, land use and safety requirements in effect.

New Section 12-8 Inspection If the Zoning Officer approves the permit, the Fire Prevention Office will do an inspection to ensure the new occupant and or use is compliant with the State of New Jersey Fire Safety Code

New Section 12-8-1 Uniform Fire Code Nothing contained herein shall alter the Owner, Property Manager, Agent or Responsible Party’s obligation to fully comply with the Uniform Fire Code as referenced in Chapter 21A prior to any occupancy.

New Section 12-9 Penalties Failure of the Owner, Property Manager, Agent or Responsible Party to comply with the terms of this Chapter will result in a minimum fine of Five Hundred Dollars (\$500.00) for the first offense and a minimum fine of One Thousand Dollars (\$1,000.00) for every subsequent offense. Each other offense will carry a minimum fine of One Thousand Dollars (\$1,000.00). The Bureau of Fire Prevention will maintain a list that they will regularly audit to ensure compliance.

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.

Effective Date. This Ordinance shall become effective upon adoption, approval by the Commissioner of the Transportation, and publication in accordance with law.

Mayor Gable opened the public hearing for the above ordinance. There being no comments, **Mayor Gable** called for a motion to adopt the same.

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to adopt Ordinance No. 2017-17. Motion carried on a Roll Call Vote, recorded as follows:

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

ORDINANCE 2017-18

AN ORDINANCE AMENDING ORDINANCE 2007-27 ADOPTED OCTOBER 24, 2007, OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON TO AMEND CHAPTER 16 “DOGS AND CATS” OF THE CODE OF THE TOWNSHIP OF MANSFIELD

WHEREAS, Mansfield Township collects fees, including late fees, for licensing animals in the Township; and

WHEREAS, Mansfield Township has been collecting a late fee of fifteen dollars (\$15.00) a month for each month the license is late; and

WHEREAS, the Township Committee wishes to reduce the late fee to Five Dollars (\$5.00) a month for each month that the license is late; 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 shall be established and become enforceable:

CHAPTER 16 is hereby Amended as follows;

Chapter 16, section 6.B will be amended to read as follows:

“Late fees and penalties. In addition to the regular licensing fee, any person applying for a license on or about April 1 in any year for any cat or dog which was required to be licensed and registered under the provisions of this Chapter and could have been licensed and registered during the month of March of the licensed year shall pay an additional late fee in the amount of five dollars (\$5.00) per month for each month the license is late. If by June 1 of said year any person shall still have failed to obtain a pet license as

provided within this Chapter, the a Complaint will be made against said person in the Municipal Court, with the fine to be a minimum of One Hundred Dollars (\$100.00), together with costs.

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.

EFFECTIVE DATE This Ordinance shall become effective upon adoption, and publication in accordance with law.

Mayor Gable opened the public hearing for the above ordinance. There being no comments, **Mayor Gable** called for a motion to adopt the same.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Ordinance No. 2017-18. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE

NAY: NONE

ABSTAIN: NONE

ABSENT: PUGLIA

ORDINANCES – FIRST READING/INTRODUCTION

ORDINANCE 2017-19

AN ORDINANCE TO AMEND CHAPTER 2 OF THE CODE OF THE TOWNSHIP OF MANSFIELD AND PARTICULARLY CHAPTER 2 ENTITLED, “ADMINISTRATION OF GOVERNMENT” TO CREATE THE POSITION OF “FIREFIGHTER/FIREMAN” FOR THE TOWNSHIP OF MANSFIELD AND SETTING THE CORRESPONDING SALARY RANGE

WHEREAS, the Township Committee deems it appropriate to establish the position of “Firefighter/Fireman” For the Township of Mansfield;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Chapter 2 of the Code of the Township of Mansfield entitled “Administration of Government” is hereby amended to establish the following position, with the attendant duties and responsibilities:

Section 2-7. Entitled “FIRE PREVENTION OFFICIAL”

2-7.2 Firefighter/Fireman

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Responds to fire alarms and extinguishes fire;

Responds to calls for emergency medical services, and renders first aid;

Performs salvage operations such as throwing salvage covers, sweeping water and removing debris;

Responds to and renders assistance in emergency cases;

Cleans and inspects equipment and apparatus after returning from a fire;

Inspects equipment and apparatus and notifies superior officer of any defects;

Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action;

Keeps fire station, equipment and grounds in a clean and orderly condition;

Participates in training activities and instruction sessions;

Acquires and retains a thorough knowledge of the Township including streets, buildings, water supply, unusual hazards and related items;

Performs various public information or education tasks;

Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems;

Performs all work duties and activities in accordance with Township policies and procedures;

Works in a safe manner and reports unsafe activity and conditions. Follows standard safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Employee Handbook.

Drive and operate all manner of Fire Department Apparatus.

Knowledge of:

The geography of the Township of Mansfield and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;

Specialized fire fighting vehicles and equipment;

Current strategies for all types of fire such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.

Basic mathematical and science skills;
 Emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures;
 Ability to:
 Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
 Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
 Work within a command structure requiring strict adherence to the following of orders;
 Work in a team environment under extremely stressful situations;
 Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 · Learn and correctly apply routine division and department policies and procedures;
 Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
 Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
 Operate a personal computer using program applications appropriate to assigned duties;
 Communicate effectively both orally and in writing, with the public and other employees.
 Supervision Received:
 The work is performed under the direct supervision of a Fire Official.
 Supervision Exercised:
 None

Compensation. The corresponding salary range will be between Thirty-Five Thousand Dollars (\$35,000.00) and Fifty Thousand Dollars (\$50,000.00) annually. Said position will be entitled to full medical, prescription or dental benefits, as well as any cost of living salary increases afforded to any and all statutory and at will employees.

ARTICLE II. REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares it intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

Committeeman Higgins, though he agrees with the need to hire the personnel described in the above ordinance, he feels as if additional discussion is needed to address certain matters. Mr. Higgins expressed his concern that it appears as if a municipal employee would be hired to work for a non-profit organization, rather than establishing a municipal Fire Department as previously discussed. **Attorney Magee** and **Deputy Mayor Semptimpfelter** reflected Mr. Higgins’ comments regarding the ambiguity of the same.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to table Ordinance No. 2017-19 for further deliberation on the subject. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS
NAY: NONE ABSTAIN: GABLE ABSENT: PUGLIA

RESOLUTIONS

RESOLUTION 2017-11-6

**RESOLUTION APPOINTING POLICE OFFICER
 MATTHEW K. DECATALDO**

WHEREAS, a vacancy exists in the rank of patrolman within the Mansfield Township Police Department;
 and

WHEREAS, a selection process was conducted to find the most qualified person to hire in this capacity and **MATTHEW K. DECATALDO** has met all the qualification for said position;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their Regular Meeting held on November 29, 2017 that **Matthew K.**

Decataldo, is so hired, at the recommendation of Chief of Police, Ronald G. Mulhall, Jr. at Step I status in the amount of \$41,689.00 with benefits, and with certification of funds by the Mansfield Township CFO/Treasurer. Appointment to said position is hereby effective as of November 20, 2017.

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-6. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2017-11-7

**RESOLUTION APPOINTING POLICE OFFICER
JOSEPH P. PETILLO**

WHEREAS, a vacancy exists in the rank of patrolman within the Mansfield Township Police Department;
and

WHEREAS, a selection process was conducted to find the most qualified person to hire in this capacity and **JOSEPH P. PETILLO** has met all the qualification for said position;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their Regular Meeting held on November 29, 2017 that **Joseph P. Petillo**, is so hired, at the recommendation of Chief of Police, Ronald G. Mulhall, Jr. at Step I status in the amount of \$41,689.00 with benefits, and with certification of funds by the Mansfield Township CFO/Treasurer. Appointment to said position is hereby effective as of November 20, 2017.

Committeeman Higgins questioned how the above resolution will affect the budget, as there is a noticeable increase in starting salaries for police officers, not including any salary increase stipulations noted in the PBA contract. **Deputy Mayor Semptimphelter** stated that the police officer roster has decreased over the course of the current year; therefore, though the starting salaries have increased, there will not be a significant increase in the overall budget for the Police Department. **Committeeman Higgins**, in consideration of Mr. Semptimphelter's comments, inquired if said increase in the starting salary for police officers will negatively impact the financial ability to hire additional officers if needed. **Mayor Gable** responded that no additional positions will be made available, as the hiring of Officer Petillo and Officer Decataldo will bring the Police Department budget to its max. However, **Mayor Gable** stated that said budget had already reached its maximum limit at the start of the year. After discussion and clarification, Township Committee agreed to move forward with adoption of the above resolution.

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-7. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2017-11-8

**RESOLUTION SELECTING PATROLMAN KENNETH ALLEN TO THE POSITION OF DETECTIVE
FOR THE MANSFIELD TOWNSHIP POLICE DEPARTMENT**

WHEREAS, An opening has occurred within the Police Department for a Detective which requires the Police Chief to designate another Officer to take on said role; and

WHEREAS, Patrolman KENNETH ALLEN has been designated as the Detective, for the Mansfield Township Police Department; to fulfill all responsibilities and requirements for said position; and

WHEREAS, certain benefits are associated with said assignment under the current collective bargaining agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey that Patrolman KENNETH ALLEN is hereby entitled to any and all benefits associated with said designation under the collective bargaining agreement, effective November 16, 2017.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-8. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

RESOLUTION 2017-11-9

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY

WHEREAS, the Township Committee has found that various equipment that is surplus are no longer needed for public use by the township, and

WHEREAS, the Township Committee believes that it would be advantageous to dispose of its surplus property, and

WHEREAS, N.J.S.A. 40A:12-13 and 40A:12-13.1 permit the Township to dispose of surplus property no longer needed and to authorize such action by Resolution of the municipality; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the following equipment be disposed of:

Item#	Make/Brand	Model	Description	Serial Number
1	Primera	Bravo II	Disc Publisher II	2060201866
2	Fellowes	Powershred 320C-2	Paper shredder	040906
3	Datalux	TCU-TX200-109	Mobile Computer Terminal	363547
4	Datalux	TCU-TX204-003	Mobile Computer Terminal	520091
5	Datalux	TCU-TX200-109	Mobile Computer Terminal	262548
6	Datalux	TCU-TX200-204	Mobile Computer Terminal	511134
7	Dell	Optiplex GX620	Desktop PC	GMW4TB1
8	Dell	MTC2	Desktop PC	JMSDN41
9	Dell	DMC	Desktop PC	9QXPK91
10	Dell	Optiplex GX620	Desktop PC	5YLPQ81
11	Dell	PowerEdge 1800	Server	GP4DTB1
12	Gateway	PROS P4-1300SE	Desktop PC	0024178264
13	L3	FB04-M	In-car Video Recorder	FB008736
14	L3	FB04-M	In-car Video Recorder	FB008738
15	L3	FB04-M	In-car Video Recorder	FB013532-1B
16	L3	FB04-M	In-car Video Recorder	FB008737
17	L3	FB04-M	In-car Video Recorder	FB008739
18	L3	FB04-M	In-car Video Recorder	FB008741
19	Acer	S181HL	Monitor	ETLQF080032317C4C44201
20	Dell	E198WFPf	Monitor	
21	Dell	DHS	Desktop PC	4Q4M231
22	Dell	Optiplex 170L	Desktop PC	F0ZYJ81
23	Dell	Optiplex 740	Desktop PC	JGT5WL1
24	Lexmark	T650n	Printer	

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-9. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

RESOLUTION 2017-11-10

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY AUTHORIZING THE TOWNSHIP TO LEASE REAL PROPERTY IDENTIFIED ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF MANSFIELD AS BLOCK 9.01, LOT 2.01 FOR THE PERIOD OF JANUARY 1, 2018 THOROUGH DECEMER 31, 2020

WHEREAS, the Township of Mansfield (“Township”) is the owner of a parcel of land located on the corner of Island Road and Mansfield Road East, officially identified on the Township tax map as Block 9.01, Lot 2.01 (the “Property”);

WHEREAS, the Township has no immediate use for the Property;

WHEREAS, pursuant to the provisions of NJSA 40A:12-14, the Township, advertised the bid in accordance with the regulations promulgated there under, to lease the property for farming purposes; and

WHEREAS, the Township received a response to said bid solicitation, from C. VanMater Farms, LLC for the amount of \$12,300.00; and

WHEREAS, the Township, concurrent with this Resolution, has prepared lease specifications offering to lease the property to C. VanMater Farms, LLC, for farming purposes for the leased term of January 1, 2018 through December 31, 2020 for the sum of \$4,100.00 per leased year due on the 1st (first) day of February of that year of occupancy.

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

1. The Township of Mansfield hereby affirms authorization to enter into a leasehold agreement with a lessee for the express purpose of farming the Property.
2. The lease agreement between the Township and the perspective lessee shall be prepared in accordance with the lease specifications as proposed.
3. The Township Mayor and Clerk are hereby authorized to execute on behalf of the Township any and all documents necessary to effectuate the lease of said property for the period of January 1, 2018 through December 31, 20.
4. Any other resolutions inconsistent herewith are repealed and rescinded to the extent of such inconsistency.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-10. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

RESOLUTION 2017-11-11

RESOLUTION APPOINTING SPECIAL COUNSEL

WHEREAS, the Township of Committee is in need of Special Counsel to advise it with regard to the sale of municipally-owned property comprised of the former municipal complex, and two (2) other buildings, and a portion of the 3.82 +/- acres upon which said buildings are situated; and

WHEREAS, the Township has received a Proposal from the Law Firm of Parker McCay P.A., through John C. Gillespie, Esquire, offering to prepare the necessary Agreement of Sale and associated documents, and to attend the Closing of title on the property, at an hourly rate of Two Hundred Fifty Dollars (\$250.00) per hour for all Attorneys, One Hundred Five Dollars (\$105.00) per hour for paralegals, with a “cap” of Three Thousand Seven Hundred Fifty Dollars (\$3,750.00); and

WHEREAS, the award of contracts for legal services is a “professional service” under the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*; and

WHEREAS, Parker McCay and John C. Gillespie currently serve as the Township’s Special Counsel on TDR matters, and the Township Committee is familiar with Special Counsel; and

WHEREAS, the Township’s Chief Financial Officer has certified that funds are available to award the contract.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Mayor and Clerk be and are hereby authorized to execute the attached Contract to Provide Legal Services with the Firm of Parker McCay P.A., and John C. Gillespie, Esquire of that Firm, to represent the Township’s interest in the sale of the aforementioned property; and to take such other actions on behalf of the Township of Mansfield as may be directed by the Mayor, Clerk and Administrator.

BE IT FURTHER RESOLVED that notice of the award of this Contract shall be published in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-11. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2017-11-12

CANCELLATION OF TAXES DUE TO VETERAN EXEMPTION

WHEREAS, N.J.S.A.54:4-3.30A allows for the exemption from taxation from real and personal property for any citizen and resident of the State who has a total or 100% permanent disability as defined by this statute; and,

WHEREAS, the properties listed below are owned by a 100% Disabled Veteran;

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, hereby memorializes the cancellation of the following **2017** taxes:

Block	Lot	Property Owner	Amount
13.04	1.07	Kevin Edwards	\$ 2,265.18 (2017 Effective 10/11/17)

RESOLUTION 2017-11-13

REDEMPTION OF TAX LIEN

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Tax Lien Certificate #06-005 for Block 59 Lot 34 assessed to John Rock, Jr. was redeemed on November 16, 2017, and this resolution memorializes that redemption.

Lien Holder	Lien #	Amount
Township of Mansfield	06-005	\$ 6,464.03

RESOLUTION 2017-11-14

REFUND OF TAX DUE TO VETERAN EXEMPTION

WHEREAS, the homeowner listed was declared to be a Disabled Veteran; and,

WHEREAS, the homeowner, therefore is totally exempt from paying property taxes according to N.J.S.A. 54:4-3.30; and,

WHEREAS, the homeowner paid the Taxes for 2017;

NOW THEREFORE BE IT RESOLVED that the Township of Committee of the Township of Mansfield, County of Burlington and State of New Jersey at their Regular Meeting held on November 29, 2017 hereby authorizes the Tax Collector to refund taxes to the following, retroactive to October 11, 2017.

Block	Lot	Property Owner	Amount
13.04	1.07	Kevin Edwards	\$2,265.18

RESOLUTION 2017-11-15

REFUND OF TAX OVERPAYMENTS

WHEREAS, Property Taxes were overpaid on the properties listed below; and

WHEREAS, these overpayment was due to a payment by Corelogic Real Estate Tax Service Corporation, and they are requesting a refund;

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on November 29, 2017, hereby authorizes the refunding of the following to **Corelogic Real Estate Tax Service** by the Tax Collector.

Block	Lot	Property Owner	Amount
12	8	William Charcalla	\$1,072.77
38	9	Damon Joseph & Samantha Hurley	\$1,143.61
42.07	50	Harriet Berliner	\$1,164.63
42.10	3	Joseph Krause	\$1,272.84
42.07	104	Jeffrey Varanyak	\$1,043.19

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt the above listed resolutions. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2017-11-16

AUTHORIZING AWARD OF CONTRACT FOR PROJECT MANAGEMENT/OWNERS'S REPRESENTATIVE SERVICES

WHEREAS, there exists a need for project management/owners representative services at the Mansfield Township Municipal Building; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Township Committee has reviewed a proposal for project management/owners representative service at the Mansfield Township Municipal Building; and

WHEREAS, Township Committee is desirous of awarding the contract for project management/owners representative service at the Mansfield Township Municipal Building; and to New Road Construction Management 1876 Greentree Road, Cherry Hill, New Jersey 08003; and

WHEREAS, the Chief Financial Officer has certified that the award is made in accordance with applicable state statute and governing regulations involving said award.

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

Section 1. Upon approval of the contract by the Municipal Solicitor, the Mayor and Clerk are hereby authorized and directed to execute the approved contract with **New Road Construction Management**, to provide for project management/owners representative service at the Mansfield Township Municipal Building; and according to the attached proposal dated November 20, 2017, prepared by New Road Construction Management, Chuck Romanoli, CCM, Principal..

Section 2. The maximum amount of the contract for the services referenced in the proposal is Two Thousand Five Hundred Dollars (\$2,500.00), which funds are available in the respective appropriations, grants, contributions or escrow accounts maintained by the Township of Mansfield.

Section 4. Notice of said action shall be published in the Burlington County Times as required by law.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-16. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2017-11-17

AUTHORIZING AWARD OF CONTRACT FOR MANSFIELD MUNICIPAL SITE LIGHTS

WHEREAS, there exists a need for Site Lights at the Mansfield Township Municipal Building; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Township of Mansfield has solicited proposals for the provisions of the services required; and

WHEREAS, the Municipal Engineer, Carrol Engineering has reviewed the proposal for the purpose of Site Lights at the Mansfield Township Municipal Building; and

WHEREAS, the Municipal Engineer, Carroll Engineering has recommended that Mansfield Township award the contract for Site Lights at the Mansfield Township Municipal Building; and to DFW Electric, 1102 Sylvan Avenue, Hamilton, New Jersey 08610; and

WHEREAS, the Chief Financial Officer has certified that the award is made in accordance with applicable state statute and governing regulations involving said award.

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

Section 1. Upon approval of the contract by the Municipal Solicitor, the Mayor and Clerk are hereby authorized and directed to execute the approved contract with **DFW Electric Inc.**, to provide for Site Lights at the Mansfield Township Municipal Building; and according to the attached proposal dated November 7, 2017, prepared by DFW Electric, Douglas F. Walker, President.

Section 2. After the solicitation of the proposals, **DFW Electric Inc.**, was the contractor submitting the lowest proposal for the contract for the services sought.

Section 3. The maximum amount of the contract for the services referenced in the proposal is Sixteen Thousand Dollars (\$16,000.00), which funds are available in the respective appropriations, grants, contributions or escrow accounts maintained by the Township of Mansfield.

Section 4. Notice of said action shall be published in the Burlington County Times as required by law.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-17. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, GABLE
NAY: NONE ABSTAIN: HIGGINS ABSENT: PUGLIA

RESOLUTION 2017-11-18

AUTHORIZING AWARD OF CONTRACT FOR ASBESTOS REMOVAL AND DISPOSAL INCLUDING AIR CLEARANCE FOR MANSFIELD TOWNSHIP ADMINISTRATION BUILDING AND PUMP HOUSE

WHEREAS, there exists a need for Asbestos Removal and Disposal including Air Clearance for the Mansfield Township Administration Building and the Pump House; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Township of Mansfield has solicited proposals for the provisions of the services required; and

WHEREAS, the Municipal Engineer, Carrol Engineering has reviewed the proposal for the purpose of Asbestos Removal and Disposal including Air Clearance for the Mansfield Township Administration Building and the Pump House; and

WHEREAS, the Municipal Engineer, Carroll Engineering has recommended that Mansfield Township award the contract for Asbestos Removal and Disposal including Air Clearance for the Mansfield Township Administration Building and the Pump House to Environmental Design Inc., 5434 King Avenue, Suite 101, Pennsauken, New Jersey 08109; and

WHEREAS, the Chief Financial Officer has certified that the award is made in accordance with applicable state statute and governing regulations involving said award.

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

Section 1. Upon approval of the contract by the Municipal Solicitor, the Mayor and Clerk are hereby authorized and directed to execute the approved contract with **Environmental Design Inc.**, to provide for Asbestos Removal and Disposal including Air clearance for the Mansfield Township Administration Building and the Pump House according to the attached proposal dated November 20, 2017, prepared by Environmental Design Inc. Jay Murray, President.

Section 2. After the solicitation of the proposals, **Environmental Design Inc.**, was the contractor submitting the lowest proposal for the contract for the services sought.

Section 3. The maximum amount of the contract for the services referenced in the proposal is Twelve Thousand Four Hundred Dollars (\$12,400.00), which funds are available in the respective appropriations, grants, contributions or escrow accounts maintained by the Township of Mansfield.

Section 4. Notice of said action shall be published in the Burlington County Times as required by law.

A motion was offered by **Committeewoman Cholewa** and seconded by **Deputy Mayor Semptimpfelter** to adopt Resolution 2017-11-18. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CHOLEWA, SEMPTIMPFELTER, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

RESOLUTION 2017-11-19

**RESOLUTION ACCEPTING CHANGE ORDER #1 FOR THE
MUNICIPAL BUILDING FIRE SPRINKLER UPGRADES AND MODIFICATIONS
WITHIN THE TOWNSHIP OF MANSFIELD**

WHEREAS, the Township Committee of the Township of Mansfield has awarded a contract to Oliver Fire Protection and Security, 501 Feheley Drive, King of Prussia, Pennsylvania 19406-2690 for the purpose of providing for Sprinkler Upgrades and Modifications to the Municipal Building in the Township of Mansfield on July 12, 2017; and

WHEREAS, there is an unforeseen need to increase the amount of said contract in order to complete the pump house base enclosure; and

WHEREAS, Township Engineer, Richard Brown of Carroll Engineering, has provided the proposed change order to the contract, which reads as follows:

- Alternate to fill and cap the existing fire pump house foundation
 - o Install 4” ballast stone in pit
 - o Bring stone up to grade of existing slab height
 - o Install 4” concrete slab over existing steel and stone for new cap.....**\$19,800.00**
- Deduct removal of pump house foundation.....**\$4,000.00**
- Deduct to omit seismic bracing on new sprinkler pipe mains.....**\$1,400.00**
- Deduct to install single check valve inside riser room in lieu of Hersey EDC IV detector check, which was installed in meter pit by water company.....**\$785.00**

Total Change Order: \$13,615.00

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, that the aforementioned Change Order #1 is hereby authorized in the amount of \$13,615.00, funds of which will be made available through the following account: **04-215-20-141-712**

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-19. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

RESOLUTION 2017-11-20

REFUND OF DEDUCTIONS

WHEREAS, Veteran and Senior Citizen Tax Deductions were allowed on the property listed below for the year 2017 and;

WHEREAS, this allowance resulted in an overpayment on said properties, and the refund is due to the homeowners,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on November 29, 2017 hereby authorizes the refunding of the following:

Block	Lot	Property Owner	Deduction	Amount
42.14	37	Euzebio Gaspar	Senior Citizen	\$250.00

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-20. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

RESOLUTION 2017-11-21

**RESOLUTION FOR THE TRANSFER OF FUNDS IN THE CURRENT FUND IN THE TOWNSHIP OF
MANSFIELD FOR THE BUDGET YEAR 2017**

BE IT RESOLVED on this 29th day of November, 2017 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2017 budget appropriations transfers be made as follows:

CURRENT FUND: Inside the CAP to Inside the CAP
Operating Expenses and Salaries & Wages

<u>Title</u>		<u>Transfer From</u>	<u>Transfer To</u>
LOSAP	OE	6,500.00	
Workers Comp	OE	3,000.00	
Affordable Housing	OE	11,215.00	
Finance	OE		200.00
PERS	OE		3,435.00
PFRS	OE		1,290.00
Animal Control	OE		600.00
Judgements	OE		190.00
Electricity	OE		15,000.00
	TOTAL	\$ 20,715.00	\$ 20,715.00

CFO Monzo briefly explained the general purpose and timeframe for adoption of transfer resolutions.

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to adopt Resolution 2017-11-21. Motion carried on a Roll Call Vote, recorded as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS
NAY: NONE ABSTAIN: GABLE ABSENT: PUGLIA

BILL LIST: REGULAR AND ESCROW

A motion was offered by **Committeewoman Cholewa** and seconded by **Deputy Mayor Semptimpfelter** to approve payment of the bills. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CHOLEWA, SEMPTIMPFELTER, HIGGINS, GABLE
NAY: NONE
ABSTAIN: HIGGINS (1739) (1740) (1741), SEMPTIMPFELTER (7255)
ABSENT: PUGLIA

MINUTES: November 8, 2017

A motion was offered by **Deputy Mayor Semptimpfelter** and seconded by **Committeewoman Cholewa** to approve the minutes of the November 8, 2017 regular meeting. A Roll Call Vote was taken as follows:

AYE: SEMPTIMPFELTER, CHOLEWA, HIGGINS, GABLE
NAY: NONE ABSTAIN: NONE ABSENT: PUGLIA

DISCUSSION/ACTION

A. Purchase of New Ambulance: **Mayor Gable** stated that the township’s current contract for EMS services includes the purchase of a new ambulance at the start of the year 2018. **CFO Monzo** stated that due to the price of the same, the township must go out to bid to purchase said vehicle. Discussion of the necessary bond ordinance and additional fiscal steps were examined.

B. Receipt of Compliance Plan Letter from County Tax Administrator: **Clerk Semus** read aloud the letter received by the County Tax Administrator, which stated that the township’s submitted compliance plan, though described as proactive, was denied and deemed “borderline” in necessity. **Committeewoman Cholewa** stated that she would like to enforce the continued monitoring of assessment statistics relating to the same.

C. Recreation: Indoor Facility and Field Usage.

- **Northern Galaxy Soccer. Indoor facility for soccer practice.**
- **Outlaws Softball. Tournaments on various weekends in April and May 2018. Use of Mansfield Community Park and Civic Club. Rental fee applies.**

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to approve the above listed recreation applications.

- Changes in Fees. Whiffle T-Ball \$55.00 (increase of \$15.00), T-Ball to remain stable at \$80.00, Rookie \$95.00 (increase of \$10.00)

Committeewoman Chowela explained that the purpose of the above fee changes is to equalize the costs of the above programs with those of other municipalities.

A motion was offered by **Deputy Mayor Semptimphelter** and seconded by **Committeewoman Cholewa** to approve the above listed fee changes. Motion carried on a Roll Call Vote, as follows:

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

PUBLIC COMMENT
No public comments.

MAYOR AND COMMITTEE COMMENT
No comments from Township Committee.

EXECUTIVE SESSION

RESOLUTION 2017-11-22
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: RFP Reviews
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 **Deputy Mayor Semptimphelter** and second by **Committeeman Higgins** to adopt Resolution 2017-11-22 and to convene into Executive Session. Motion carried on a Roll Call Vote, recorded as follows:

AYES: SEMPTIMPHELTER, HIGGINS, CHOLEWA, GABLE
NAYS: NONE ABSTAIN: NONE ABSENT: PUGLIA

A motion was offered by **Deputy Mayor Semptimphelter** and second by **Committeeman Higgins** to exit Executive Session and return to the public portion of the meeting.

MOTION FOR ADJOURNMENT

A motion was offered by **Deputy Mayor Semptimphelter** and second by **Committeeman Higgins** to adjourn the meeting. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Caitlin Midgette
Deputy Clerk

Linda Semus, RMC, CMR
Municipal Clerk