

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
MEETING MINUTES  
February 12 2018, 5:00PM  
Regular Session and Executive Session**

The Regular Meeting of the Mansfield Township Committee was held on the aforementioned date with the following in attendance: **Mayor Robert Higgins, Deputy Mayor Janice DiGiuseppe, Committeeman Sean Gable, Committeeman Michael Magee, and Committeeman Frederick Cain.** Also in attendance were **Municipal Clerk Linda Semus, Chief Financial Officer Joseph Monzo, Township Engineer Chris Briglia, and Township Solicitor John Gillespie.**

**Mayor Higgins** called the meeting to order, followed by the following opening statement read by **Municipal Clerk Semus:**

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, 2018. 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 7, 2018.

The above was followed by the Flag Salute and a moment of silence.

**PUBLIC COMMENT**

**Mayor Higgins** opened the floor to public comments. There being no comments, the public comment section of the meeting was closed.

**ENGINEERS REPORT**

**Township Engineer Briglia** explained that the design plans for Mansfield Road East are currently under review by the New Jersey Department of Transportation. Upon approval, the receipt of bids for the same will be advertised.

On a separate topic, bids were received for the Georgetown Community Park Improvements and upon review, the acceptable low bid was received by Command Co., Inc. for \$147,000.00. However, reflecting on discussion with the playground equipment supplier, General Recreation, Inc., Mr. Briglia stated that the total cost of the purchase of the same will be \$124,000.00 via State contract. Together, these fees exceed the budget for the project by approximately \$21,000.00. Notwithstanding, Mr. Briglia made recommendation to award the project to Command Co., Inc. in the amount specified above and to additionally move forward with the state contract. **Committeeman Magee** inquired about the significant difference between the lowest and highest bid amounts, and if change orders may be necessary during the completion of the project that would further increase additional expenditures. Mr. Briglia responded that the difference in costs rests solely in playground equipment installation fees. Additionally, Mr. Briglia expressed his confidence that the project will not result in any significant change orders. **Committeeman Gable** questioned if there are any unused funds from previously awarded county park grants that could be utilized to offset the costs of this project. **CFO Monzo** replied that remaining monies from the grant used to fund the Hedding Park Improvements may be utilized for the Georgetown Community Park Improvements with permission from Burlington County. Discussion ensued.

Finally, Mr. Briglia stated that the title information for the boundary and topographical survey for the sale of the former municipal complex has yet to be received. **Committeeman Magee** stated that a previous search for the deed on one of the properties revealed that the same appears to be unaccounted for.

A motion was offered by **Committeeman Magee** and seconded by **Committeeman Cain** to accept the Engineer's Report. Motion carried.

**CFO Monzo** explained that two bids were received for the Hedding Park – Basketball and Tennis Court Improvements. Should the county approve the township's request to utilize funds for the

same to support additional projects, as mentioned above, Mr. Monzo stated he will then be able to formally issue a certificate of funds for all three contracts, allowing all projects to move forward.

### **DISCUSSION/ACTION**

**A. Budget Review Dates:** Mayor Higgins explained that the tax rate for 2019 may need to be increased by .03 cents. CFO Monzo expanded upon the same, stating that this estimate is based on the township's revenues and expenditures. Accordingly, Mr. Monzo suggested that Township Committee review appropriations, expenditures, and all sources of revenues in order to prepare a responsible budget and to stay within the allowable tax levy should taxes need to be increased. Committeeman Cain inquired when the budget must be filed with the State. Mr. Monzo explained that statutorily, the budget should be adopted in March, though the State customarily extends the deadline. Township Committee considered future dates for budget discussions.

**B. Beer/Wine Garden for Columbus Field Day:** Township Solicitor Gillespie explained the process of obtaining a Social Affair permit for the event, including the temporary waiver of the township ordinance prohibiting alcohol on public property. Committeeman Cain stated that he is in favor of moving forward with the same, as it will aid to improve adult participation in the event. Deputy Mayor DiGiuseppe expressed that she is not in favor of obtaining the permit. Committeeman Magee stated that he would like to move forward in securing the permit as long as the proper insurance and security measures are implemented. Committeeman Gable explained his position that, though he personally feels alcohol should not be involved in a family event, the sale of alcohol will be beneficial in that it may increase participation in the same. Mayor Higgins stated that he is not opposed to the permit, and has seen promising results in resident attendance from other communities who have utilized the same.

**C. Foreclosure Review:** Mayor Higgins stated that the township owns properties for which the municipality currently pays county and school taxes, and recommended that several of the same be foreclosed. Discussion ensued on details of specific properties. Committeeman Magee noted his hesitation to foreclose on properties that may have environmental issues. Mayor Higgins stated that a list designating problematic properties will be formulated to avoid Mr. Magee's concern.

### **MAYOR AND COMMITTEE COMMENT**

Deputy Mayor DiGiuseppe requested that Township Engineer Briglia categorize the projects listed in the Engineer's Report as active or inactive. On a separate topic, Mrs. DiGiuseppe stated that Jef Jones, Township Superintendent, will temporarily repair certain potholes on Mansfield Road East. Mrs. DiGiuseppe also inquired if there is a timeframe in which grant monies need to be expended to resurface Mansfield Road East. Mr. Briglia responded that the funds must be utilized by March of this year; therefore, this project has been identified as a priority. Reflecting on this comment, Mrs. DiGiuseppe expressed her concern that should the School District's budget referendum be approved by voters at the upcoming Special Election, which would allow for construction plans to move forward on Northern Burlington County High School, the impact of heavy construction would damage the newly repaved road. Committeeman Gable inquired if the grant funds could be allocated for a separate project, or a different portion of the road instead. Mr. Briglia stated that the same cannot be entirely allocated, and selecting a different portion of the road to treat would result in a new bid process, which would surpass the timeframe for the expenditure of funds.

Mayor Higgins stated that recommendations for future road resurfacing projects be considered by Township Committee in order for grant applications to be submitted for the same. CFO Monzo explained that the municipality is able to fund capital projects without grant funds, as a bond ordinance for the same will fall outside of CAP appropriations.

Township Committee thanked the public for attending.

### **EXECUTIVE SESSION**

#### **RESOLUTION 2018-2-1 RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION**

**WHEREAS**, Section 7 of the Open Public Meetings Act, Chapter 213, P.L. 1975 [NJS 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, contract negotiations, pending and potential litigation, and attorney-client privilege
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 Cain** and seconded by **Committeeman Magee** to move into Executive Session. Motion carried.

**Township Solicitor John Gillespie** stated that the subject matters for tonight's Executive Session include personnel discussions, contract negotiations, pending and potential litigation, and additional business falling within attorney-client privilege.

Township Committee convened into Executive Session.

A motion was offered by **Committeeman Magee** and seconded by **Committeeman Cain** to exit Executive Session. Motion carried.

**MOTION FOR ADJOURNMENT**

A motion was offered by **Committeeman Magee** and second by **Committeeman Cain** to adjourn the meeting. Motion carried.

**PREPARED BY:**

**RESPECTFULLY SUBMITTED BY:**

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**Caitlin Midgette**  
**Deputy Clerk**

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**Linda Semus, RMC, CMR**  
**Municipal Clerk**