

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
February 21, 2018
Executive Session - 5:30PM
Regular Session - 6:00PM**

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, Solicitor Katelyn McElmoyl, Esq. and Deputy Clerk Caitlin Midgette.**

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.

EXECUTIVE SESSION

**RESOLUTION 2018-2-2
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, foreclosed properties, litigation
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 DiGiuseppe** and seconded by **Committeeman Gable** to move into Executive Session. Motion carried. Township Committee and support staff convened into the same at 5:41PM.

A motion was offered by **Committeeman Cain** and seconded by **Deputy Mayor DiGiuseppe** to exit Executive Session and return to the public portion of the meeting. Motion carried. Township Committee returned to Regular Session at 6:09PM.

Katelyn McElmoyl, Esq., substituting for **Township Solicitor John Gillespie,** explained to the public that the purpose of Executive Session was for Township Committee to discuss personnel matters, increase of compensation for certain employees, foreclosed properties, and a settlement involving the Ambulance Core.

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

ENGINEERS REPORT

Township Engineer Briglia stated that the New Jersey Department of Transportation approved state aid to fund the resurfacing of Mansfield Road East. Accordingly, Mr. Briglia stated that bids are set to be accepted on March 9, 2018.

Committeeman Cain, referring to discussions regarding the same at the previous meeting of the Governing Body, inquired if the township is still working within the timeline to utilize state funds before the grant expires. **Township Engineer Briglia** confirmed the same.

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

ORDINANCE – SECOND READING

ORDINANCE NO. 2018-3

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, PROVIDING FOR ACQUISITION OF EMT VEHICLES (AMBULANCE) IN AND FOR THE TOWNSHIP, APPROPRIATING \$250,000 THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$237,500 IN GENERAL IMPROVEMENT BONDS OR NOTES OF THE TOWNSHIP TO FINANCE THE SAME.

BE IT ORDAINED by the Township Committee of the Township of Mansfield, in the County of Burlington, New Jersey (not less than two thirds of all members thereof affirmatively concurring) as follows:

Section 1. The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Township of Mansfield, in the County of Burlington, New Jersey (the "Township") as a general improvement. For the improvement or purpose described in Section 3 hereof, there is hereby appropriated the sum of \$250,000, including the sum of \$12,500 as the down payment for the improvement and purpose required by the Local Bond Law. The down payment has been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds or notes are hereby authorized to be issued in the principal amount of \$237,500, pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for which the bonds or notes are to be issued is the acquisition of an ambulance for the Township's EMT services, and including customization, painting, decals and related equipment to allow the vehicle to be used for its intended use.

(b) The estimated maximum amount of bonds or notes to be issued for the improvements or purposes is as stated in Section 2 hereof.

(c) The estimated cost of the improvements or purposes authorized herein is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2 8(a). The chief financial officer is hereby authorized to sell part or all of the notes from time to time, at not less than par and accrued interest, at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The capital budget or temporary capital budget (as applicable) of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency and amendment, the resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget or amended temporary capital budget (as applicable) and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3 of this bond ordinance is not current expenses. It is an improvement or purpose the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law, computed on the basis of respective amounts or obligations for the several purposes and the respective reasonable life thereof within the limitations of the Local Bond Law, is 5 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$237,500, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$5,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the improvements or purposes.

(e) The Township reasonably expects to commence the acquisition of the improvement or purpose described in Section 3 hereof, and to advance all or a portion of the costs in respect thereof, prior to the issuance of bonds or notes hereunder. To the extent such costs are advanced, the Township further reasonably expects to reimburse such expenditures from the proceeds of the bonds or notes authorized by this bond ordinance, in an aggregate amount not to exceed the amount of bonds or notes authorized in Section 1 hereof.

Section 7. Any grant moneys received for the purposes described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized hereunder shall be reduced to the extent that such funds are so used.

Section 8. The full faith and credit of the Township is hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation as to rate or amount.

Section 9. The Township Committee hereby covenants on behalf of the Township to take any action necessary or refrain from taking such action in order to preserve the tax exempt status of the bonds and notes authorized hereunder as is or may be required under the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder (the "Code"), including compliance with the Code with regard to the use, expenditure, investment, timely reporting and rebate of investment earnings as may be required thereunder.

Section 10. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Higgins opened the public hearing for Ordinance 2018-3. There being no comments, the public hearing portion for the same was closed.

A motion was offered by **Committeeman Gable** and seconded by **Committeeman Cain** to adopt Ordinance 2018-3. Motion carried on a Roll Call Vote, as follows:

AYE: GABLE, CAIN, MAGEE, HIGGINS

NAY:

ABSENT:

ABSTAIN: DIGIUSEPPE

ORDINANCE – FIRST READING

ORDINANCE 2018-4

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY AMENDING THE CODE OF THE TOWNSHIP CHAPTER 42 – “SALARIES”

BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that:

SECTION 1:

Chapter 42 of the Code of the Township of Mansfield is hereby amended to set Titles and Salary Ranges for various positions within the Township of Mansfield for the year 2018/2019:

TOWNSHIP COMMITTEE:

Mayor	\$ 3,000.00 - \$ 7,000.00
Township Committee Members	\$ 3,000.00 - \$ 6,500.00
Board of Health Members	\$ 180.00 - \$ 500.00

MUNICIPAL CLERK/ADMINISTRATOR OFFICE:

Municipal Clerk (Certified)	\$ 40,000.00 - \$ 80,000.00
Deputy Clerk	\$ 37,500.00 - \$ 55,000.00
Deputy Clerk (hourly)	\$ 14.00 - \$ 30.00
Township Office Assistant (hourly)	\$ 14.00 - \$ 30.00
Township Administrator (full-time)	\$ 40,000.00 - \$ 92,000.00
Township Administrator (part-time)	\$ 40,000.00 - \$ 55,000.00
Administrative Liaison To Township Committee	\$ 5,000.00 - \$ 10,000.00

FINANCE:

Chief Financial Officer (part-time)	\$30,000.00 - \$ 55,000.00
Chief Financial Officer (full-time)	\$30,000.00- \$80,000.00
Deputy Treasurer/Payroll Benefits Coordinator	\$ 37,500.00 - \$ 62,000.00
Purchasing Assistant	\$ 7,000.00 - \$ 15,000.00
Tax Collector	\$ 30,000.00 - \$ 55,000.00
Assistant Tax Collector (hourly)	\$ 12.00 - \$ 25.00
Tax Assessor	\$ 30,000.00 - \$ 57,000.00
Part-Time Assessor	\$ 15,000.00 - \$ 40,000.00

CONSTRUCTION:

Construction Official	\$ 20,000.00 - \$ 45,000.00
Sub-Code Official: (Bldg., Elec., Fire, Plum.)	\$ 12,000.00 - \$ 75,000.00
Inspectors: (Bldg., Elec., Fire, Plum.) (hourly)	\$ 25.00 - \$ 40.00
Part-Time Zoning Administrative Officer/Official	\$ 3,000.00 - \$ 12,000.00
Construction Manager	\$ 25,000.00 - \$ 50,000.00
Technical Asst. to Construction Official (hourly)	\$ 12.00 - \$ 27.00
Construction Office Assistant (hourly)	\$ 8.00 - \$ 17.00

UNIFORM FIRE CODE/PROPERTY MAINTENANCE OFFICE:

Fire Official (Unif. Fire Code) P/T	\$ 10,000.00 - \$ 15,000.00
Fire Prevention Inspectors P/T (hourly)	\$ 10.50 - \$ 25.00
Property Maintenance Officer P/T	\$ 1,000.00 - \$ 9,500.00

LAND USE OFFICE:

Land Use Coordinator	\$32,000.00 - \$ 40,000.00
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PUBLIC WORKS:

Township Superintendent (hourly)	\$ 23.00 - \$ 35.00
Public Works Supervisor (annually) (working Supervisor)	\$ 1,600.00
Assist Public Works Supervisor (assistant working Supervisor) (annually)	\$2,000.00 - \$3,750.00
Building & Grounds Laborer (non-union)	\$20.00 - \$35.00
Buildings & Grounds Seasonal (hourly non-union)	\$ 10.00 - \$ 17.00
Administrative Assistant to Public Works Supervisor And Township Superintendent	\$1,000.00 - \$5,000.00
Buildings & Grounds Laborer (hourly) (<i>salary based on current bargaining unit contract</i>)	\$ 10.00 - \$ 30.00

RECREATION:

Recreation Coordinator And Secretary	\$ 5,000.00 - \$13,000.00
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HEALTH/ENVIRONMENTAL REALTED OFFICES:

Board of Health Secretary	\$ 1,200.00 - \$ 2,500.00
Recycling Coordinator	\$ 1,200.00 - \$ 2,000.00
Rabies Clinic Personnel (a day)	\$ 60.00 - \$ 75.00
Environmental Commission Secretary	\$ 1,200.00 - \$ 2,000.00

SAFETY:

Director – Emergency Management Serv.	\$ 1,000.00 - \$ 3,500.00
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POLICE DEPARTMENT:

Chief of Police	\$ 87,000.00 - \$ 115,000.00
Lieutenant	\$ 80,000.00 - \$ 105,000.00
Police Officer (P/T) (hourly)	\$ 10.00 - \$ 27.00
Senior Police Records Clerk (hourly)	\$ 10.00 - \$ 29.00
Police Records Clerk (hourly)	\$ 10.00 - \$ 20.00
Court Security Guard (hourly)	\$ 15.00 - \$ 25.00

Police Officer (*salary based on current bargaining unit contract*)

MUNICIPAL COURT:

Municipal Judge	\$ 15,000.00 - \$ 45,000.00
Municipal Judge Stipend for Springfield Twp.	\$ 13,500.00
Court Administrator	\$ 25,000.00 - \$ 60,000.00
Court Administrator Stipend for Springfield Twp.	\$ 6,000.00
Deputy Court Administrator (hourly)	\$ 11.00 - \$ 25.00
Dep Court Administrator Stipend Springfield Twp	\$ 4,000.00
Violations Clerk (hourly)	\$ 12.00 - \$ 25.00

Violations Clerk Stipend Springfield Twp	\$ 2,000.00
Data Entry Clerk	\$8.00 - \$17.00

SECTION 2:

The aforementioned Salaries and Position Titles shall be retroactive to January 1, 2017. The Township Committee reserves the right to pay a Salary to any new employee at any figure within the Salary Range, not necessarily the highest figure of said Salary Range.

The adoption of this Ordinance shall operate to provide increments only to those employees who have performed satisfactorily the duties of their positions.

This Ordinance shall take effect immediately after final passage according to law.

SECTION 3:

The Mansfield Township Committee hereby repeals Ordinances 2000-4, 2001-3, 2002-7, 2003-14, 2005-27, 2007-29, 2008-30, 2010-13, 2013-1, 2015-11, 2017-3 and declares that all Ordinances and parts of Ordinance inconsistent with this Ordinance are hereby repealed to the extent of said inconsistency.

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 its 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.

A motion was offered by **Committeeman Magee** and seconded by **Deputy Mayor DiGiuseppe** to introduce Ordinance 2018-4. Motion carried on a Roll Call Vote, as follows:

AYE: MAGEE, DIGIUSEPPE, CAIN, GABLE, HIGGINS
NAY: ABSENT: ABSTAIN:

RESOLUTIONS

RESOLUTION 2018-2-3

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 21st day of February, 2018 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:

<u>Title</u>		<u>From</u>	<u>To</u>
Finance	OE		400.00
Engineering	OE		6,000.00
Streets	OE		4450.00
Vehicle Maintenance	OE		3500.00
Electricity	OE		4,000.00
Telephone	OE		1,000.00
Water	OE		6,200.00
Petroleum	OE		2,200.00
Landfill	OE		4,000.00
Police	OE	4,000.00	
Public Health	OE	4,000.00	
Admin	OE	6,600.00	
Planning	OE	6,400.00	
Buildings and Grounds	OE	10,800.00	
TOTAL	OE	\$31,800.00	\$31,800.00

CFO Monzo explained that the purpose of the aforementioned resolution is to transfer funds to pay obligations where certain appropriations may not have sufficient funds until the official adoption of the Municipal Budget. **Mayor Higgins** elaborated further on the same. Regarding the 2018 Municipal Budget, **Deputy Mayor DiGiuseppe** inquired if the municipality will undergo self-examination of the same. **CFO Monzo** replied that the township will not be under self-exam for this budget year.

A motion was offered by **Committeeman Magee** and seconded by **Deputy Mayor DiGiuseppe** to adopt Resolution 2018-2-3. Motion carried on a Roll Call Vote, as follows:

AYE: MAGEE, DIGIUSEPPE, CAIN, GABLE, HIGGINS
NAY: ABSENT: ABSTAIN:

RESOLUTION 2018-2-4
RESOLUTION AMENDING RESOLUITON 2017-12-3 WHICH RECLASSIFIED JENNIFER PIELOCH AS A SENIOR POLICE RECORDS CLERK

WHEREAS, the Senior Police Records Clerk retired effective December 31, 2017; and

WHEREAS, the Township Committee is desirous in filling that vacant position beginning January 1, 2018; and

WHEREAS, the Township has received, from Police Chief Ronald Mulhall, recommendation to re-classify the part-time Police Records Clerk, Jennifer Pieloch, as the Regular-Part-Time Senior Police Records Clerk within the Mansfield Police Department; and

WHEREAS, the Township's salary range for said position provides for an hourly rate of between \$10.00 and \$29.00 per hour, and the Township Committee has determined that the appropriate compensation for Ms. Pieloch is twenty dollars (\$20.00) per hour with no benefits associated with said regular-part-time position.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that Jennifer Pieloch is hereby reclassified as the regular-part-time Senior Police Records Clerk for the Township of Mansfield commencing January 1, 2018.

A motion was offered by **Committeeman Gable** and seconded by **Committeeman Magee** to adopt Resolution 2018-2-4. Motion carried on a Roll Call Vote, as follows:

AYE: GABLE, MAGEE, CAIN, DIGIUSEPPE, HIGGINS
NAY: ABSENT: ABSTAIN:

RESOLUTION 2018-2-5
RESOLUTION REVISING THE ESTABLISHED 2010 POLICE RATES OF PAY FOR EXTRA DUTY RELATIVE TO THE INTER-LOCAL SERVICES AGREEMENT

WHEREAS, there currently exists a 2010 Police Rate of Pay Table for the Inter-Local Services Agreement; and

WHEREAS, said Table provides that Mansfield Township is being compensated at a reduced rate; and

WHEREAS, it is necessary that said Table be consistent; and

WHEREAS, it is the intent of the Township of Mansfield to revise the Inter-Local Services Agreement Rate Table for more consistency; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, that the Police rates for extra duty in the 2010 Inter-Local Services Agreement remain the same to reflect that the hourly rate charged to the Northern Burlington County Regional Schools and Manheim New Jersey, both within the Township of Mansfield, be modified to reflect that the hourly rate charged, to said establishments, shall be \$75.00 (seventy-five dollars) per hour and the hourly rate paid to the assigned officer will be \$50.00 (fifty dollars); and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, that the Police rates for extra duty in the 2010 Inter-Local Services Agreement be modified to reflect that the hourly rate charged to all other outside contractors shall be \$90.00 (ninety dollars) per hour and that the hourly rate paid to the assigned officer will be \$60.00 (sixty dollars) per hour; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the charge for the police car will be \$90.00 (ninety dollars) per day.

Mayor Higgins explained that the above resolution pertains to police outside employment, such as providing safety during construction projects. Mr. Higgins expressed that this resolution does not affect taxpayer money, as the company or contractor requiring such outside employment would reimburse the township for the same. Accordingly, the rate for outside employment is adjusted on a yearly basis.

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Magee** to adopt Resolution 2018-2-5. Motion carried on a Roll Call Vote, as follows:

AYE: CAIN, MAGEE, GABLE, DIGIUSEPPE, HIGGINS
NAY: ABSENT: ABSTAIN:

RESOLUTION 2018-2-6
RESOLUTION RELEASING ESCROW MONIES

WHEREAS, Thomas & Michelle Sahol appeared before the Mansfield Township Planning Board on August 28, 2017 for minor subdivision and variance approval for property located at 71 Mill Lane, known as Block 33.01, Lot 18.02, and

WHEREAS, Thomas & Michelle Sahol received approval for their minor subdivision and variance request was granted by the Planning Board as per Resolution 2017-08-12, and

WHEREAS, was permitted to subdivide Lot 18.02 into two Lots, (Lot A & Lot B) and to construct a single family residential dwelling and detached garage on Lot B and

WHEREAS, Mr. and Mrs. Sahol have received invoices from the Planning Board Professionals which have been satisfied, and

WHEREAS, the Planning Board Professionals have indicated that there are no outstanding invoices and there will be no future invoices in regard to this application, and

WHEREAS, Mr. and Mrs. Sahol have requested release of the remaining escrow money in the amount of \$2,660.50.

NOW THEREFORE BE IT RESOLVED that the outstanding escrow amount of \$2,660.50 is hereby refunded to Mr. and Mrs. Sahol.

A motion was offered by **Committeeman Magee** and seconded by **Deputy Mayor DiGiuseppe** to adopt Resolution 2018-2-6. Motion carried on a Roll Call Vote, as follows:

AYE: MAGEE, DIGIUSEPPE, CAIN, GABLE, HIGGINS
NAY: ABSENT: ABSTAIN:

RESOLUTION 2018-2-7
RESOLUTION FOR THE AUTHORIZATION
FOR AERIAL LARVAL MOSQUITO CONTROL

WHEREAS, in an attempt to keep the mosquito population as low as possible and thus reduce the risk of disease affecting the human population, the Burlington County Division of Mosquito Control will conduct aerial applications of pesticides for mosquito control over Mansfield Township during 2018.

WHEREAS, the Mansfield Township Committee has agreed to accept their proposal on behalf of the Citizens of Mansfield Township to treat areas that contain larval populations of mosquitoes that are considered a nuisance, a health hazard, or both; and

WHEREAS, this application will take place in the Township between the dates of April 1st through November 30, 2018 during the daylight hours and not on Sundays or holidays;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, authorizes these application to be done by the Burlington County Highway Department-Division of Mosquito Control and allow the Mayor and/or the Municipal Clerk to sign the authorization.

Municipal Clerk Semus explained that the purpose of the above resolution is to approve the annual spraying of mosquitos by the Burlington County Health Department.

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Magee** to adopt Resolution 2018-2-7. Motion carried.

RESOLUTION 2018-2-8
RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
GEORGETOWN COMMUNITY PARK IMPROVEMENTS

WHEREAS, there exists a need for Georgetown Community Park Improvements; and

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

WHEREAS, the Municipal Engineer, Carroll Engineering, has reviewed the bid proposal in connection with a certain bid package prepared by the same for the purpose of providing for Georgetown Community Park Improvements; and

WHEREAS, the Municipal Engineer has recommended that the Township of Mansfield award the contract for Georgetown Community Park Improvements to Command Co., Inc., 1318 Antwerp Avenue, Egg Harbor City, New Jersey 08215; 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 Township 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 Municipal Clerk are hereby authorized and directed to execute the approved contract with Command Co., Inc., to provide for the Georgetown Community Park Improvements, according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Command Co., Inc., was the contractor submitting the lowest responsible bid for the contract for the services sought.

Section 3. The maximum amount of the contract for the services referenced in the bid specifications is One Hundred and Forty Seven Thousand Dollars (\$147,000.00), 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.

Mayor Higgins noted that grant funds are available through Burlington County for the improvements stipulated in the above resolution.

A motion was offered by **Committeeman Magee** and seconded by **Committeeman Cain** to adopt Resolution 2018-2-8. Motion carried on a Roll Call Vote, as follows:

AYE: MAGEE, CAIN, GABLE, DIGIUSEPPE, HIGGINS
NAY: ABSENT: ABSTAIN:

RESOLUTION 2018-2-9
RESOLUTON AUTHORIZING AWARD OF CONTRACT FOR HEDDING COMMUNITY PARK
BASKETBALL AND TENNIS COURT IMPROVEMENTS

WHEREAS, there exists a need for Hedding Community Park – Basketball and Tennis Court Improvements; and

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

WHEREAS, the Municipal Engineer has reviewed the bid proposal in connection with a certain bid package prepared by the same for the purpose of providing for Hedding Community Park – Basketball and Tennis Court Improvements; and

WHEREAS, the Chief Financial Officer has recommended that the Township of Mansfield award the contract for Hedding Community Park – Basketball and Tennis Court Improvements to Picerno-Giordano Construction, 200 Market Street, Kenilworth, New Jersey 07033; 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 Township 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 Municipal Clerk are hereby authorized and directed to execute the approved contract with Picerno-Giordano Construction, to provide for the Hedding Community Park – Basketball and Tennis Court Improvements, according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Picerno-Giordano Construction, was the contractor submitting the lowest responsible bid for the contract for the services sought.

Section 3. The maximum amount of the contract for the services referenced in the bid specifications is Seventy Thousand Six Hundred and Sixty One Dollars (\$70,661.00), 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.

Mayor Higgins explained that grant funds are available through Burlington County for the project stated in the above resolution.

A motion was offered by **Committeeman Magee** and seconded by **Committeeman Gable** to adopt Resolution 2018-2-9. Motion carried on a Roll Call Vote, as follows:

AYE: MAGEE, GABLE, CAIN, DIGIUSEPPE, HIGGINS
NAY: ABSENT: ABSTAIN:

**RESOLUTION 2018-2-10
RESOLUTION AUTHORIZING THE PURCHASE OF PLAYGROUND EQUIPMENT
FOR THE GEORGETOWN COMMUNITY PARK IMPROVEMENTS**

WHEREAS, the Township of Mansfield makes purchases from many potential sources for services, management, supplies, and equipment to support municipal operations; and

WHEREAS, the State of New Jersey Division of Purchase and Property, Cooperative Purchase Program, has authorized vendors that can provide these services, materials, supplies or equipment under a "state contract" for eligible items pursuant to N.J.S.A. 40A: 11-12; and

WHEREAS, there exists a need in the Township of Mansfield to purchase playground equipment relating to the Georgetown Community Park Improvements bid; and

WHEREAS, the Township Engineer has recommended that a contract be awarded to General Recreation, Inc., P.O. Box 440, Newtown Square, Pennsylvania 19073 for the purchase of said playground equipment in the amount of \$124,000.00; and

WHEREAS, said purchase is authorized through State Contract number 16-FLEET-00130.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey hereby authorizes the award of contract to General Recreation, Inc. for the purchase of playground equipment in the amount of \$124,000.00.

A motion was offered by **Committeeman Magee** and seconded by **Committeeman Cain** to adopt Resolution 2018-2-10. Motion carried on a Roll Call Vote, as follows:

AYE: MAGEE, CAIN, GABLE, DIGIUSEPPE, HIGGINS
NAY: ABSENT: ABSTAIN:

**RESOLUTION 2018-2-11
RESOLUTION FOR THE REDEMPTION OF TAX LIEN**

WHEREAS, at the Mansfield Township Tax Sale held on October 11, 2017, a lien was sold on Block 4, Lot 8.03, also known as Route 206, for 2016 delinquent taxes; and

WHEREAS, this lien, known as Tax Sale Certificate # 17-00005 was sold to TFS Custodian for FIG CAP INV NJ 13 in the amount of \$7,514.93; and

WHEREAS, the estate of Michael Downey has affected redemption of Certificate #17-00005 on behalf of Mansfield Ventures, LLC.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, memorializes a check that has been issued to TFS Custodian for FIG CAP INV NJ 13 for the redemption of this lien.

<u>Lien Holder</u>	<u>Lien #</u>	<u>Amount</u>	<u>Check #</u>
TFS Custodian for FIG CAP INV NJ 13	17-00005	\$8,238.25	7410

**RESOLUTION 2018-2-12
RESOLUTION FOR THE REDEMPTION OF TAX LIEN**

WHEREAS, at the Mansfield Township Tax Sale held on October 11, 2017, a lien was sold on Block 3, Lot 6.01, also known as 3242 Route 206 for 2016, delinquent taxes; and

WHEREAS, this lien, known as Tax Sale Certificate # 17-00001, was sold to TFS Custodian for FIG CAP INV NJ 13 in the amount of \$45,246.72; and

WHEREAS, the estate of Michael Downey has affected redemption of Certificate #17-00001 on behalf of MLC Developers, LLC.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, memorializes the check has been issued to TFS Custodian for FIG CAP INV NJ 13 for the redemption of this lien.

<u>Lien Holder</u>	<u>Lien #</u>	<u>Amount</u>	<u>Check #</u>
TFS Custodian for FIG CAP INV NJ 13	17-00001	\$152,023.52	7406

**RESOLUTION 2018-2-13
RESOLUTION FOR THE REDEMPTION OF TAX LIEN**

WHEREAS, at the Mansfield Township Tax Sale held on October 11, 2017, a lien was sold on Block 3, Lot 6.02, also known as 3236 Route 206 for 2016 delinquent taxes; and

WHEREAS, this lien, known as Tax Sale Certificate # 17-00002 was sold to TFS Custodian for FIG CAP INV NJ 13 in the amount of \$6,802.99; and

WHEREAS, the estate of Michael Downey has affected redemption of Certificate #17-00002 on behalf of MLC Developers, LLC.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, memorializes a check that has been issued to TFS Custodian for FIG CAP INV NJ 13 for the redemption of this lien.

<u>Lien Holder</u>	<u>Lien #</u>	<u>Amount</u>	<u>Check #</u>
TFS Custodian for FIG CAP INV NJ 13	17-00002	\$7,463.65	7407

**RESOLUTION 2018-2-14
RESOLUTION FOR THE REDEMPTION OF TAX LIEN**

WHEREAS, at the Mansfield Township Tax Sale held on October 11, 2017, a lien was sold on Block 3, Lot 6.07, also known as 3230 Route 206, for 2016 delinquent taxes; and

WHEREAS, this lien, known as Tax Sale Certificate # 17-00003 was sold to TFS Custodian for FIG CAP INV NJ 13 in the amount of \$6,660.99; and

WHEREAS, the estate of Michael Downey has affected redemption of Certificate #17-00003 on behalf of MLC Developers, LLC.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, memorializes a check that has been issued to TFS Custodian for FIG CAP INV NJ 13 for the redemption of this lien.

<u>Lien Holder</u>	<u>Lien #</u>	<u>Amount</u>	<u>Check #</u>
TFS Custodian for FIG CAP INV NJ 13	17-00003	\$7,309.16	7408

**RESOLUTION 2018-2-15
RESOLUTION FOR THE REDEMPTION OF TAX LIEN**

WHEREAS, at the Mansfield Township Tax Sale held on October 11, 2017, a lien was sold on Block 3, Lot 6.08, also known as 3224 Route 206, for 2016 delinquent taxes; and

WHEREAS, this lien, known as Tax Sale Certificate # 17-00004 was sold to TFS Custodian for FIG CAP INV NJ 13 in the amount of \$21,636.29; and

WHEREAS, the estate of Michael Downey has affected redemption of Certificate #17-00004 on behalf of MLC Developers, LLC.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, memorializes a check that has been issued to TFS Custodian for FIG CAP INV NJ 13 for the redemption of this lien.

<u>Lien Holder</u>	<u>Lien #</u>	<u>Amount</u>	<u>Check #</u>
TFS Custodian for FIG CAP INV NJ 13	17-00004	\$122,996.47	7409

**RESOLUTION 2018-2-16
RESOLUTION TO CANCEL TAXES**

WHEREAS, 2017 taxes were misapplied to Block 23.01, Lot 23; and

WHEREAS, when the error was corrected, it resulted in an open balance of \$29.51 on Block 23.01, Lot 23.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, hereby authorizes the Tax Collector to cancel the amount of \$29.51 for the Tax Year 2017.

**RESOLUTION 2018-2-17
RESOLUTION FOR THE REFUND OF DEDUCTION**

WHEREAS, a Widow of a Veteran Tax Deduction was allowed on the property listed below for the year 2017; and

WHEREAS, this allowance resulted in an overpayment on said property, and the refund is due to the homeowner.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, hereby authorizes the refunding of the following:

- February 12, 2018

A motion was offered by **Deputy Mayor DiGiuseppe** and seconded by **Committeeman Magee** to adopt the minutes from January 24, 2018. Motion carried on a Roll Call Vote, as follows:

AYE: DIGIUSEPPE, MAGEE, CAIN, GABLE, HIGGINS

NAY: ABSENT: ABSTAIN:

REPORTS: CLERK, COURT, CONSTRUCTION, TAX, POLICE, EMS, ZONING

A motion was offered by **Committeeman Gable** and seconded by **Committeeman Cain** to accept the above listed reports. Motion carried.

DISCUSSION/ACTION

A. Tyler Kokotjlo – Membership application for Franklin Fire Company

A motion was offered by **Deputy Mayor DiGiuseppe** and seconded by **Committeeman Magee** to approve the aforementioned application. Motion carried on a Roll Call Vote, as follows:

AYE: DIGIUSEPPE, MAGEE, CAIN, HIGGINS

NAY: ABSENT: ABSTAIN: GABLE

PUBLIC COMMENT

Mayor Higgins opened the floor to public comments.

Sandra Amato, 48 Sunset Lane, stated that she had new carpet installed inside her home and placed the same outside for pick-up during her regularly scheduled trash collection day at the confirmation of the township. Ms. Amato expressed frustration that her carpet was in fact not collected, and she had to pay the private contractor to remove the same. **Mayor Higgins** stated that he would personally handle the matter.

Colleen Herbert, 2 Millennium Drive, inquired about the condemned properties on Route 206 and if Township Committee plans to move forward with the same. **Mayor Higgins** expressed that the matter will be placed on a future agenda, and that due to conflicts of interest the same may not be voted until such conflicts are rectified. On a separate topic, Ms. Herbert asked if a representative from the Northern Burlington Regional High School will present information before Township Committee on the referendum to be voted on during the Special Election of March 13, 2018. **Municipal Clerk Semus** reported that a representative will be present during the meeting of the Governing Body on March 1, 2018. Regarding the Facebook of the Special Events Committee, Ms. Herbert inquired if the township has a social media policy. **Mayor Higgins** responded that technology is exceeding our current policies and procedures, and that certain social media matters are brought before Township Committee when necessary. **Mayor Higgins** asked that the Township Attorney look into updating the township's social media policy. Finally, Ms. Herbert inquired as to why the resolution regarding the settlement agreement involving the Ambulance Core was removed from the agenda. **Mayor Higgins** explained that since the settlement is between the Ambulance Core and a certain individual, there is no need for the Committee to take action on the same. In summary, the Committee was made aware of the incident, as it is the municipality that insures the EMS building and ambulances. **Mayor Higgins** requested that all questions relating to the same be directed to the Ambulance Core.

Barbara and David Hammill, 305 White Pine Road, inquired if there are any future plans to repave the road. **Township Engineer Briglia** replied that should Committee decide that White Pine Road is a priority, he will submit a grant application to New Jersey Department of Transportation. **Mayor Higgins** further emphasized that it is currently unknown if the DOT will allocate state funds this year for the purpose of road reconstruction. Ms. Hammill then mentioned the vast amount of school buses that utilize White Pine Road, though there are only a few students that live on the same. Ms. Hammill stated that the constant bus use is significantly contributing to the breakdown of White Pine Road. **Mayor Higgins** stated that he will contact the School District to address this issue. Finally, Mr. and Mrs. Hammill inquired if the road will be widened for reconstruction, and if so, how the same will affect stormwater drainage and private wells. **Township Engineer Briglia** expressed that during the design phase of the project, all aspects of the road will be inspected.

There being no further comments, the Public Comment section of the meeting was closed.

MAYOR AND COMMITTEE COMMENT

Deputy Mayor DiGiuseppe explained that she abstained from voting on the approval of the minutes of January 24, 2018 and February 1, 2018 as she was unable to attend the same. Regarding Ordinance 2018-3, **Deputy Mayor DiGiuseppe** stated that she is not opposed to the purchase of a new ambulance if necessary. However, she expressed her opinion that it is unreasonable to place a significant commitment, such as the purchase of a new ambulance, in an agreement without immediate availability of funds, and to put the burden of purchasing the same on a future Governing Body.

Committeeman Cain thanked the public for bringing forth their various concerns, as it serves to better aid Committee in public service. **Committeeman Magee** reflected the same sentiment.

Township Committee thanked the public for attending.

MOTION FOR ADJOURNMENT

A motion was offered by **Committeeman Magee** and second by **Committeeman Cain** to adjourn the meeting. Motion carried. Meeting adjourned at 6:49PM.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Caitlin Midgette
Deputy Clerk

Linda Semus, RMC, CMR
Municipal Clerk

Approved: April 5, 2018