

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
May 1, 2018
Work Session – 6:00PM**

The Regular Work Session Meeting of the Mansfield Township Committee was held on the aforementioned date with the following in attendance: **Deputy Mayor Janice DiGiuseppe, Committeeman Sean Gable, Committeeman Michael Magee, Committeeman Frederick Cain, Township Administrator Michael Fitzpatrick, Township Solicitor Gillespie, and Township Engineer Chris Briglia.** Also in attendance were **Municipal Clerk Linda Semus** and **Deputy Clerk Caitlin Midgette.** **Mayor Robert J. Higgins not in attendance.**

Deputy Mayor DiGiuseppe 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. This meeting had been rescheduled from the advertised date of January 4, 2018. Notice of this rescheduled meeting was properly posted and transmitted to the Burlington County Times and the Trenton Times, both of which have been accomplished as of April __, 2018.

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

ENGINEER'S REPORT/UPDATE

Engineer Briglia explained that construction will begin on Axe Factory Road next week for milling and paving as well as the rest of the improvements. He was in contact with the NJDOT in regard to Mansfield Road West and has prepared a modification of project limits letter to them requesting approval to use the remainder of the funding as we had discussed. As soon as signatures are obtained, he will send it to the DOT for a determination.

A proposal for design fees and budgetary items for Mt. Pleasant Road had been submitted to the Committee for their consideration.

Construction will begin the middle of May on the Georgetown Community Park. His firm will assist the township in determining costs for a pavilion for the park. He is in touch with a vendor who is highly trusted by the contractor working on this project. **Administrator Fitzpatrick** felt the pavilion should have been included in prior contracts. However, we do have the funding to cover this pavilion if it is put through. **Clerk Semus** said there had been an overage which can be utilized. **Deputy Mayor** confirmed that it is all inclusive in the grant money. **Committeeman Gable** felt the lock system should be completed as more residents will be utilizing the park. **Administrator Fitzpatrick** explained the option of not including the pavilion. However, **Committeeman Gable** felt the pavilion should be included but the locks should be kept in mind. **Clerk Semus** explained there may be money left after the pavilion. **Committeeman Magee** questioned whether there is substantial changes to warrant another bidding process. **Attorney Gillespie** said that a change can be made as long as it is under 20%.

A meeting is to be held this Thursday for the pre-construction meeting for Hedding Park.

The boundary and topographic survey and subdivision for Main Street and Atlantic Avenue will be discussed although he did present a preliminary map to the Committee.

Committeeman Gable asked if the easement for the flow of traffic needs to be part of the survey. **Engineer Briglia** said it depends on where the easement will be. **Chairman Gable** clarified the easement being from the parking lot to East Main Street. This should have been included.

There was discussion on the sale of the township property in the village of Columbus. The parking lot would be retained by the Township. **Deputy Mayor DiGiuseppe** asked if occupants of the sold properties which could be commercial would utilize the Township parking lot.

Committeeman Gable said this would be allowed for any commercial business in town as parking is limited. **Deputy Mayor DiGiuseppe** was concerned over liability. **Attorney Gillespie** agreed it would be a liability to the township if a parking lot for other establishments. However, the new owners of the current township buildings would have to understand that the Township could sell the parking lot in the future if they saw a financial gain. Thus, the parking lot would not be available.

Solicitor Gillespie said he would like to meet with **Administrator Fitzpatrick** and **Engineer Briglia** concerning some of the language in the proposal for Mt. Pleasant Road.

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

DISCUSSIONS

a. Domain Name – Mansfieldtwp.com

Clerk Semus said Mansfieldtwp.com was released and we were able to purchase it. She questioned the committee if this should be utilized at this point. **Administrator Fitzpatrick** explained some background and questioned the Committee's intentions. **Committeeman Kane** felt that the other option, Mansfieldtwp-nj.com would at least identify our township geographically.

Discussion centered on which domain to keep the current address or make a change. **Clerk Semus** explained how all of the names including Mansfieldtwp.com and Mansfieldburlington.com can bleed together. She explained how Mansfieldtwp.com had been a false site with false information and, since we had the opportunity to obtain the site for \$97, it was decided to do so. **Deputy Mayor DiGiuseppe** questioned the cost. **Administrator Fitzpatrick** explained that it will no doubt be billed for labor for installation. **Deputy Mayor DiGiuseppe** felt an estimate should be obtained first.

b. Police Officer Replacement

Administrator Fitzpatrick said one of the new officers has resigned. The Chief has requested another individual be secured to replace the resigned officer. **Committeeman Gable** felt this should be allowed. This was agreeable to all.

c. Custodial Services

Administrator Fitzpatrick said we are currently with the State Contract. However, there are issues with the cleaning situation. Complaints are received constantly from others within the building. He has informed the supervisor as well as those who do the cleaning where there has been quite a turnover. **Administrator Fitzpatrick** felt with the \$14,939.50 we paid in 2017, we are not getting what we are asking for. **Clerk Semus** said meetings were with the head of the Company who made promises to improve. This has not happened yet. The contract expires the end of May and a 30 day notice would be required. **Deputy Mayor DiGiuseppe** said she was instrumental in getting the company to begin with. They are a challenged organization who cleans and this should be taken into consideration. Also, other cleaners have even been worse. **Deputy Mayor DiGiuseppe** said she would like them to continue. She will speak to them. **Clerk Semus** commented on some of their work. **Committeeman Gable** felt we should check the budget as the price for another cleaner could be significantly higher. He also questioned whether the contract could be extended for another month. **Clerk Semus** clarified the contract to expire in June. Although **Administrator Fitzpatrick** has had several conversations with them, he receives false promises. He said he wants to make the people in the building happy as there are constant complaints. **Committeeman Gable** asked **Deputy Mayor DiGiuseppe** to speak to them. She asked to have a meeting with the one in charge of the cleaning company and **Administrator Fitzpatrick** and then make a decision.

d. Downtown Properties

This was not discussed

e. Agreement – Mansfield Township to Saylor's Pond Commons

Attorney Gillespie referred to a map and the new rear lot line of the property being sold. He spoke of the easement off Atlantic Avenue that the buyers want the township to maintain. If the Committee did sell the parking lot in the future, the easement leads to a property the township no longer owns and can't convey any rights of access to Lot 5.01 which may already be developed

by the new buyers. If the Township does sell the parking lot. **Attorney Gillespie** asked if the deal with the buyers of Lot 5.01 that they will always have some access to Atlantic Avenue. We want to make sure there is some access to 5.01 on the 20 foot easement. **Administrator Fitzpatrick** said this has not be a topic of conversation.

Attorney Gillespie referred to a possible perpendicular easement to Main Street to allow access from the lot being sold to the parking lot for public purpose, will an existing tree be removed. **Administrator Fitzpatrick** said there is currently a driveway there which will be kept as is. More discussion centered on the driveway and the circulation plan.

Administrator Fitzpatrick referred to the small house in front of the old municipal building which was referred to as the old parsonage. He asked if this will be subdivided before settlement. **Committeeman Gable** said the applicant had already proposed this and they were supposed to indicate to us that they could put a septic system without a mound system in the front, and, if they can do that, the township would consider it. **Administrator Fitzpatrick** said it was his understanding that they can put a system that is not a mound system there. He will double check. Currently the septic with the parsonage is included with the old municipal building. **Solicitor Gillespie** advised the Committee that there will be setback issues leading to a variance. He also felt the township committee should go through with what was originally proposed and the buyer can do the subdivision if that's what they want. **Solicitor Gillespie** proposed a resolution at the next meeting authorizing the mayor to execute the agreement of sale.

f. Site Plan – New Municipal Complex

This was not discussed.

g. Facilities Use Permit Application

Deputy Mayor DiGiuseppe said she and **Administrator Fitzpatrick** had a meeting with our Risk Management Consultant to make sure we have liability taken care of so there is no risk for the tax payers and the Township. The Recreation Department has a facilities use application that they utilize for all recreational parks and facilities. Tim Irons, our Risk Management Consultant, gave us a sample of a Facilities Use Application Form. The document should be provided to non-profit agencies that do not have the coverage requirement to hold an event in the municipal building. The application would be to give them permission to use the building and to make sure they had proper insurance. Since a Calendar of Events is going to be created, if there is anything on the calendar that might be questioned about the liability, Tim is to be questioned and he will give advice. **Deputy Mayor DiGiuseppe** was asking to have the form approved. **Committeeman Gable** agreed to protect the township but did not want to hinder any organization from adding to our community. He felt the Historical Society is a benefit and referred to the Memorial by the Veterans on Veteran's Day which is very nice. He didn't want to hinder anything that is of benefit to the Community. He said the Township does have their own insurance that offers protection. **Administrator Fitzpatrick** referred to the June 9th event. Tim Irons did say that the Historical Society did not have adequate insurance since their insurance only covers the part of the building that they are leasing. They need a Certificate of Insurance and they also need to fill out the new Facilities Use Permit Application. **Committeeman Gable** felt there was cross liability as we do have insurance coverage. **Administrator Fitzpatrick** felt there are issues not totally understood. He suggested having Mr. Irons attend a meeting and answer some questions. He is to be asked to attend the next meeting on May 16th.

h. Burlington County Energy Aggregation Program Final Discussion

Deputy Mayor DiGiuseppe referred to the presentation at the last meeting. She is in favor of putting this forth in the township as it is a savings to the residents. The Township is already a participant in the discount energy program. She asked for other comments. **Committeeman Magee** said he as in favor of it. **Committeeman Gable** felt apprehensive as he felt we were forcing everyone to sign up. People that choose to sign up do so. Others have the opportunity. **Committeeman Cain** concurs. The Mayor can be contacted as to his thoughts. Then it can be ready for the next meeting for a vote.

PUBLIC COMMENT

There were no comments.

MAYOR AND COMMITTEE UPDATES/COMMENTS

Committeeman Cain said he, **Deputy Mayor DiGiuseppe**, and **Carl Schwartz** went on a tour of the Burlington County Recycling Facility. He said it was well done and hopes to spread the information out to the towns as a whole. He felt the municipality can do more to help with the recycling process. He would like to see the elimination of plastic bags. He recommended everyone going there and/or looking at the available video.

Committeeman Gable said he had planted flowers along the walkway area of the County trail with about 20 residents and Pinelands Nurseries who had donated wildflowers. He felt it will look nice when the flowers bloom. He thanked Pinelands Nursery and the residents who helped out.

Committeeman Magee thanked those in attendance for coming.

Deputy Mayor DiGiuseppe expressed concern over a lack of communication amongst the Committee and that we need to communicate more. She said she was not aware the Mayor was not going to be in attendance at this meeting. She felt the Committee should know when the Mayor or Deputy Mayor will not be in attendance at a meeting. She questioned who would be responsible for communicating this. **Committeeman Magee** referred to a chain of command in reporting from one person to the next and so on. **Committeeman Gable** felt, if the Mayor is going to be absent, he should tell the clerk. There are other reasons but they depend on the circumstances. **Committeeman Magee** felt there should be a policy and offered to do one.

MOTION FOR ADJOURNMENT

A motion was offered by **Committeeman Magee** and second by **Committeeman Cain** to adjourn. Motion carried. Meeting adjourned at 7:21PM.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Barbara A. Crammer
Deputy Clerk

Linda Semus, RMC, CMR
Municipal Clerk