

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
April 5, 2018
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, 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 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 statement was followed by the Flag Salute and a moment of silence.

PROCLAMATION

***PROCLAMATION
“DECA”***

WHEREAS, November 2018, has been designated DECA Month; and

WHEREAS, the mission of DECA is to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management; and

WHEREAS, DECA’s guiding principles are designed to explain how DECA fulfills their mission; and

WHEREAS, DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, connects to business and promotes competition; and

WHEREAS, DECA’s activities assist in the development of academically prepared, community oriented, professionally responsible, experienced leaders; and

WHEREAS, DECA’s attributes and values describe the organization’s priorities and standards, including competence, innovation, integrity, and teamwork;

NOW, THEREFORE, BE IT RESOLVED that the Mansfield Township Committee do hereby proclaim November 2018 as DECA Month.

BE IT FURTHER RESOLVED that the Mansfield Township Committee hereby urge all their citizens to become familiar with the services and benefits offered by the Northern Burlington County Regional High School DECA Chapter and to support and participate in these programs to prepare them for college and professional careers.

BE IT FURTHER RESOLVED that this recognition and acknowledgment shall be made a part of the permanent record of the Township of Mansfield.

ENGINEER’S REPORT

Township Engineer Briglia summarized the Engineer’s Report as follows: the Axe Factory Roadway Improvement project is set to begin in mid-April; the low bidder for the Mansfield Road East improvements was Richard T. Barrett in the amount of \$137,261.65; the contracts for the Georgetown Community Park project have been executed and an upcoming preconstruction meeting will determine the start date of construction; and the boundary and topographical survey for the former municipal complex is anticipated to be completed shortly as all title information has been acquired.

In regard to the Covington Estates Maintenance Bond, Mr. Briglia stated that it has been concluded that the same is still intact and there are various punch list items that still need to be completed, such as landscaping, curbing, removal of equipment, etc. However, instead of completing the items, the developer would like to offer a lump sum of \$25,000 to the Homeowners Association instead. However, **Township Administrator Fitzpatrick** expressed that the HOA intends to utilize those funds to complete items that are not on the punch list and therefore fall outside of the Maintenance Bond. In response, **Township Solicitor Gillespie** stated that there needs to be a written agreement between the bonding company, HOA, and the developer in order to waive the obligations as notated in the punch list. Mr. Gillespie continued by stating that the township must feel satisfied that the developer completed the requirements under the site plan agreement, as Committee must adopt a resolution releasing the bond. Discussion ensued between Township Committee and support staff on the same. **Mayor Higgins** suggested that the HOA decide what improvements it would like to do with the developer's payment, with a written agreement to support same. **Mayor Higgins** asked **Township Engineer Briglia** if he would feel comfortable signing off on the Maintenance Bond if said written agreement was submitted in lieu of the completion of the punch list items. Mr. Briglia concurred. **Township Solicitor Gillespie** stated that before Mr. Briglia signs off on the bond, escrow money needs to be posted for inspection costs. **Township Administrator Fitzpatrick** noted that neither the developer nor the HOA are inclined to post escrow. **Mayor Higgins** stated that if the HOA does not want to put for escrow funds, then the punch list items will not be waived and the developer will be ordered to complete the same. Township Committee agreed.

On a separate topic, **Mayor Higgins** questioned if documents will be submitted to the State for grant money in order to fund the resurfacing of Mt. Pleasant Road and Georgetown Road. **Township Engineer Briglia** replied that the State has yet to open the application process.

Committeeman Gable inquired about the purpose of the preconstruction meeting for the Georgetown Community Park Improvement project. **Township Engineer Briglia** explained that said meeting is a typical step before the start of any project.

ORDINANCES

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 - \$ 116,000.00
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.

Mayor Higgins opened the floor for public hearing. With no comments or questions, the public hearing for Ordinance 2018-4 was closed.

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

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

RESOLUTIONS

**RESOLUTION 2018-4-3
 RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
 OF BURLINGTON, NEW JERSEY,
 AMENDING THE 2018 TEMPORARY BUDGET**

WHEREAS, Section 40A-4-19 provides that temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of adoption of the budget; and,

WHEREAS, the temporary budget was adopted prior to January 31, 2018; and

WHEREAS, the 2018 Municipal Budget of the Township of Mansfield has not been fully adopted;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at a meeting held April 5, 2018 that the following additional temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer after adoption.

Current Fund

<u>Department</u>	<u>Amount</u>
A&E: Miscellaneous	\$5,000.00
A&E: Salary and Wages	\$20,000.00
M&C: Salary & Wage	\$5,555.00
CLERK: Salary & Wage	\$23,000.00
M&C: Miscellaneous	\$8,500.00
FIN: Salary & Wage	\$26,000.00
FIN: Miscellaneous	\$7,500.00
AUDIT: Miscellaneous	\$5,000.00
TAX C: Salary & Wage	\$15,250.00
TAX C: Miscellaneous	\$4,000.00
TAX A: Salary & Wage	\$19,000.00
TAX A: Miscellaneous	\$5,000.00
LEGAL: Miscellaneous	\$30,000.00
ENG: Miscellaneous	\$25,000.00
LAND USE: Salary & Wage	\$11,000.00

LAND USE: Miscellaneous	\$4,000.00
PLAN: Miscellaneous	\$10,000.00
ZONE: Miscellaneous	\$1,000.00
ZONING OFFICER: Salary & Wage	\$1,350.00
ZONING OFFICER: Miscellaneous	\$300.00
OCE:PM: Salary & Wage	\$550.00
OCE:PM: Miscellaneous	\$4,200.00
LIABINS: Liability Insurance	\$50,000.00
WCOMP: Workers Compensation	\$70,000.00
GROUP Insurance	\$150,000.00
UNEMP: Unemployment	\$315.00
POLICE: Salary & Wages	\$175,000.00
POLICE: Miscellaneous	\$30,000.00
EMGMT: Salary & Wage	\$600.00
EMGMT: Miscellaneous	\$4,000.00
AID TO FIRE COMPANIES: Miscellaneous	\$20,000.00
FAID: AID First Aid	\$80,000.00
OCE: FIRE: Salary & Wage	\$4,800.00
OCE:FIRE: Miscellaneous	\$1,400.00
PROS: Other Professional	\$5,250.00
ROAD: Salary & Wage	\$6,000.00
ROAD: Miscellaneous	\$35,000.00
SHADE: Miscellaneous	\$2,350.00
SWASTE: Miscellaneous	\$44,000.00
B&G: Salary & Wage	\$20,000.00
B&G: Miscellaneous	\$22,000.00
VMAINT: Miscellaneous	\$15,000.00
PHEALTH: Salary & Wage	\$500.00
PHEALTH: Miscellaneous	\$3,000.00
EHEALTH: Salary & Wage	\$325.00
EHEALTH: Miscellaneous	\$1,500.00
ANIMAL: Miscellaneous	\$950.00
CONSS: Contrib. Social Services	\$1,300.00
RECREATION: Salary & Wage	\$2,000.00
REC: Miscellaneous	\$25,000.00
CPEVNT: Other Contractual	\$1,500.00
ELEC: Miscellaneous	\$8,000.00

SLIGHT: Miscellaneous	\$25,000.00
TELE: Miscellaneous	\$12,000.00
WATER: Miscellaneous	\$8,000.00
PETRO: Gasoline	\$7,500.00
Landfill: Miscellaneous	\$40,000.00
FICA: Employer Liability	\$50,000.00
Community Services Act: Condo Reimburse	\$5,250.00
COURT: Salary & Wage	\$50,000.00
COURT: Miscellaneous	\$5,500.00
PUBD: Other Professional	\$2,400.00
PERS	\$108,000.00
PFRS	\$221,920.00
General Operations	\$1,546,565.00
<u>Utility Fund</u>	
Operating Expenses	\$7,500.00

A motion was offered by **Committeeman Cain** and second by **Deputy Mayor DiGiuseppe** to adopt Resolution 2018-4-3. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2018-4-4
RESOLUTION ENDORSING AND AUTHORIZING THE EXECUTION OF
THE MANSFIELD TOWNSHIP SPECIAL EVENTS COMMITTEE'S
APPLICATION FOR A SOCIAL AFFAIR PERMIT PURSUANT TO
N.J.S.A. 33:1-74.

WHEREAS, on June 9, 2018, the Township of Mansfield (hereinafter the "Township") will be hosting the 80th Annual Field Day and Parade (hereinafter the "Parade"), which includes a post-parade gathering at the Mansfield Township Community Park; and

WHEREAS, as part of the gathering at the Mansfield Township Community Park, the Association intends to apply for and obtain a Social Affair Permit for the sale and consumption of alcoholic beverages from the Division of Alcoholic Beverage Control, Department of Law and Public Safety; and

WHEREAS, N.J.S.A. 33:1-74 authorizes the Association to apply for and obtain a Social Affair Permit to serve alcoholic beverages at fund-raising events; and

WHEREAS, the Division of Alcoholic Beverage Control, Department of Law and Public Safety requires an application for a Social Affair Permit be made on forms prescribed by the Director, which includes the endorsement of the Township; and

WHEREAS, the application requires the Township to endorse the application and authorize its execution by the Chief of Police and Municipal Clerk; and

WHEREAS, the Association has agreed to enter into the attached License and Indemnification Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Mansfield Township Committee, County of Burlington, State of New Jersey hereby endorses the application of the Association and authorizes the Municipal Clerk and Chief of Police to execute an application for a Social Affair Permit to be submitted to the Division of Alcoholic Beverage Control, Department of Law and Public Safety.

BE IT FURTHER RESOLVED, that the Mayor is hereby authored to execute the attached License and Indemnification Agreement with the Association.

BE IT FURTHER RESOLVED, that the Township Committee hereby waives the prohibition found within §33B-2(j) in accordance with the terms of this Resolution.

A motion was offered by **Committeeman Cain** and second by **Committeeman Gable** to adopt Resolution 2018-4-4. Motion carried.

RESOLUTION 2018-4-5
CATERERS UNLIMITED INC.: T/A "OLDE COLUMBUS INNE"
2017-2018 LIQUOR LICENSE RENEWAL

WHEREAS, **Caterers' Unlimited Inc., T/A "Olde Columbus Inne"** Plenary Retail Consumption License #0318-33-002-006 located at 24491 West Main Street, Columbus, NJ 08022 has applied to the Township Committee

of the Township of Mansfield, County of Burlington, State of New Jersey for renewal of said license to permit the sale of alcoholic beverages at their establishment; and,

WHEREAS, said application for the 2017-2018 Licensing Year has been received with required fees submitted as prescribed by Ordinance in the amount of \$630.00 to Mansfield Township and \$200.00 to the State of New Jersey Division of Alcoholic Beverage Control; and,

WHEREAS, a Tax Clearance Certificate has been received from the Division of Taxation indicating that Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" is in compliance with Chapter 161, Laws of NJ 1955; and,

WHEREAS, the license is renewed pursuant to 12.39 rulings granted by the Director of the Alcohol Beverage Control commission.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Plenary Retail Consumption License #0318-33-002-006 in the name of Caterer's Unlimited, Inc., T/A "Olde Columbus Inne" be renewed for the 2017-2018 Licensing Year.

A motion was offered by **Committeeman Magee** and second by **Committeeman Cain** to adopt Resolution 2018-4-5. Motion carried.

RESOLUTION 2018-4-6

RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY

WHEREAS, the Township Committee has found that certain motor vehicles and 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 for public use by auction and to authorize such action by Resolution of the municipality;

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

1. The following motor vehicles are hereby declared to be surplus property and no longer needed for public use:
2002 Hyundai Elantra VIN # KMHDN45DX2U321217
2. The Chief Of Police and Township Clerk are directed to arrange for the public auction of the vehicle through GovDeals, a service used by various government agencies, allowing them to sell surplus and confiscated items via the internet.

The Township Clerk shall assure that proper public notice of the auction is made, as required by law.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Cain** to adopt Resolution 2018-4-6. Motion carried.

RESOLUTION 2018-4-7

RESOLUTION AUTHORIZING THE TOWNSHIP OF MANSFIELD TO TRANSFER A JUNK TITLE OF A 2006 MAZDA 6, VIN: 1YVHP80D665M52900 TO 2001 TOWING AND RECOVERY INC., BORDENTOWN, NJ WHEN ISSUED BY THE NEW JERSEY MOTOR VEHICLE COMMISSION

WHEREAS, Mansfield Township offered for public auction a certain vehicle identified as a 2006 Mazda 6, VIN #: 1YVHP80D665M52900 pursuant to Resolution No. 2017-7-6; and

WHEREAS, the GovDeals site conducted the subsequent public auction which ended on March 11, 2016; and

WHEREAS, the minimum bid threshold was not met; and

WHEREAS, NJSA 39:10A-3, allows a public agency, under certain circumstances, to apply for a Junk Title; and

WHEREAS, the Mansfield Township Police Department, on behalf of Mansfield Township, filed for a Junk Title since the vehicle did not sell at auction; and

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

1. The Township Committee hereby transfers its junk title to 2001 Towing and Recovery Inc., Bordentown, NJ, the following vehicle:
2006 MAZDA 6, VIN: 1YVHP80D665M52900

A motion was offered by **Committeeman Gable** and second by **Committeeman Magee** to adopt Resolution 2018-4-7. Motion carried.

RESOLUTION 2018-4-8

AUTHORIZING AWARD OF CONTRACT FOR ROADWAY IMPROVEMENTS FOR MANSFIELD ROAD EAST

WHEREAS, there exists a need for Roadway Improvements for Mansfield Road East in the Township of Mansfield; and

WHEREAS, funds are available for this purpose through a 2016 NJDOT Municipal Aid Grant; 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 for the purpose of Roadway Improvements for Mansfield Road East; and

WHEREAS, the Municipal Engineer has recommended that the award of contract for Roadway Improvements for Mansfield Road East be made to Richard T. Barrett Paving Co., Inc., 400 Prospect Street, Trenton, New Jersey 08618; 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 Richard T. Barrett Paving Co., Inc. to provide for Roadway Improvements to Mansfield Road East, according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Richard T. Barrett Paving 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 Thirty-Seven Thousand, Two Hundred and Sixty One Dollars and Sixty-Five Cents (\$137,261.65), 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 inquired if the original scope of project can be expanded as the accepted bid price is lower than expected. **Township Engineer Briglia** stated that it was possible to expand the limit of the project, and that both the State and the contractor have been notified of the intention to do the same. **Committeeman Cain** questioned the significant difference in bid prices between the submitted proposals. **Township Engineer Briglia** stated that the variation of bids can be explained by location and the need to transport employees and equipment, and the potential need to hire subcontractors. Furthermore, Mr. Briglia stated that in summary, Richard T. Barrett Paving Company, Inc.'s proposal proves significantly lower than other competitors because they took a risk in pricing certain items lower in anticipation that they won't be needed. In speaking to a representative of the company, it was confirmed that the same is comfortable with the prices submitted in the bid proposal.

A motion was offered by **Deputy Mayor DiGiuseppe** and second by **Committeeman Magee** to adopt Resolution 2018-4-8. Motion carried on a Roll Call Vote, as follows:

AYE: DIGIUSEPPE, MAGEE, CAIN, GABLE, HIGGINS

NAY: ABSENT: ABSTAIN:

RESOLUTION NO. 2018-4-9

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY APPROVING THE FORM OF A TRI-PARTITE SANITARY SEWER AGREEMENT BETWEEN THE TOWNSHIP OF MANSFIELD, VA FLORENCE COMPANY, LLC AND THE TOWNSHIP OF BURLINGTON AND FURTHER AUTHORIZING THE EXECUTION OF THE SAME

WHEREAS, the Township of Mansfield ("Township") has negotiated with the Township of Burlington and VA Florence Company, LLC ("VA") who is interested in improving property within the Township identified as Block 47.01, Lots 3.02, 9.01, 9.02, 11 and 12 (the "Property") an agreement addressing the terms and conditions associated with the construction of sanitary sewer improvements that will benefit VA;

WHEREAS, the Township Committee, the Administrator and the Township's Special Counsel have reviewed the proposed terms and conditions of a Tri-Partite Sanitary Sewer Agreement (the "Agreement") as presently drafted and have further had opportunity to present questions and concerns with respect to the Agreement;

WHEREAS, the Township Committee wishes through this resolution to memorialize certain actions in connection with its approval of the form of the Agreement and to further authorize the Township's Mayor to execute the same.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMITTEE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY THAT:

1. The proposed form of the Tri-Partite Sanitary Sewer Agreement as set forth and attached hereto as Exhibit "A" is hereby approved by the Township.

2. The Township's Mayor, Administrator and Clerk are hereby authorized to execute the Agreement and any and all other related documents in connection with the Agreement to properly memorialize and carry out the Township's obligations set forth therein.

3. Any prior resolution of the Township inconsistent with the terms and conditions of this resolution are hereby repealed to the extent of such inconsistency.

Mayor Higgins explained that the purpose of the aforementioned resolution is to amend certain parts of the agreement adopted in the previous year. Said changes were made based on engineering issues.

Mayor Higgins asked **Township Administrator Fitzpatrick** to discuss this plan with the Fire Company.

D. Environmental Commission Request: Municipal Clerk Semus stated that the Environmental Commission is requesting permission to submit pictures to the Environmental Resource Inventory pertaining to flooding as a result of hurricanes Sandy and Irene. Bob Tallon, 2454 Axe Factory Road and member of the Environmental Commission, stated that there is an existing problem with flooding due to said storms. The purpose of filing photographs is to document the history of the same. **Deputy Mayor DiGiuseppe** agreed that the photos should be documented. Township Committee agreed with the same.

E. Recreation – Field Use Permit (Organization: SJ Iron Pigs, 3/1/18-12/31/18, Field: MCP 50/70 Civic Club): A motion was offered by **Committeeman Gable** and seconded by **Committeeman Magee** to approve the listed recreation permit. Motion carried.

F. Court Window Estimate Approval: Township Administrator Fitzpatrick stated that the Court Administrator has requested permission to have a window installed in her office for safety measures. Currently, her office does provide her with a view of the main office and public windows. The total cost of this installation is \$2,000, which will be funded through the Building and Grounds budget. **Municipal Clerk Semus** explained that **CFO Joseph Monzo** stated that the expenditure can be made from this appropriation before the 2018 Municipal Budget is formally adopted. **Mayor Higgins** inquired if **Township Superintendent Jef Jones** was informed and agreed to said expense. **Township Administrator Fitzpatrick** confirmed the same.

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Magee** to approve the aforementioned expenditure in the amount of \$2,000. Motion carried on a Roll Call Vote, as follows:

AYE: CAIN, MAGEE, GABLE, DIGIUSEPPE, HIGGINS

NAY: ABSENT: ABSTAIN:

G. New Jersey State Health Benefits: Deputy Mayor DiGiuseppe explained that township employees are currently enrolled in the State Health Benefits Program. Upon retirement, the State allows the municipality to continue to pay for said benefits. She continued by stating that the current PBA contract contains language that also includes Dental Benefits. Accordingly, the Division of Pensions has requested that Chapter 48 of the Township Code be amended to reflect the same.

H. Historical Society Lease: Deputy Mayor DiGiuseppe stated that the Municipal Complex is township property, and that the same leases space to the Historical Society on the second floor. Mrs. DiGiuseppe further explained that the lease contains several inconsistencies, including the date of termination. She would like the lease amended to correct the same. **Township Solicitor Gillespie** confirmed that the lease can be amended accordingly. Mrs. DiGiuseppe also noted that the Historical Society mailed letters to local businesses asking for donations when they are not registered as a charity with the State.

Mayor Higgins stated that he would like to table discussion items I through J as he has not received all the information he requested on the same. Township Committee agreed.

K. Liaison Ordinance – Authority to Administrator: Deputy Mayor DiGiuseppe stated that the purpose of Ordinance 2013-12 is to designate certain Committee members to specific departments as liaisons. This year, Township Committee has chosen to not move forward in this fashion. Accordingly, she would like to amend said ordinance to give all departmental authority to **Township Administrator Fitzpatrick**. **Township Solicitor Gillespie** stated that liaisons do not take away from the authority of the administrator, but Committee may amend the ordinance to how they see fit. **Deputy Mayor DiGiuseppe** reiterated that the ordinance should be amended to make the administrator the first point of contact for all departments. **Mayor Higgins** questioned **Township Administrator Fitzpatrick**, inquiring if he feels the ordinance takes away from his authority. **Township Administrator Fitzpatrick** replied that he does not feel his authority is infringed upon. **Mayor Higgins** questioned **Deputy Mayor DiGiuseppe** if she feels that the liaisons affect the authority of the administrator. Mrs. DiGiuseppe replied that amending the ordinance will give credence to Mr. Fitzpatrick, and thinks that it will make the chain of command

clear to employees. **Mayor Higgins** asked **Township Solicitor Gillespie** to move forward with the amendment.

L. Letter of Resignation – Tax Collector: Township Administrator Fitzpatrick stated that they've received a letter from the Tax Collector notifying the township of her intention to retire in June of this year. Furthermore, Mr. Fitzpatrick explained that there is a current employee who is scheduled to sit for the State exam to fulfill the vacancy. In relation to the same, Mr. Fitzpatrick inquired if said employee can move into the Tax Collector role before becoming certified. **Township Solicitor Gillespie** replied that this would be possible as the employee's job description allows for the same to act in the absence of the Tax Collector.

M. Rules of Procedures during Meetings: Mayor Higgins explained that there were questions raised by **Deputy Mayor DiGiuseppe** about Committee's current meeting procedures. **Township Solicitor Gillespie** responded that the ways in which Committee has been functioning is satisfactory and in compliance with law. **Deputy Mayor DiGiuseppe** stated that from the public's perspective, it is unclear what motions are being approved for which actions. **Mayor Higgins** asked that moving forward, Committee restate the item that is being motioned upon.

PUBLIC COMMENT:

Bob Tallon, 2454 Axe Factory Road, inquired about Resolution 2018-4-9 and if tax payers would finance a part of the project. Township Committee responded that the project does not involve tax payer funds. Mr. Tallon then mentioned that the curve in Axe Factory Road is dangerous, and suggested the installation of speed bumps so drivers operate their vehicles more cautiously. **Committeeman Gable** stated that once the road is repaved, Township Committee discussed reducing the speed limit to 35mph. **Mayor Higgins** asked **Township Administrator Fitzpatrick** to bring said issue before the Chief of Police to see what would need to be done procedurally to decrease the speed limit.

Balvir Singh, Burlington County Freeholder, introduced himself to Township Committee as a newly elected public official. **Mayor Higgins** thanked him for his attendance.

Sandra Amato, 48 Sunset Lane, stated that she attended a previous meeting to discuss carpeting that was not disposed of by the township during trash collection. Consequently, she had to personally pay for the removal of same. Ms. Amato expressed frustration that her situation has not be rectified. **Mayor Higgins** stated that Township Committee has agreed to a reimbursement and requested that she file a copy of her invoice so the same may be processed.

Beth Kamp, former resident of 1207 Jacksonville Road, stated her belief that the Margolis Warehouse Project was on hold, until an amended plan was filed with the Burlington County Planning Board. She stated that though residents voiced their concerns and objected to the project at the County level, the same chose to move forward with approvals. Ms. Kamp explained her perception of the plan that was described by the County, which according to Ms. Kamp, includes the expansion of Jacksonville-Hedding Road to a five lane road in order to accommodate the heavy truck traffic. Ms. Kamp stated that not only is she concerned that easements will be taken from homeowners to accomplish the same, but the heavy truck traffic that is anticipated will raise safety issues. Ms. Kamp then questioned if the amended plan was reviewed at the municipal level. **Committeeman Magee** explained that Township Committee does not act on the approvals and that the matter belongs strictly to the local Planning Board. Additionally, Mr. Magee stated that Jacksonville-Hedding Road is County property. Consequently, Township Committee has no jurisdiction over the construction/expansion of the same. In response, Ms. Kamp stated that the County informed her that Township Committee has the ability to address safety issues on the road, including speed limits. Mr. Magee stated that he respectfully disagrees as it is not municipal property. Discussion ensued between **Mayor Higgins** and Ms. Kamp on the impact of traffic and related safety matters. **Mayor Higgins** recommended that Ms. Kamp attend the future Planning Board meeting to voice her concerns.

Jane Humble, 1199 Jacksonville Road, reflected Ms. Kamp's sentiments. Ms. Humble also reiterate the statements she made at the recent County Planning Board meeting by explaining that she was never notified of the amended plan, even though she resides very closely to the County line. Additionally, Ms. Humble expressed that she fears the plan will drastically affect the community, and she did not anticipate this kind of development when she relocated to the area. Finally, Ms. Humble noted that members of the County Planning Board mentioned that residents

arrived too late in the process to effectively voice their concerns. Accordingly, Ms. Humble reiterated that residents were not properly informed of the amended plans, and believes that this was an intentional action.

Balvir Singh, Burlington County Freeholder, asked for details to clarify the issue. **Mayor Higgins** explained the history of the Margolis Warehouse Project to Mr. Singh. Mr. Singh stated that the County has no authority over what can be built on municipal property, but has the responsibility of addressing County-owned roads. Furthermore, Mr. Singh expressed that as Mr. Margolis is in compliance with the township's Master Plan, there is little the County and Township can do to prevent the fruition of the project.

Jane Humble, 1199 Jacksonville Road, adding to her previous statements, noted that the County has designated Jacksonville-Hedding Road as a major thoroughfare. Ms. Humble expressed her strong disagreement with this concept.

On a separate topic, **Mayor Higgins**, addressing Balvir Singh, stated that Mansfield Road East has to be consistently repaired due to the use of school buses traveling to the Northern Burlington School. As the school serves other Burlington County municipalities, he inquired if the County would be willing to take ownership of Mansfield Road East to lessen the burden for Mansfield taxpayers to resurface the same. Mr. Singh replied that though he understands said repairs impact the municipal budget, the tax payers will still be contributing to the same as Burlington County residents. Mr. Singh suggested that the township ask for financial aid from the other municipalities that utilize the School District. If necessary, Mr. Singh offered to facilitate the same.

Kathleen Underwood, who owns property that runs from Crafts Creek to the Turnpike, spoke very highly of the Mansfield Township Police Department and the management of vehicles attempting to navigate the Craft Creek Bridge. In regard to traffic, Ms. Underwood expressed that County Planning Board officials stated that the amended application for the Margolis Warehouse Project would bring in 600 tractor trailers into the township. **Mayor Higgins** stated that the most appropriate place to voice her concerns is at the local Planning Board meeting that is set to take place at the end of the month. Ms. Underwood replied that though she understands this, she would like the Township Committee to understand the severe impact this project will have on the township and stressed that she believes the same to be unprepared for the increase in traffic. **Mayor Higgins** noted that Committee has not seen the traffic studies, so therefore can speak against or defend the same. Ms. Underwood made a point to note that she knows of only two individuals within 200 feet of the property to receive a notice of the project. She stressed that the amended application was not properly communicated to residents who will be impacted the most.

Gary Underwood, 1258 Jacksonville Road, reflected the concerns of those who fear the traffic increase from the fruition of the Margolis Warehouse Project. Mr. Underwood stated that he was under the impression that the original plan did not include Jacksonville Road since the same was considered unsafe, but the amended plan states otherwise. Mr. Underwood expressed his belief that this matter is purposely being miscommunicated to the public. He implored Committee to help address the residents' concerns over this matter as the elected officials of the township.

Colleen Herbert, 2 Millennium Drive, inquired as to why documents for the agenda are not posted on the website prior to the Committee Meeting as done previously. **Mayor Higgins** responded that the documents will be posted after the conclusion of the meetings at the guidance of the Township Solicitor. **Township Solicitor Gillespie** expanded upon the same, stating that there is currently a court opinion that emphasizes that until a governing body officially acts on legislation, it is not considered public record. Ms. Herbert stated that having the ability to access the documents prior to a meeting was a beneficial courtesy, as it gives the public a better understanding of what is occurring at the same. **Township Administrator Fitzpatrick** noted that publicly posting resolutions or ordinances prior to a meeting may cause miscommunication and controversy should Committee not adopt the same. **Mayor Higgins** stated that he will discuss with Mr. Gillespie ways to keep the public informed while balancing the new court opinion. On a separate topic, Ms. Herbert stated that she would like Committee to consider making improvements to Aaronson Road, as she feels certain portions of the same prove dangerous. **Committeeman Magee** agreed with her observations. **Mayor Higgins** asked that Mr. Fitzpatrick review the list prepared by Jeffrey Jones, Township Superintendent, which prioritizes road repairs. Finally, Ms. Herbert, regarding the Margolis Warehouse Project, stated that she believes the construction of a bridge to divert traffic as designed in the original plan would have been more feasible than utilizing

Jacksonville Road. She questioned if the local Planning Board has the final authority on the construction of the project. **Mayor Higgins** replied that the Planning Board has the final say on all development matters within the township, unless the proposed project falls outside of the Master Plan.

Carl Schwartz, 40 Fitzgerald Lane, agreed with Ms. Herbert's statements regarding the availability of legislation prior to a Committee Meeting. On a separate topic, Mr. Schwartz inquired about Ordinance 2018-4, and whether the same will affect the upcoming budget. **Mayor Higgins** stated that the purpose of the ordinance is simply to give a salary range for all positions within the township. Mr. Schwartz questioned how said ranges are determined. **Municipal Clerk Semus** responded that the ranges are determined based upon 2% cost of living adjustments over the course of several years. Brief discussion on the same ensued. Mr. Schwartz then noted that roads throughout the Four Seasons community need to be repaired once more, especially around sewer areas. **Township Administrator Fitzpatrick** questioned if the needed repairs were the same corrections that were made last year. Mr. Schwartz explained that the repairs from last year worked well on the smaller areas of concern, but the larger repairs appear to be disintegrating. Mr. Fitzpatrick stated that he will look into these concerns further. Regarding the matter of the Margolis Warehouse Project, Mr. Schwartz recommended that Township Committee hold an informal town hall session to discuss significant projects and provide for better communication to residents. Additionally, Mr. Schwartz noted that the public would like more support from Committee on certain issues. Discussion ensued.

Fred Wainwright, former resident, expressed his concern that the initial plan for the Margolis Warehouse Project contained the construction of a bridge with the intention of diverting traffic from the main areas of the township. However, he noted the speculation that the bridge was removed from the plan due to the complaints of one particular business owner. Finally, Mr. Wainwright expressed his belief that though the warehouses may bring in ratables, he does not believe the same will significantly affect the tax rate.

Deputy Mayor DiGiuseppe rhetorically inquired if residents would feel more comfortable with the construction of warehouses if the bridge was built instead of utilizing Hedding-Jacksonville Road to divert traffic.

Jane Humble, 1199 Jacksonville Road, stated that as a resident, she was aware of the possibility of the construction of warehouses due to the zoning designation stipulated in the Master Plan. However, she did not expect that Hedding-Jacksonville Road would be made a major roadway to facilitate the same.

John Hoefling, 1289 Jacksonville Road, stated that he owns property adjacent to the Margolis Warehouse Project. He noted that while he understands there were previous plans and approvals, the public was not aware that there was an amended plan removing the construction of a bridge due to undisclosed reasons. He further stressed that residents are being penalized due to elements out of their control, and believes that Township Committee is not providing the support the public would like to have from elected officials.

Beth Kamp, former resident of 1207 Jacksonville Road, asked for clarification regarding PILOT agreements. **Mayor Higgins** explained that the same provides developers with the option for fixed payments in lieu of taxes. Discussion ensued. On a separate topic regarding the Margolis Warehouse Project, Ms. Kamp stated her concern that there is not enough fire safety equipment and vehicles to handle any major incidents that may arise at the project site. **Committeeman Gable** stated that these are aspects the Fire Chief will have to consider. **Mayor Higgins** also made a point to note that a member from the Fire Department sits on the Planning Board.

Andy Pritikan, owner of Liberty Lake Day Camp, stated that he had no issues with the construction of a bridge for the Margolis Warehouse Project or how the same would affect his business. He specified that he had concerns over stormwater drainage and buffers, both of which he claims the Planning Board failed to address. He continued by stating that he was under the impression that the bridge was removed from the project plan because the developer instead chose to fund wastewater removal.

COMMITTEE COMMENTS

Deputy Mayor DiGiuseppe stated that she understands the concerns of the Margolis Warehouse Project, and will inquire to County officials about the removal of the bridge. Mrs. DiGiuseppe also reiterated **Mayor Higgins's** statement that the final decision and approval of the project rests with the Planning Board.

Committeeman Cain stated that he appreciates the time, effort, and emotions that were put forth by residents at tonight's meeting.

Committeeman Gable thanked the residents for sharing their view points, and encouraged the same to continue to be involved in community matters.

Committeeman Magee reflected Mr. Gable's comments, and hopes that the same passion is brought by the residents before the Planning Board at its upcoming meeting.

Mayor Higgins thanked the public for attending, and noted the value of resident input.

ADJOURNMENT

A motion was offered by **Committeeman Magee** and seconded by **Deputy Mayor DiGiuseppe** to adjourn the meeting. Motion carried. Meeting adjourned at 8:50PM.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Caitlin Midgette, Deputy Clerk

Linda Semus, Municipal Clerk