

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
MEETING MINUTES  
October 4, 2018  
Executive Session – 5:30PM  
Regular Session – 6:00PM**

The Work Session 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 John Gillespie, Township Engineer Chris Briglia, Deputy Clerk Caitlin Midgette, and Municipal Clerk Linda Semus.**

**Mayor Higgins** called the meeting to order at 5:39PM, 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 2018-10-1  
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:  
*Contract Negotiations*
3. It is anticipated at this time that the above subject matter will be made public when the matter has been resolved and approved for release by the Township Solicitor.

A motion was offered by **Committeeman Cain** and seconded by **Deputy Mayor DiGiuseppe** to adopt Resolution 2018-10-1 and convene into Executive Session. Motion carried. Township Committee entered same at 5:41PM.

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Gable** to exit Executive Session. Motion carried. Township Committee entered the public portion of the meeting at 6:09PM.

**Township Solicitor Gillespie** explained that the purpose of Executive Session was to discuss contract negotiations with a certain developer and contract negotiations with the purchaser of certain municipal property.

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

**ENGINEER'S REPORT**

**Township Engineer Briglia** summarized the Engineer's Report as follows: the resurfacing of Axe Factory Road is in the process of being finalized; bids were received for Phase II of Mansfield Road East (from North Island Road to Northern Burlington High School), and it is recommended to award the contract to Richard T. Barrett Paving Co. in the amount of \$79,989.37; the preliminary design plan has been completed for Mt. Pleasant-Chesterfield Road and bid specifications will be drafted shortly; a quote has yet to be submitted by Richard T. Barrett Paving Co. for repairs on White Pine Road; a flooding issue appears to have developed at Georgetown Park and further investigation is required to determine contractor liability if said issue is the result of a damaged pipe; the contractor for Hedding Park has yet to complete the requested repairs, and an in-person

meeting with said contractor is recommended to discuss same; and the minor subdivision of the former municipal complex is complete and will be forwarded to the Township Attorney for review.

In regards to Phase II of Mansfield Road East, **Committeeman Cain** inquired if the remaining balance of the State grant from Phase I will be utilized to complete Phase II. **Township Engineer Briglia** confirmed same. **Municipal Clerk Semus** stated that **CFO Monzo** confirmed there to be approximately \$82,000 remaining from said grant. **Mayor Higgins** and **Deputy Mayor DiGiuseppe** expressed agreement with the recommendation to award the contract for Phase II to Richard T. Barrett Paving Co. in the amount of \$79,989.37.

Regarding the drainage issue at Georgetown Community Park, **Deputy Mayor DiGiuseppe** inquired as to who would be financially responsible to correct the flooding problem. **Township Engineer Briglia** stated that if the issue is the result of poor stormwater drainage, it will be the financial responsibility of the township to correct same. However, the contractor will be liable if a pipe was damaged during construction which consequently led to pooling water.

In reference to the unfinished repairs at Hedding Park, **Township Administrator Fitzpatrick** noted that the contractor will not be paid for the work until the same is satisfactorily completed.

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

## **DISCUSSION**

**A. Axe Factory Traffic Study:** **Township Administrator Fitzpatrick** explained that the traffic study on Axe Factory Road has begun with the utilization of police equipment for speed measurements. **Mayor Higgins** continued by stating that the township will do its best to enforce speed limits, though the Police Chief has the authority to determine risk areas.

**B. Manchester Court Proposal:** **Township Administrator Fitzpatrick** summarized the ongoing drainage issue at Manchester Court and noted that quotes were solicited for the engineering costs to address same. Township Committee agreed to move forward with the quote provided by Lippincott & Lippincott, Inc., who will work in conjunction with a privately hired engineer who previously worked to address said issue.

**C. Panic Button, Swipe Cards, and Speaker Box:** **Township Administrator Fitzpatrick** stated that due to the high cost of installing a speaker box at the Finance Department, other options will be explored instead. Regarding panic buttons, Mr. Fitzpatrick recommended that Committee accept a quote from Epic Systems for same, as the township has previous positive experience working with the company. Township Committee agreed to move forward with said quote from Epic Systems. **Mayor Higgins** stated that due to the costs of installing a swipe card mechanism in several doorways, approval of the same will be discussed at a future date.

**D. Determination of Field Usage during Inclement Weather:** **Mayor Higgins** inquired as to who determines if playing fields are safe to utilize during inclement weather. **Township Administrator Fitzpatrick** responded that the Recreation Committee makes that determination, though in most municipalities that responsibility belongs to the buildings and grounds department. **Mayor Higgins** suggested that though we currently do not have the proper staff, the township should consider giving said authority to the Buildings and Grounds Department in the future.

**E. Ordinance Directive by Committee:** **Deputy Mayor DiGiuseppe** requested clarification from Township Committee on how adopted ordinances are to be enforced, as the staff does not have clarification on how to implement same. Specific examples were discussed. **Township Administrator Fitzpatrick** noted that the general procedure has been to act when a complaint is received and proven to be a violation of Township Code, as there is not enough manpower to continuously enforce all ordinances outside of complaints. **Mayor Higgins** and **Deputy Mayor DiGiuseppe** agreed that all ordinances should be enforced in full outside of complaints for the purpose of providing for consistency. Discussion ensued between Township Committee and support staff on the matter. **Mayor Higgins** noted that as most complaints involve property maintenance issues, it might be feasible to hire a full-time employee next year to fully enforce property maintenance violations throughout the township. **Committeeman Cain** reflected Mr. Higgins' comment, and stated that more staff may be required for enforcement purposes.

## **PUBLIC COMMENTS**

Kim Clark, 3193 Route 206, expressed her opinion that some properties are treated more favorably than others when it comes to code violations and that there appears to be no uniformity with enforcement procedures. Specific examples were provided. Moreover, Mrs. Clark noted that not only are ordinances being adopted without the staff to enforce them, but there has been no reliable action from the township to follow up on certain complaints she personally made. Mrs. Clark suggested that certain municipal officials drive around the township to investigate and enforce code violations. Extensive discussion on the aforementioned matters ensued between Mrs. Clark, Township Committee, and support staff.

Bob Harrison, 696 Mansfield Road West, requested that an electronic speed meter be placed on Mansfield Road West, as the number of speeding vehicles appears to be increasing. **Mayor Higgins** directed **Township Administrator Fitzpatrick** to contact the Chief of Police regarding same.

There being no further comments from the public, the public portion of the meeting was closed.

## **MAYOR AND COMMITTEE COMMENTS**

**Deputy Mayor DiGiuseppe** requested that **Township Administrator Fitzpatrick** update Committee on property maintenance violations pertaining to certain properties on West Main Street and Mansfield Road East. Regarding the property on West Main Street, Mr. Fitzpatrick explained that the property owner has paid court fines in full, and all debris has been removed from the location. Additionally, the Property Maintenance Official has sent a letter to said property owner informing same of multiple code violations regarding the structure on the property that must be abated. In regards to the property on Mansfield Road East, Mr. Fitzpatrick noted that a violation has been issued for the same.

Township Committee thanked the public for attending.

## **EXECUTIVE SESSION**

**Mayor Higgins** and **Committeeman Magee** recused themselves from the meeting as they are unable to attend this portion of Executive Session due to conflicts of interest.

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Gable** to enter into Executive Session. Motion carried. Township Committee convened into same at 7:08PM.

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Gable** to exit Executive Session and return to the public portion of the meeting. Motion carried. **Committeeman Cain, Committeeman Gable, and Deputy Mayor DiGiuseppe** returned to the dais at 7:37PM.

**Township Solicitor Gillespie** explained that the purpose of Executive Session was to affirm that he is to respond to the attorney representing the buyers of the former municipal complex in writing regarding matters of contract negotiations. A motion was offered by **Committeeman Cain** and seconded by **Committeeman Gable** to affirm same. Motion carried.

## **ADJOURNMENT**

A motion was offered by **Committeeman Cain** and seconded by **Committeeman Gable** to adjourn the meeting. Motion carried. Meeting adjourned at 7:39PM.

**Prepared by:**

**Respectfully submitted by:**

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**Caitlin Midgette, Deputy Clerk**

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**Linda Semus, Municipal Clerk**

**APPROVED:**