

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY
TOWNSHIP COMMITTEE
REGULAR MEETING
November 20, 2023
7:00 PM – Via Hybrid**

The regular meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance:

Members in Attendance: Mayor Mojena, Deputy Mayor Brian Siz
Committeeman Boyd, Committeeman Tallon
Members Absent: Committeeman Golenda
Also in Attendance: Timothy Prime, Esquire, Township Attorney
Doug Johnson, Township Engineer
Michael Fitzpatrick, Township Administrator
Bonnie Grouser, CFO
Ashley E. Jolly, Deputy Municipal Clerk
Elizabeth A. MacLennan, Deputy Municipal Clerk

The meeting was called to order by Mayor Mojena at 7:00 PM followed by the following Opening Statement and salute to the flag:

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 via Resolution 2023-1-10, which was adopted by the Mansfield Township Committee on January 4, 2023. 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 and posted on the official website. All of the mailing, posting, and filing having been accomplished as of January 8, 2023.

DEPARTMENT/BOARD REPORTS: (Reports given on 2nd meeting of each month)

EMS

Chief Senf reported that the squad had 209 calls for service with 151 patient contacts and 103 patient transports. There is a CPR class scheduled for December 6th 2023 in Chesterfield. The class is open to all Mansfield residents. There will be a CPR and First Aid class for coaches in December. Basketball season would be starting in January 2024. Chief Senf thanked Colonial Pipeline for their donation of seven MSA Carbon Monoxide detectors. It saved EMS a couple thousand dollars since their current detectors were expiring in two months. Chief Senf said that he researched the EMS Cadet program that he discussed at the previous committee meeting. The Junior EMS program could have 16–18-year-olds that would volunteer with the squad and run some calls with them. Chief Senf asked if he could start this program. The Mayor and Committee agreed that it was a good idea. Mr. Prime would prepare a resolution for the December 20th 2023 meeting.

POLICE DEPARTMENT

Chief Campbell reported that there were 1,325 incidents which included 7 arrests, 10 domestics and 24 motor vehicle accidents. There was an attempted residential burglary last night around 7PM that was currently being investigated. There was a utility project that would be starting up soon on Columbus Road

near the Route 295 overpass. The project was slated to run 6-8 weeks Monday-Friday 9AM-3PM. Project would require a single lane in both the east and west bound directions. A traffic advisory will be posted on the Police Department's Facebook page. One of the officers attended training on investigation and police psychology. The course was designed to expose students to the areas in which psychology and police work overlap in the interview room and introduce students to areas that will assist them in accomplishing their duties. The Police Department will be tasking donations until December 7th 2023 for the Providence House to help support victims of domestic violence. The officers are growing out their facial hair in support of the American Cancer Society. Chief Campbell wished everyone a happy and safe Thanksgiving. Mayor Mojena announced that on the consent agenda the Committee would be authorizing a resource officer for the Mansfield Township Elementary School (MTES).

ENGINEER'S REPORT

Mr. Johnson said that the digital tax maps were recently submitted for state compliance. Awarding of the contract to resurface the fire station floors was on tonight's consent agenda. Mansfield did obtain the 2024 NJ Department of Transportation (DOT) municipal aid grant in the amount of \$217,600 for the resurfacing of White Pine Road from Route 206 to North Island Road. The recently completed projects being Aaronson Road and the municipal complex parking lot. Those were both substantially complete and they were working on closing that out. Some of the land use inspection projects for traffic control was regarding the Vanco Site. They have to redo some sewer connections they previously did without the approval of the Logistics Center across the street. The Elion Partners warehouse which is the project that would be realigning Mansfield Road East and Mansfield Road West. They have started clearing and provided a temporary schedule to start demolition of the houses on the site as well as fencing around some of the sensitive areas. One of the houses closest top Route 206 was kind of in limbo they were waiting on final approvals from the state before they could remove that home. Premier Trailer and Leasing on Route 130 have been looking to get started.

DPW

Mr. Fitzpatrick reported that the Department of Public Works finished up crack sealing the road for the season. The outfalls were cleaned and inspected. Sewer meter readings were completed. The hood and frame on Harvest Lane was replaced. Two trees overhanging the municipal complex parking lot were removed, dead trees and bushes were removed in Mapleton Park, and a tree service removed a large dead ash tree on Georgetown Chesterfield Road. New playground mulch was spread in Hedding Park. The unwanted horseshoe pits at Columbus Park were removed. Blend was added to the townhall baseball field. The striping of the municipal complex parking lot was completed, fixed the handicap stall door in Columbus Park bathrooms and adjusted two doors in the Columbus Recreation building. Rooftop a/c units were replaced. The roadside lot railing is completed. Ballasts were changed in the recreation building bathrooms. Stone was added to the ditches on Island Road. Cleaned and chopped leaves in the park. Replaced the stained ceiling tiles. There was a leak in the ceiling in the municipal complex that stained some tiles. Leaf collection and metal pickup were completed. Fixed the light covers on the tractor. Installed Mill Lane street signs and repaired sinks holes located at 3 Hansom Drive. Monthly inspections completed for fire extinguishers and emergency lighting.

FIRE PREVENTION/OEM

Mr. Borgstrom stated that there were ten uniform fire code inspections for the month of October, which was mostly for Manheim Auto Auction. There were 32 resale inspections and 2 rental inspections. Fire Prevention material was handed out at the MTES Trunk or Treat event. Mr. Borgstrom advised everyone to be careful if they were going to deep fry their turkeys on Thanksgiving. There are a lot of house fires every year on Thanksgiving. When cooking in the kitchen keep some baking soda in a tight-fitting lid nearby in case there is a flare up on the stove. Call 911 if you need the fire department's assistance. Mr. Borgstrom said that there were a lot of people buying aerial fireworks from out of state fireworks vendors. In New Jersey anything other than the sparklers and stuff that you could buy at Target or Wal-Mart are

illegal and dangerous without a permit. Mansfield Township will have fireworks display on December 2nd 2023. Emergency management received their grant funds and he was hoping to have a meeting next week with the Emergency Management Committee to brainstorm the best ways to use the funds. The Polaris Ranger was in service for use by any of the township's emergency services. He was currently working with the County on the hazardous mitigation plan update. A link would be provided to the public regarding this shortly. Mayor Mojena said that he attended a meeting with the Franklin Fire Department. He said that it was an excellent meeting and the department shared good feedback. He said there were some things that needed to be looked into such as the need for more volunteers. The township and fire department were working together to up with ways of attracting more interested volunteers. Mayor Mojena thanked everyone that was present at that meeting he would continue the dialogue until they came up with a long-term solution.

RECREATION/SPECIAL EVENTS/SOCIAL MEDIA

Mrs. Petrella reported that basketball registration for the 2024 season has ended. 160 children signed up for basketball this year and 34 volunteer coaches. This was an increase from last year which had 126 registrations. The teams will begin practicing the week after Thanksgiving and games begin the first full week in January 2024. Special Events was continuing to plan for the Tree Lighting Celebration scheduled for Saturday December 2nd 2023 at 4PM. There will be a train ride through the park, fireworks show before the bonfire, and light poles were rented to provide additional safety and lighting for the event. Mrs. Petrella thanked the Goodenough family for providing a trailer for the local girl scouts to sit on while caroling as well as the Franklin Fire Company, Police Department, Mansfield Ambulance Squad, and the Northern Burlington Honor Society student volunteers for their assistance and participation in the event.

FINANCE: Best Practices 2023 *(Chief Financial Officer, CFO Grouser)*

Ms. Grouser informed everyone that the purpose of the best practices inventory administered by the state was to obtain vital information about the status of municipal government practices in the State of New Jersey. The municipality's CFO, Administrator, and Clerk all work collaboratively to complete the best practices inventory. The inventory assesses each municipality's compliance with various laws and evaluates implementation of fiscal and operational best practices with scored questions. There are a total of 48 scored questions and 18 unscored questions, which did not count towards the municipality's final score. Each municipality needed to score a minimum of 29 points to receive their full municipal state aid payment. The committee was supplied a copy of the best practices inventory checklist. The Township scored 36 out of 42 possible points therefor receiving 100% of the municipal state aid funds.

ORDINANCE: (FIRST READING/INTRODUCTIONS)

Ordinance 2023-14: An Ordinance of the Township of Mansfield, County of Burlington, State of New Jersey Amending the Code of the Township Chapter 42- "Salaries" *(Second Reading/Public Hearing and Final Adoption is Scheduled for December 20, 2023 at 7:00PM)*

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:

TOWNSHIP COMMITTEE:

Mayor	\$3,000.00 - \$7,625.00
Township Committee Members	\$3,000.00 - \$6,975.00

MUNICIPAL CLERK / ADMINISTRATOR OFFICE:

Municipal Clerk, Land Use Coordinator, Technical Assistant to Construction Official, Administrative Liaison to Township Committee, Board of Health	\$90,000.00 - \$100,000.00
Deputy Clerk, Land Use Secretary, Technical Assistant to Construction Official, Recycling Coordinator	\$60,000.00 - \$70,000.00
Deputy Clerk / Land Use Secretary (hourly)	\$16.00 - \$31.50

Administrative Assistant to the Municipal Clerk	\$35,000.00 - \$52,000.00
Township Administrator, Township Superintendent	\$80,000.00 - \$160,000.00
Director of Community Engagement	\$50,000.00 - \$65,000.00

FINANCE:

Chief Financial Officer, Treasurer, Qualified Purchasing Agent	\$80,000.00 - \$123,000.00
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Deputy Treasurer, Admin Assistant to the Tax Assessor, Admin Assistant to Public Works Supervisor and Township Superintendent	\$80,000.00 - \$93,000.00
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FINANCE: (continued)

Tax Collector	\$30,000.00 - \$65,500.00
Tax Assessor	\$30,000.00 - \$45,000.00

CONSTRUCTION:

Construction Official	\$20,000.00 - \$56,000.00
Sub Code Official: Bldg, Elec, Fire, Plum	\$6,800.00 - \$91,500.00
Inspectors: Bldg, Elec, Fire, Plum	\$18,000.00 - \$35,000.00
Technical Assistant to Construction Official (TACO)	\$20,000.00 - \$70,000.00
Construction Office Assistant	\$20.00 - \$35.00

UNIFORM FIRE CODE:

Fire Official (Unif. Fire Code)	\$10,000.00 - \$20,000.00
Fire Prevention Inspectors	\$10.50 - \$27.00

PROPERTY MAINTENANCE/ZONING OFFICIAL

Property Maintenance/Zoning Official	\$4,000.00 - \$26,000.00
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PUBLIC WORKS:

Public Works Foreman	\$65,000.00 - \$95,000.00
Public Works Assistant Foreman	\$50,000.00 - \$68,000.00
Public Works Crew Leader (salary based on current bargaining unit contract)	\$25.00 - \$40.00
Public Works Laborer (salary based on current bargaining unit contract)	\$22.00 - \$35.00
Public Works Seasonal (non-union)	\$15.50 - \$22.00

HEALTH/ENVIRONMENTAL RELATED OFFICES:

Rabies Clinic Personnel (a day)	\$80.00 - \$100.00
Environmental Commission Secretary	\$1,200.00 - \$2,100.00
Clean Communities Coordinator	(5% of grant award)

SAFETY:

Emergency Management Services Coordinator (OEM), Fire Official (Unif. Fire Code), Fire Inspector	\$25,000.00 - \$50,000.00
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EMS:

Emergency Medical Services Administrator, Emergency Management Services Assistant Coordinator (OEM)	\$90,000.00 - \$110,000.00
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POLICE DEPARTMENT:

Chief of Police	\$87,000.00 - \$146,000.00
Lieutenant	\$80,000.00 - \$129,600.00
Police Officer (P/T) (hourly)	\$16.00 - \$30.00
Senior Records Clerk	\$45,000.00 - \$65,000.00
Police Records Clerk	\$45,000.00 - \$55,000.00
Court Security Guard	\$16.00 - \$27.00
Police Officer (salary based on current bargaining unit contract)	\$49,000 - \$111,000.00

MUNICIPAL COURT:

Municipal Judge	\$15,000.00 - \$70,750.00
Court Administrator	\$45,000.00 - \$80,000.00
Deputy Court Administrator	\$45,000.00 - \$65,000.00
Violations Clerk	\$40,000.00 - \$54,000.00

SECTION 2:

The aforementioned Salaries and Position Titles are effective October 30, 2023 through December 31, 2024. 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 all prior Salary Ordinances and declares that all Ordinances and parts of Ordinance inconsistent with this Ordinance are hereby repealed to the extent of said inconsistency.

Motion to introduce Ordinance 2023-14 was made by Committeeman Boyd. Second by Committeeman Tallon.

Roll Call Vote:

Ayes: Committeeman Boyd, Committeeman Tallon, Deputy Mayor Sisz, Mayor Mojena

Nays: None

Abstain: None

Absent: Committeeman Golenda

All Ayes. Motion Carried.

Ordinance 2023-15: An Ordinance of the Township of Mansfield, County of Burlington, State of New Jersey Amending and Supplementing Chapter 16 of the Township Code Entitled “Fees” Most Notably, Sections 16-6 Entitled “Application and Fee; Late Fees and Penalties; Exempt Animals; Demise of Licensed Pets; Licensing Potentially Dangerous Dog” (*Second Reading/Public Hearing and Final Adoption is Scheduled for December 20, 2023 at 7:00PM*)

BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that Chapter 16, Dog & Cat §16-6 Application and fee; late fees and penalties; exempt animals; demise of licensed pets; licensing potentially dangerous dog of the Mansfield Township Code be amended, revised and/or supplemented to now read as follows:

CHAPTER 16 Dogs & Cats

§ 16-6 Application and fee; late fees and penalties; exempt animals; demise of licensed pets; licensing potentially dangerous dog

- A. Application and fee. Dog registration tags and renewals shall expire on the last day of December each year. Individuals applying for the license and registration tag shall pay the sum of \$9.80 for the license and the sum of \$1.20 for the state registration and pilot clinic fee for each pet for each annual renewal. The state-imposed population control fee of \$3 for non-neutered or non-spayed dogs must be added, if applicable, to the total amount of the license fee when renewing or obtaining a new license. **Said application and fees are effective as of January 1, 2024.**
- B. Application and fee Cat registration tags and renewals shall expire on the last day of December each year. Individuals applying for the license and registration tag shall pay the sum of \$10.00 for the license **Said application and fees are effective as of January 1, 2024**

NOW, THEREFORE, BE IT FURTHER ORDAINED that:

1. All ordinances or portions of ordinances which are inconsistent with this Ordinance shall be repealed as to their inconsistencies only.
2. If any provision or paragraph of this Ordinance shall be held invalid by any court of competent jurisdiction, the same shall not affect the other provisions of this Ordinance, except so far as the provisions or paragraphs so declared invalid shall be separable from the remainder or any portion thereof
3. This Ordinance shall take effect upon final passage and publication in accordance with law.

Motion to introduce Ordinance 2023-15 was made by Committeeman Boyd. Second by Deputy Mayor Sisz.

Roll Call Vote:

Ayes: Committeeman Boyd, Committeeman Tallon, Deputy Mayor Sisz, Mayor Mojena

Nays: None

Abstain: None

Absent: Committeeman Golenda

All Ayes. Motion Carried.

Ordinance 2023-16: An Ordinance Repealing Existing Chapter 9 of the Code of Mansfield Township and Replacing it with a New Chapter 9 “Criminal History Record Background Checks and Coaches Safety Orientation and Training Skills Program” (Second Reading/Public Hearing and Final Adoption is Scheduled for December 20, 2023 at 7:00PM)

WHEREAS, the Township Committee of the Township of Mansfield declares and finds that the current Township Ordinance governing background checks is in need of revisions and that the Township Code needs to be amended to provide for compliance with state law requiring athletic coaches to complete a safety orientation and training skills program; and

WHEREAS, the Township Committee of the Township of Mansfield declares and finds that this Ordinance is necessary for the public health, safety and welfare of the residents and children of Mansfield Township.

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

SECTION ONE: Chapter 9 of the Code of the Township of Mansfield is repealed and replaced as follows:

Chapter 9. Criminal History Record Background Checks and Coaches Safety Orientation and Training Skills Program.

§ 9-1. Purpose.A. The purpose of this chapter is to provide for the safety of children and members of the public interacting with Mansfield Township (the “Township”) and engaged in activities sponsored the Township and youth organizations by taking steps to provide for the reasonable assurance that volunteers and non-volunteers for youth organizations working with youth organizations and volunteers and non-volunteers employed by or associated with the Township have been subject to a criminal history record background check and that volunteers and non-volunteers for youth organizations working with youth organizations, have completed the state required Safety Orientation and Training Skills Program.B. The focus of this chapter is to require volunteers and non-volunteers for youth organizations and non-volunteers employed by or associated with the Township to obtain required mandatory background checks and, in the case of volunteers and non-volunteers for youth organizations working with youth organizations, to complete the state required Safety Orientation and Training Skills Program. As such, a youth organization and an individual administering a youth organization's compliance with this chapter will not be cited for failing to meet the requirements of this chapter unless the failure was a result of gross negligence or willful misconduct.

§ 9-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CRIMINAL HISTORY RECORD BACKGROUND CHECK (BACKGROUND CHECK)

A determination of whether a person has a criminal record by cross-referencing that person's name and fingerprints with those on file with the Federal Bureau of Investigation, Identification Division, the New Jersey State Bureau of Identification in the Division of State Police, and/or a private firm certified in the State of New Jersey to conduct said background checks.

NON-VOLUNTEER

Any adult individual of the age of 18 years or older who is employed by or compensated in any manner by the Township as a Township employee or in association with a youth organization as a trainer. For purposes of this Ordinance, all employees of Mansfield Township, including the Municipal Court, Public Works and Administration shall be considered non-Volunteers subject to a Background Check.

REVIEW COMMITTEE

A committee comprised of the Chief of Police, (or his/her designee), the Township Administrator (or his/her designee) and one Township resident appointed to the Review Committee by Township Council.

TOWNSHIP FACILITY

- A. Any facility owned, leased or used by the Township or under the Township's control, including without limitation, Township offices, meeting rooms, parks, recreation and open space areas; or
- B. Any facility used for youth programs for which the Township pays usage fees.

VOLUNTEER

Any adult individual of the age of 18 years or older who volunteers his or her time and acts as a coach, leader, instructor, trainer or similar position for a youth organization or serves in a Township board, office or position as a volunteer, unless exempted in §9-4F, below. For purposes of this Ordinance, all members of the Recreation Committee, Coaches, Assistants Coaches, Trainers, Special Events Committee and Volunteers, and volunteer members of the Mansfield Ambulance Corp and Franklin Fire Company shall be considered Volunteers subject to a Background Check.

YOUTH ORGANIZATION

Any organized program with participants that are Township residents under the age of 18 that:

- (1) Are sponsored by the Township of Mansfield;
- (2) Receive Township assistance for their programs and/or services; or
- (3) Utilize Township facilities, including buildings and/or fields of play, on a regular or recurring basis.

COACHES SAFETY ORIENTATION AND TRAINING SKILLS PROGRAM

The Safety Orientation and Training Skills Program required by New Jersey state law, N.J.A.C. 5:52-1.1 et seq. and all regulations promulgated thereunder.

§ 9-3. Submission to background checks required; notifications; appeals; responsibilities of youth organizations; exceptions.

A. Mandatory background check. All volunteers and non-volunteers, unless exempted hereunder, shall be required to submit to a mandatory background check. This requirement shall apply to new volunteers and non-volunteers as well as existing volunteers and non-volunteers, and the requirement may not be waived by the Township, youth organizations or any other entity. Certified teachers who are currently teaching, law enforcement officers, federal agents who are authorized to carry a firearm, military defense contractor employees, or others who already obtain a similar background check may gain exemption by providing a copy of proof of passing their employer-processed background check to the youth organization and the Township Clerk. Determination as to whether the background check information provided is sufficient to meet the standards and intent of this chapter shall be made by the Chief of Police or his/her designee.

B. Process. All volunteers and non-volunteers shall be required to submit to a background check, which shall be conducted by the New Jersey State Police Bureau of Investigation, by a private firm certified in the State of New Jersey, or under the auspices of a national youth sports governing body meeting all criteria in the State of New Jersey to conduct said background checks. The results of the background check will be submitted to the Township and the Youth Organization, and the Township and Youth Organization shall maintain the results as confidential. If the background check reveals that the volunteer or non-volunteer is currently charged with or has been previously convicted of any felony, any lesser crime involving force or threat of force, any lesser crime of a sexual nature or classified as a sex offense, any lesser crime involving controlled substances (not including paraphernalia or alcohol), any lesser crime involving cruelty to animals, and/or sex offender registrant under New Jersey's Megan's Law, and/or any lesser crime involving harm to a minor, including specific offenses as follows: (1) homicide, (2) assault, (3) endangering, threats, (4) kidnapping, (5) sexual offenses, (6) robbery, (7) theft, (8) offenses against the family, children and incompetents, or (9) possession, use, and/or distribution of a controlled dangerous substance as set forth in Chapter 35 of Title 2C of the New Jersey Statutes, except Paragraph (4) of Subsection a of N.J.S.A. 2C:35-10, or such act that the Review Committee determines are grounds for disqualification, then the volunteer or non-volunteer shall be deemed to have failed the background check and shall not be permitted to be a volunteer or non-volunteer in any way for the Township or a Youth Organization.

C. Notification of failed background check. If an individual desiring to be a volunteer for or a non-volunteer associated with the Township or a Youth Organization fails the background check, the individual shall be notified of the failure in writing via certified and regular mail by the Township or Youth Organization. The individual shall further be advised in writing of his or her right to an appeal hearing before the established Review Committee, which hearing must be requested within 20 days of the receipt of the notice.

D. Appeal hearing. If an appeal hearing is requested by the individual pursuant to this section, at the hearing, the Review Committee shall first state the reasons for the denial on the record, and the individual shall thereafter be permitted to state his or her reasons as to why he or she should still be permitted to be a volunteer or non-volunteer. The Review Committee shall thereafter render a decision on the individual's appeal by majority vote and may either permit the individual to be a volunteer or non-volunteer or reject the individual's appeal. The appeal may be granted or denied in the sole discretion of the Review Committee. The hearing may be conducted in executive session pursuant to the provisions of the Open Public Meetings Act.

(1) The factors to be considered by the Review Committee when considering and deciding an appeal include, but are not limited to:

- (a) Whether the results of the background check were accurate;
- (b) The nature and responsibility of the position for which the individual would hold or has held;
- (c) The nature and seriousness of the crime or offense;
- (d) The circumstances under which the crime or offense occurred;
- (e) The date of the crime or offense;
- (f) The age of the individual when the crime or offense was committed;
- (g) Whether the crime or offense was an isolated or repeated incident;
- (h) Any social conditions which may have contributed to the crime or offense;
- (i) Any evidence of rehabilitation, including good conduct in the community, counseling or psychiatric treatment received, and the acquisition of additional academic or vocational education and prior participation in youth organizations; and
- (j) The recommendation of those who have had experience with the individual.

(2) Within 10 days after the hearing, the Review Committee's decision shall be reduced to writing by the Review Committee and mailed by certified and regular mail to the individual.

E. Youth organization obligations.

(1) The youth organization, through a designated officer or leader, shall use its best efforts to compile an annual roster of volunteers and non-volunteers who are required to participate in the background check procedures of this chapter. The youth organization shall sign the roster certifying to the best of the knowledge of the certifying officer or leader of the youth organization the accuracy and completeness of the roster and volunteers' and non-volunteers' names. The youth organization shall maintain records including the names of all known volunteers and non-volunteers and the date of their last background check. These records shall be disclosed upon request to the Township Administrator or his/her designee to help ensure that all volunteers and non-volunteers are currently compliant with regard to the background check requirements.

(2) Identification cards shall be issued to all volunteers and non-volunteers who have submitted to and passed a background check, and the identification cards must be in the possession of the volunteer or non-volunteer whenever he or she is participating in any Township event or youth organization activities. If an identification card is issued to a volunteer or non-volunteer who is allowed to participate under the interim status provision of §9:4C and that volunteer or non-volunteer later is deemed to have failed the background check, the youth organization shall immediately revoke and make reasonable efforts to confiscate the volunteer or non-volunteer's identification card.

(3) In the event that any youth organization already has a background check policy and procedure in place, the Township may accept the results from the administration of that policy, provided the policy and results are disclosed to the Review Committee and the Review Committee is satisfied that the policy and procedures are sufficient to satisfy the standards and purpose of this chapter.

F. Exceptions. In order to avoid excessive administrative time and expense associated with irregular or de minimis use of Township fields or facilities by a youth organization, a volunteer or non-volunteer who uses Township fields or facilities two times or less per calendar year does not need to undergo the background checks process set forth in this chapter. In addition, because the positions involve little or no contact with the public outside of the municipal offices, volunteer members of the Joint Land Use Board, Environmental Commission and Historical Society are exempt from the background check requirements herein.

§ 9-4. Safety Orientation and Training Skills Program; written consent; interim status.

A. Safety Orientation and Training Skills Program. All individuals seeking to volunteer for or serve as a non-volunteer athletic coach, manager or official for youth organizations shall be required to complete the "Rutgers University Safety Clinic" course and provide proof of completion to the youth organization.

B. Written consent. Each person seeking to participate in a youth organization as a volunteer or non-volunteer, or as an athletic coach, manager or official, shall execute a written consent in favor of both the youth organization and the Township of Mansfield, and their respective agents, servants and employees, authorizing said investigation, releasing the youth organization and the Township, and their respective agents, servants and employees, from any liability arising from same, and holding them harmless, on forms to be provided by the Township. Failure to submit to a background check investigation or completion of the required Safety Orientation and Training Skills Program as required by this Ordinance will disqualify any such person from serving in the youth organization.

C. Interim status. When a person has submitted written consent, he or she shall have interim status to act as a coach, leader, instructor, trainer or the like for a youth organization while awaiting the results of the background check, provided that the person certifies that he or she has no reason to believe that he or she was found guilty of a crime that would result in his or her disqualification from service as a volunteer or non-volunteer under the terms of this chapter. Interim status shall be sufficient to act as a coach, leader, instructor, trainer or the like for a youth organization only until such time that the results of the background check are obtained.

§ 9-5. Frequency of background checks.

A background check administered under the provisions of this chapter shall be valid for no more than three years. At the expiration of three years, the volunteer must undergo a name check, but will not need to submit to subsequent fingerprinting in order to continue to serve as a volunteer.

§ 9-6. Limitations on access and use of criminal history background information.

A. Limitation on access. Access to criminal history record information for noncriminal justice purposes, including licensing and employment, is restricted to authorized personnel of the Township of Mansfield and the applicable youth organization, on a need-

to-know basis, as authorized by federal or state statute, rule or regulation, executive order, administrative code, local ordinance or resolution regarding obtaining and dissemination of criminal history record information obtained under this chapter.

B. Limitation on use. The Township, the Review Committee and the youth organizations shall limit their use of criminal history record information solely to the authorized purpose for which it was obtained, and criminal history record information furnished shall not be disseminated to persons or organizations not authorized to receive the records. Any persons violating federal or state regulations governing access to criminal history record information may be subject to criminal and/or civil penalties. The results of background checks shall not be subject to public disclosure and shall be retained only for a period of three years.

C. Authorized Users: Township officials with access to the criminal history record information shall be limited to the following: Solicitor, Clerk, Deputy Clerk, the Review Committee and any other official specifically authorized by the Township Administrator, provided he or she is a confidential employee and the Township Administrator determines his or her involvement is necessary or useful in carrying out the terms and intentions of this chapter.

§ 9-7. **Cost, Township Reimbursement.** The individual shall not be charged a fee for the cost of the background check, or the cost of the Safety Orientation and Training Skills Program required by this Ordinance. The Township will pay for or reimburse the individual for any cost of the background check or safety course.

§ 9-8. **Violations and penalties.**

Any person, firm, corporation, association or legal party whatsoever who shall violate, or authorize or procure a violation, or cause to be violated, any provision of this chapter shall, upon conviction thereof, be punishable as provided under state law N.J.S.A. 40:49-5 "Penalties for Violations of Municipal Ordinances.

Motion to introduce Ordinance 2023-16 was made by Deputy Mayor Sisz. Second by Committeeman Boyd.

Roll Call Vote:

Ayes: Committeeman Boyd, Committeeman Tallon, Deputy Mayor Sisz, Mayor Mojena

Nays: None

Abstain: None

Absent: Committeeman Golenda

All Ayes. Motion Carried.

RESOLUTIONS: (Non-Consent) – (None at this time)

CONSENT AGENDA: Note to the Public: Robert's Rules for Parliamentary Procedure provide for a consent agenda listing several items for approval by the Committee via a single motion. Any item requiring expenditure is supported by Certification of Availability of Funds. Any item requiring discussion will be removed from the Consent Agenda.

Resolution 2023-11-1: Resolution Authorizing the Township of Mansfield to Enter into a Shared Service Agreement with the County of Burlington to Perform Certain Works and Repairs

WHEREAS, the County of Burlington has offered participation in a shared service agreement to provide certain work and repairs; and

WHEREAS, the work and repairs include but not limited to Towing of Vehicles Heavy/Light; Tree Removal, Trimming and or Stump Removal; Inlet/Manhole Repairs; Drainage Pipe Repairs/Replacement; Culvert Repairs; Sidewalk/Curbing Replacement/Repairs; Line Striping Crosswalks, Turn Lanes, Parking Area; Paving; Pipe Line Jetting/Cleaning; Crack Sealing/ Street Sweeping/ Debris Removal; Sign Repair/Replacement; Pipeline Video Inspection; Excavation and any other repairs/work as may be agreed upon by the County to undertake; and

WHEREAS, due to the limitations of the Public Works Department, the Township Committee determines it to be in the best interest of the residents to participate in the Shared Services; and

WHEREAS, the Interlocal Service Agreement is attached and made part of this resolution; and

WHEREAS, Burlington County Resolution #2023-00595 is attached and made part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield in the County of Burlington and State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute the Interlocal Service Agreement with the County of Burlington for certain works and repairs.

Resolution 2023-11-2: Resolution Authorizing Award of Contract for Recoating of the Fire Station Floor

WHEREAS, there exists a need for recoating the floor of the Fire Station located at the Mansfield Township Municipal Complex; and

WHEREAS, funds are available for this purpose through capital funding (Ordinance 2022-10); and

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

WHEREAS, the Municipal Engineer, Remington and Vernick Engineers, has reviewed the bid proposal in connection with a certain bid package for the purpose of recoating the Fire Station floor; and

WHEREAS, the Municipal Engineer has recommended, by way of correspondence dated October 25, 2023, that the award of contract for recoating the Fire Station floor at the Mansfield Township Municipal Complex be made to Flooring Concepts of NJ, LLC, 289 Route 33, Building C, Manalapan, NJ 07729; 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 Attorney, the Mayor and Municipal Clerk are hereby authorized and directed to execute the approved contract with Flooring Concepts of NJ, LLC to provide for recoating of the Fire Station floor at the Mansfield Township Municipal Complex according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Flooring Concepts of NJ, LLC 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 ninety-four thousand one hundred fifty and zero cents (\$194,150.00), which is comprised of the Base Bid items 1 through 3. Said 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.

Resolution 2023-11-3: A Resolution Providing for the Insertion of a Special Item of Revenue in the 2023 Budget Pursuant to N.J.S.A. 40A:4-87 (Chapter 159, PL 1948)

WHEREAS, N.J.S.A.40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item has been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount.

NOW, THEREFORE, BE IT RESOLVED on this 20th day of November, 2023 that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of

\$10,000.00 which item is now available as an additional special item of revenue.

BE IT FURTHER RESOLVED that a like sum of \$10,000.00 be and the same is hereby appropriated under the caption of:

Section 1 (a)

FY2023 Emergency Management Agency Assistance Grant Program

\$10,000.00

Resolution 2023-11-4: Resolution Accepting Performance Guarantee EP Mansfield, LLC & Elion Mansfield Urban Renewal, LLC, Blocks 30 & 30.01, Lots 9.03 & 1

WHEREAS, EP Mansfield, LLC has received Final Site Plan approval for the development of the Property with a warehouse facility by the Mansfield Township Joint Land Use Board; and

WHEREAS, a cost estimate dated May 16, 2023 was received from Douglas M. Johnson, P.E., C.M.E., C.P.W.M., of Remington & Vernick Engineers for the proposed improvements for this project; and

WHEREAS, EP Mansfield, LLC and Elion Mansfield Urban Renewal, LLC has submitted the following Performance Surety Bond; and

Performance Bond No. 800165480 \$ 1,665,014.50

WHEREAS, the Township Solicitor, Timothy Prime, Esq. has received, reviewed and approved the performance bond, as to form.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey that Bond No. 800165480 is hereby accepted as the **Performance Guarantee** for EP Mansfield, LLC & Elion Mansfield Urban Renewal, LLC., located at Blocks 30 & 30.01, Lots 9.03 & 1 – Route 206

BE IT FURTHER RESOLVED, by the Township Committee, as aforesaid, that this acceptance is conditioned upon the payment of all fees incurred by the municipality to the engineer or other professionals in connection with any inspection and report concerning the improvements covered by said performance guarantee; and if there be a sufficient sum held in escrow by the township for the purpose of paying for said inspections and reports, said escrow may be utilized for the purpose and in the absence of a sufficient escrow said fees shall be paid by the obligor directly, pursuant to N.J.S.A. 40:55D-53(2)h.

Resolution 2023-11-5: Resolution Authorizing Execution of an Agreement between the Township of Mansfield and the Mansfield Township Board of Education Providing a School Resource Officer

WHEREAS, pursuant to N.J.S.A. 40A:65-1 *et seq.*, any municipality of the State may enter into a contract with any other local unit for the joint provision of any service that any party to the agreement is empowered to render within its own jurisdiction; and **WHEREAS**, representatives from the Township of Mansfield (“Township”) and the Mansfield Township Board of Education (“School District”) have met to explore a service being provided by the Township to the School District; and **WHEREAS**, the Township and the School District mutually agree that it is beneficial to both entities to have a Township Police Officer assigned to the School District’s Elementary Schools as a School Resource Officer (“SRO”); and **WHEREAS**, the Township and the School District mutually desire to enter into an Agreement to provide for the SRO services at the School District Elementary Schools, said Agreement (“Agreement”) being attached hereto and made a part hereof. **NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Mayor and Clerk be and are hereby authorized to execute the attached Agreement with the Mansfield Township Board of Education to provide a Special Resource police officer at the School District Elementary Schools, in accordance with all of the terms and conditions of said Agreement, including payment by the School District as provided in the Agreement, Schedule A.

Resolution 2023-11-6: Resolution Authorizing the Execution of Section A-1 NJDEP Form WQM-003T Consent by Governing Body to Submission of Application for Treatment Works Approval for Tri-State Petro, Inc., 3372 Route 206 North, Block 1, Lots 1, 2, & 3, Mansfield Township

WHEREAS, Mansfield Township has received a written request for execution of New Jersey Department of Environmental Protection (NJDEP) Form WQM-003T, Section A-1 Consent by Governing Body for Treatment Works Approval (TWA) for the Tri-State Petro, Inc., 3372 Route 206, Block 1, Lots 1, 2, & 3 (“Development”); and

WHEREAS, the Development includes a private, on-site waste water treatment plant with 12 filling stations and a proposed 2,022sq. ft. 14 seat Dunkin with drive-thru to the existing property; and **WHEREAS**, the proposed system includes a 3,000-gallon grease trap, 2,000-gallon trash trap, hoot treatment system, and 2,496 sq. ft. disposal area with a two-foot fill enclosure; and

WHEREAS, the design flow is 1,990 gallons per day (GPD) with no deviations from standards; and

WHEREAS, the new system will be constructed, maintained and operated by the Developer at the Developers sole cost and expense; and

WHEREAS, NJDEP requires a Treatment Works Approval (TWA) of the actual design and construction of the private, on-site waste water treatment plant.

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 Mayor, as an “Authorized Representative of the Governing Body” on behalf of Mansfield Township, is hereby authorized to execute the New Jersey Department of Environmental Protection (NJDEP) Form WQM-003, Section A-1 Consent by Governing Body for Treatment Works Approval (“TWA”) for the Tri-State Petro, Inc., 3372 Route 206 North, Block 1, Lots 1, 2, & 3 (“Development”).
2. A certified copy of this resolution shall be submitted to the NJDEP.

Resolution 2023-11-7: Resolution for the Transfer of Funds in the Current Funds in the Township of Mansfield for the Budget Year 2023

BE IT RESOLVED on this 20th day of November, 2023 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2023 budget appropriations transfers be made as follows:

CURRENT FUND: Inside the CAP to Inside the CAP / Outside the CAP
OPERATING EXPENSES AND SALARIES & WAGES

<u>Title</u>	<u>Transfer From</u>	<u>Transfer To</u>
<u>CURRENT FUND</u>		
Mayor & Committee	SW	\$4,000.00
Police	SW	\$40,000.00
Office of Emergency Management	SW	\$10,300.00
Building & Grounds	OE	\$1,000.00
Community Engagement	SW	\$5,400.00
Electricity	OE	\$6,050.00
Municipal Court	OE	\$1,000.00
Municipal Clerk	OE	\$5,000.00
Financial Administration	SW	\$250.00
Police	OE	\$5,000.00
Other Code Fire	SW	\$2,000.00
Solid Waste: Other Contractual	OE	\$11,500.00

Park Maintenance	OE	\$1,000.00	
Street Lighting	OE		\$7,000.00
Water	OE		\$10,000.00
Petroleum Products: Gasoline	OE		\$25,000.00
INTERLOCAL: Southampton Court	SW		\$1,000.00
TOTALS:		\$67,750.00	\$67,750.00

Resolution 2023-11-8: Resolution for Refund of Widow of Veteran Deduction

WHEREAS, application for Widow of Veteran Deduction was approved and credit applied of \$250.00 applied on 4th Qtr. 2023 on August 31st and September 22nd ; and

WHEREAS, 4th Qtr. property tax has already been paid; and

WHEREAS, an overpayment is now on 2023 4th Qtr. and the various property owners are due a refund.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on November 20, 2023 hereby authorizes the refunding of the to the following property owners by the Tax Collector.

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
42.12	12	Donna Sweeney	\$ 250.00
42.18	17	Patricia Smith	\$ 250.00
			\$ 500.00

Resolution 2023-11-9: Resolution for the Cancellation of Taxes Due to Veteran Exemption

WHEREAS, N.J.S.A.54:4-3.30A allows for the exemption from taxation from real and personal property for any citizen and resident of the State who has a total or 100% permanent disability as defined by this statute; and

WHEREAS, the properties listed below are owned by a 100% Disabled Veterans.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, hereby memorializes the cancellation of the following taxes for 2023:

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
42.07	85	Tomas Guerrero	\$925.71
			(Effective 10/25/23)

Resolution 2023-11-10: Resolution for the Refund of Tax Overpayment

WHEREAS, Property Taxes were overpaid on the properties listed below; and

WHEREAS, this overpayments were due to a payment by Corelogic Tax Service., and they are requesting a refund;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on November 20, 2023 hereby authorizes the refunding of the following to Corelogic Tax Service by the Tax Collector.

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
10.01	15	King, Jeremy	\$1.41
10.03	70	Amegashie, Kwaku	\$1,992.88
10.08	15	Karyampudi, Kalidas	\$2,278.83
24.02	8	Holliday, Guy	\$4,241.36
24.04	1	Ballard, Ryan	\$3,937.83
25	6.07	Chiucchi, Jeffrey	\$609.44
29	12.02	Casper, Michael	\$2,196.56
42.02	54	Avant, Vernon	\$1,184.54
42.11	23	Swigonski, Joseph	\$1,507.24
Total			\$17,950.09

Resolution 2023-11-11: Resolution for the Property Tax Refund for Total Disabled Veteran Exemption

WHEREAS, the homeowner(s) listed were declared to be Disabled Veterans; and,

WHEREAS, the homeowner(s), therefore are totally exempt from paying property taxes according to N.J.S.A. 54:4-3.30; and,

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on November 20, 2023 hereby authorizes the Tax Collector to refund taxes paid to the following homeowner(s)

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
42.07	85	Tomas Guerrero	\$925.71
			(Effective 10/25/23)

Motion to adopt Resolutions 2023-11-1 through 2023-11-11 was made by Deputy Mayor Sisz. Second by Committeeman Boyd.

Roll Call Vote:

Ayes: Committeeman Boyd, Committeeman Tallon, Deputy Mayor Sisz, Mayor Mojena

Nays: None

Abstain: None

Absent: Committeeman Golenda

All Ayes. Motion Carried.

BILL LISTS: (*Regular and Escrow*)

Motion to pay the bills and charge them to their respective accounts was made by Committeeman Tallon. Second by Committeeman Boyd.

Roll Call Vote:

Ayes: Committeeman Boyd, Committeeman Tallon, Deputy Mayor Sisz, Mayor Mojena

Nays: None

Abstain: None

Absent: Committeeman Golenda

All Ayes. Motion Carried.

MINUTES: October 18, 2023 – (*Deputy Mayor Sisz & Committeeman Golenda were not in attendance*)

Motion to adopt the October 18, 2023 meeting minutes was made by Committeeman Boyd. Second by Committeeman Tallon. All Ayes from all eligible to vote. Motion Carried.

DISCUSSION ITEMS/PUBLIC HEARINGS/PRESENTATIONS TO COMMITTEE:

(*No presentations at this time*)

NEW BUSINESS: *Mayor's Comments/Updates:*

Mayor Mojena stated that the work on the Elion project that will combine Mansfield Road East with Mansfield Road West has started. He stated that there were meetings for the 1812 orthodox meeting house project regarding the meeting house and the preservation of the burial site behind it. There was a plan that was formulated by both parties involved. He wanted to specifically thank the people that were involved in Tom Barkley, members of the Burlington Meeting House, Ad Dawah Center, the developer, Victor Ramos, and Tom Stevenson for all of their collaborative work on this project.

Mayor Mojena said that the Township in partnership with the state agricultural development committee was working on a farmland preservation initiative to pursue non preserved farmland in the Township. The state has an active project and they select very few to be preserved. The Township was jointly pursuing several farms. There was one large farm that has taken interest in the program. The state would fund the preservation in its entirety.

Mayor Mojena announced that the Township received \$700,000 matching grant from Green Acres for the acquisition of 41 acres of open space located at Route 130 bordering the Delaware River.

Mayor Mojena thanked the Civic Club for their partnership with the Township. They have done several events at Four Seasons. The police department had breakfast with the residents there. Mayor Mojena said that these events would be continued into the new year with the various departments in the Township.

PUBLIC COMMENT:

Mayor Mojena opened the meeting to public comment.

William Rosso of 7 Barbary Lane stated that he recently visited Italy to see his wife's family and he was asked there if Mansfield Township wanted to be their sister city. Information about it could be found on sistercities.org. Typically, the officials would meet and greet each other. There could be student exchanges, cultural exchanges, and business exchanges. The Mayor of Carlino Napoli, Italy would like Mr. Rosso to ask if Mansfield Township has interest in being a Sister City. Mayor Mojena said it sounded like a wonderful program. Mr. Rosso would send the information over to Mr. Fitzpatrick.

Carl Schwartz of 40 Fitzgerald Lane inquired about Resolution 2023-11-3. He asked what the special item was that was to be included in the Budget. Ms. Grouser said that it was a grant that was received after the Budget was adopted and it was being added to the Budget for 2023.

Mr. Schwartz congratulated Mrs. Jolly and Mrs. MacLennan on their new positions and thanked them for doing such a great job tonight.

Joseph Van Mater of 26954 Mount Pleasant Road stated that the audio with the microphones cut out through out the meeting. Mr. Van Mater asked if the meeting at Four Seasons would be published. Mr. Schwartz said that it was an informal Q & A session for the residents that were there. Mr. Schwartz stated that it was just for Four Seasons residents.

Bob Higgins of 450 Mansfield Road East congratulated the Township on the ability to get into farmland preservation. He served on the Committee for 15 years and the Township didn't have the funds at the time to do that. He spoke to Mr. Tallon directly and said that he mentioned in the past to build 4-5 warehouses and this town would have the money to do anything they wanted to.

Mr. Higgins inquired about Resolution 2023-11-5. He asked if the school would be receiving one resource officers or several. Mayor Mojena said that there was currently two that would switch off and on. This would give a third officer dedicated for the MTES building.

Mr. Higgins inquired about executive meeting minutes. Mayor Mojena stated that there hasn't been an executive session since November 2022. Mr. Higgins asked how township business was conducted without executive session discussion. Mayor Mojena said that discussions have been in the public meeting forum. Mr. Higgins said he would attend more meetings.

ADJOURNMENT:

Motion to adjourn the meeting at 7:57PM was made by Deputy Mayor Sis. Second by Committeeman Tallon. All Ayes. Motion Carried.

Prepared by,

Respectfully Submitted by,

Elizabeth A. MacLennan, RMC
Deputy Municipal Clerk

Ashley E. Jolly, RMC
Deputy Municipal Clerk