

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
TOWNSHIP COMMITTEE  
REGULAR MEETING  
December 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  
Linda Semus, 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.

**MOMENT OF SILENCE IN REMEMBRANCE OF MARION HAY WHO SERVED AS CLERK OF MANSFIELD TWP. FROM 1984-2000**

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

**POLICE DEPARTMENT**

Chief Campbell reported that there were 1,307 incidents, 10 arrests, 10 domestics, and 20 motor vehicle crashes. Chief Campbell said that there have been multiple mailbox thefts and recommended that any resident mailing checks should mail them through the local post office located on Atlantic Avenue. Keep a close eye on any mailed checks that they have successfully made it to their destination. There was a pop-up car rally over the weekend at one of the warehouses due to security and quick police response they were able to identify 50 drivers. All that were identified will be issued a summons for trespassing. One of the officers attended active shooter training by the FBI which provided valuable insight of the history of an active shooter and their mindset, additionally the officer was trained on room/hallway clearing and room/hallway

entry while working in a team formation. The holiday donation drive for the Providence House was a huge success. Numerous donations were received of toys, clothing, and gift cards. He thanked Sandy Depew and Taylor Petrilla for all of their hard work on the donation drive. The police officers raised \$1,500 in donations during their no shave November and December campaign. The money will be donated to the National Cancer Research Foundation. Chief Campbell thanked the Mayor and Deputy Mayor for the great working relationship and communication. He is looking forward to the continued communication in the new year. He said that this year was a tough year for the Police Department with the unexpected passing of their newly appointed officer Sam Irvin. He asked that you keep his family in your thoughts and prayers along with all of the officers in the department. He wished everyone a happy and healthy New Year.

### **EMS**

Chief Senf reported that there were 208 calls of service with 144 patient contacts and 104 patient transports. The squad conducted another community CPR class. They have certified over 200 people in CPR this year. There was one more CPR class being offered this year on December 28, 2023 in the Mansfield Township courtroom for the volunteer basketball coaches. Chief Senf has already received a couple of phone calls regarding the cadet program that is on for adoption by resolution tonight. Chief Senf on behalf of the EMS squad thanked the Clerk for everything she has done for them over the years.

### **ENGINEER'S REPORT**

Mr. Johnson reported that the DEP had some new requirements to update the Flood Prevention Ordinance. The salt storage structure was on for award tonight. The application for the 2024 Community Development Block Grant was submitted for the improvements at the Country Walk Development. On for approval tonight is the close out for Aaronson Road project with DOT.

### **DPW**

Administrator Fitzpatrick reported that drain grate covers were installed per DEP requirements. Sinkholes were filled with asphalt on Lincoln, Harvest, and Hansom Drive. A 30mph sign and post on Aaronson Road was replaced and new Durham Drive street sign was installed. A large hornet's nest was removed from a tree in Country Walk Park. Public Works trimmed the trees in the park and cut the grass at the municipal complex. A storm pipe was repaired on 2 Crammer Court. They changed a rusted elbow on the DPW garage heater, fixed a ridge vent on the roof of the recreation shed, cleaned gutters at the civic club, and fixed salt spreader on the 2015 mason dump. Snowflakes were installed in the middle of town and the tree was decorated for the tree lighting at Columbus Park. The salt spreaders were installed on the international trucks. A tv monitor was hung in the police station so that they can monitor activity in the park. Curbside leaf and metal pick up was completed. DPW would be taking the lead in snow plowing and salt spreading this year. There is still a back up plan with the company that has been used in the past.

### **FRANKLIN FIRE DEPARTMENT REPORT**

Administrator Fitzpatrick said that Chief Dubell and the rest of the Volunteer Firefighters were escorting Santa through town tonight so he would give the report for the fire department. Last month they had 10 residential alarm systems, 3 natural gas leaks, 3 assist EMS, 2 building fires, 8 motor vehicle accidents, 1 assist police, 1 commercial truck fire, 2 vehicle fires, 1 brush fire, 3

carbon monoxide alarms, 1 rescue assignment, 1 downed wire, and 1 fire police for a total of 37 calls. The new tender was in the process of being built and was expected to be put together. They would be going down to Florida at the end of January for the final inspection. If all goes well the truck should be in service by early March. Chief Dubell and all the Volunteer Firefighters wish everyone a Happy New Year.

Administrator Fitzpatrick stated that he enjoyed working with the Clerk and that she was a huge asset to him and the town. She is a dear friend and will be sorely missed. She helped him immensely in his first years here as administrator.

### **FIRE PREVENTION/OEM REPORT**

Mr. Borgstrom reported that the Bureau of Fire Prevention did 20 uniform fire code inspections, 12 resale inspections, one rental inspection, and six hours of continuing education. Mr. Borgstrom asked that anybody in attendance, listening, or watching this meeting tonight that is a renter to ask their landlord if the property is properly registered with the township. If you own a property and have tenants, your property needs to be registered and inspected per township ordinance. Mr. Borgstrom reminded residents to prepare their home for winter. Make sure you have someone clean and inspect your chimneys. Remember to remove ash and embers with a metal pan or bucket to the exterior of the home away from anything combustible.

Mr. Borgstrom reported that Emergency Management grant funds were in place. He said that the Local Emergency Management Committee met and were brainstorming a plan for the best use of the funds. If anybody had any suggestions for the funds please reach out. The Polaris Range is in service for use by any of the Township Emergency Services. The County Hazard Mitigation Plan update was still being worked on. Mr. Borgstrom road around after the heavy rains to access the damage. He asked that if you see a flooded road not to drive through it with your vehicle. This puts EMS, Police and Firefighters in a life-threatening situation. If the road is flooded, please turn around. You can call 911 and report the flooded road.

Mr. Borgstrom thanked the Clerk for her great advice over the years and wished her luck in her retirement.

### **ORDINANCE: (SECOND READING/PUBLIC HEARING/FINAL ADOPTION) 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"**

**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
<b><u>FINANCE:</u></b>	
Chief Financial Officer, Treasurer, Qualified Purchasing Agent	\$80,000.00 - \$123,000.00
Deputy Treasurer, Admin Assistant to the Tax Assessor, Admin Assistant to Public Works Supervisor and Township Superintendent	\$80,000.00 - \$93,000.00
<b><u>FINANCE: (continued)</u></b>	
Tax Collector	\$30,000.00 - \$65,500.00
Tax Assessor	\$30,000.00 - \$45,000.00
<b><u>CONSTRUCTION:</u></b>	
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
<b><u>UNIFORM FIRE CODE:</u></b>	
Fire Official (Unif. Fire Code)	\$10,000.00 - \$20,000.00
Fire Prevention Inspectors	\$10.50 - \$27.00
<b><u>PROPERTY MAINTENANCE/ZONING OFFICIAL</u></b>	
Property Maintenance/Zoning Official	\$4,000.00 - \$26,000.00
<b><u>PUBLIC WORKS:</u></b>	
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
<b><u>HEALTH/ENVIRONMENTAL RELATED OFFICES:</u></b>	
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)
<b><u>SAFETY:</u></b>	
Emergency Management Services Coordinator (OEM), Fire Official (Unif. Fire Code), Fire Inspector	\$25,000.00 - \$50,000.00
<b><u>EMS:</u></b>	
Emergency Medical Services Administrator, Emergency Management Services Assistant Coordinator (OEM)	\$90,000.00 - \$110,000.00
<b><u>POLICE DEPARTMENT:</u></b>	
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
<b><u>MUNICIPAL COURT:</u></b>	
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 adopt Ordinance 2023-12-14 was made by Deputy Mayor Sisz. Second by Committeeman Boyd.

Mayor Mojena opened the meeting to public comment on the Ordinance. There being no public comment, the meeting was closed to public comment.

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”**

**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.

Mayor Mojena opened the meeting to public comment on the Ordinance. There being no public comment, the meeting was closed to public comment.

Motion to adopt Ordinance 2023-12-14 was made by Committeeman Tallon. Second by

Committeeman Boyd. Mayor Mojena opened the meeting to public comment on the Ordinance. There being no public comment, the meeting was closed to public comment.

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”**

Mayor Mojena said that there would be additional input on this Ordinance.

Motion to remove Ordinance from agenda and reintroduce at a later date was made by Committeeman Tallon. 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: (FIRST READING/INTRODUCTIONS)- NONE**

**RESOLUTIONS: (Non-Consent) – NONE**

**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 2023-12-2- RESOLUTION APPOINTING TOWNSHIP OF MANSFIELD REGISTRAR OF VITAL STATISTICS, DEPUTY REGISTRAR, AND ALTERNATE REGISTRAR**

**WHEREAS**, pursuant to Title 26 of the Revised Statutes of the State of New Jersey, “Health and Vital Statistics”, there is a need to appoint a Registrar, Deputy Registrar, and Alternate Registrar of Vital Statistics for Mansfield Township due to the retirement of the current Registrar of Vital Statistics for Mansfield Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on December 20, 2023 at the Municipal Complex, that **Ashley Jolly** is hereby appointed as Registrar of Vital Statistics, as part of her duties as Municipal Clerk, **Elizabeth A. MacLennan** appointed Deputy Registrar, as part of her duties as Deputy Municipal Clerk, and **Candis Melin** appointed the Alternate as part of her duties as Administrative Assistant pursuant to Ordinance 2023-14, in order that the Clerk/Registrar Office may function efficiently and provide quality service to the Public, especially with reference to State Statutes regarding Marriage License Applications and all other vital statistic applications and information.

**RESOLUTION 2023-12-3– RESOLUTION AUTHORIZING THE TOWNSHIP OF MANSFIELD TO ACCEPT A SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR**

**2023 OF EMERGENCY MANAGEMENT PERFORMANCE GRANT AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE**

**WHEREAS**, the Township of Mansfield Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FFY23-EMPG-EMAA-0318 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City’s ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

**WHEREAS**, the Township of Mansfield will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

**WHEREAS**, the award period is from July 1, 2023 to June 30, 2024; and

**WHEREAS**, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

**WHEREAS**, the Township of Mansfield Office of Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Township Committee accepts the award of the FFY23 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.

That copies of this resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management, the Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

**RESOLUTION 2023-12-4– RESOLUTION AUTHORIZING MANSFIELD TOWNSHIP AMBULANCE CORPS EMS CADET PROGRAM**

**WHEREAS**, pursuant to the Emergency Medical Services Agreement dated November 26, 2019, the Township of Mansfield has engaged the services of the Mansfield Township Ambulance Corps (“MTAC”) to provide emergency medical services to the residents of Mansfield Township; and

**WHEREAS**, MTAC recognizes the need to recruit younger people into the field of emergency services and to encourage possible future volunteers for MTAC; and

**WHEREAS**, MTAC has developed an EMS Cadet Program to recruit, train and mentor members of the program in accordance with a policy for the operation of the EMS Cadet Program, said policy being attached hereto and made a part hereof as Exhibit A; and

**WHEREAS**, the Mansfield Township Committee finds that an EMS Cadet Program can provide both a benefit to MTAC in recruiting future volunteers but also to the residents and citizens of Mansfield Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, in the County of Burlington, State of New Jersey that the EMS Cadet Program to be administered by the Mansfield Township Ambulance Corps is hereby authorized as set forth on the MTAC Cadet Program policy attached hereto and made a part of as Exhibit A; and

**AND BE IT FURTHER RESOLVED** that that all participants in the EMS Cadet Program shall execute a liability waiver in substantially the form attached hereto and made a part thereof as Exhibit B.

**RESOLUTION 2023-12-5– RESOLUTION AUTHORIZING THE TRANSFER OF FIREARMS NO LONGER NEEDED TO A LICENSED FIREARMS DEALER FOR PRIVATE SALE**

**WHEREAS**, the Township of Mansfield has determined that one (1) Sig Sauer Model 239, 40 Caliber, Serial Number SA4-68469 is no longer needed for public use by the Mansfield Township Police Department; and

**WHEREAS**, N.J.S.A 40A:11-36 permits a municipality to sell, by private sale, personal property no longer needed for public use, when the fair value of the property to be sold does not exceed the applicable bid threshold; and

**WHEREAS**, N.J.S.A. 2C:58-2 regulates the sale of the firearms within the State of New Jersey and requires that firearms be sold exclusively through a licensed gun dealer; and

**WHEREAS**, in order to facilitate the sale of one (1) Sig Sauer Model 239, 40 Caliber, Serial Number SA4-68469, to Mansfield Township Police Sergeant David Mueller for the amount of \$225.00, the firearm will be transferred to Cheyenne Mountain Outfitter located at 244 US Highway 130 Bordentown, NJ, 08055 to complete the transaction.

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the transfer of the firearm identified herein to Cheyenne Mountain Outfitter, and the sale of the firearm identified by Serial Number SA4-68469, to Sergeant David Mueller for the amount of Two Hundred Twenty Five (\$225.00) Dollars, is hereby authorized.

**BE IT FURTHER RESOLVED** that said weapon shall be removed from the Mansfield Township Fixed Asset Inventory.

### **RESOLUTION 2023-12-6– RESOLUTION FOR THE REFUND OF A GUN PERMIT APPLICATION MADE BY JOHN BARTHICHEK**

**WHEREAS**, John Bartichek remitted a payment for a gun permit application in the amount of \$25.00 to the Township of Mansfield. John Bartichek applied to the wrong municipality and is requesting a full 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 December 20, 2023 hereby authorizes the refunding of John Bartichek in the amount of \$25.00.

### **RESOLUTION 2023-12-7– RESOLUTION AUTHORIZING THE AWARD OF TOWING CONTRACTS IN THE TOWNSHIP OF MANSFIELD**

**WHEREAS**, there is a need for the Township of Mansfield to have a list of towers to be utilized in the Township of Mansfield; and

**WHEREAS**, pursuant to Township Ordinance 2012-10, a maximum number of towers to be approved is seven (7), and should any of the first towing companies be disqualified for any reason or withdrawn by the applicant, the township will move down the list to maintain its total of seven (7) towers; and

**WHEREAS**, the Township received five (5) applications for the year 2024; and

**WHEREAS**, the Chief of Police has reviewed and submitted the names of the applicants that were deemed eligible and to be called on a rotating basis; and

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

The Mansfield Township Committee hereby awards contract with below listed applicants effective January 1, 2024:

Flynn's Towing  
USA Towing  
Risoldi's Auto  
High Gear  
Johnson Specialized Transportation, Inc.

### **RESOLUTION 2023-12-8– RESOLUTION APPOINTING A MUNICIPAL CLERK FOR THE TOWNSHIP OF MANSFIELD**

**WHEREAS**, N.J.S.A. 40A: 9-133(a) provides that in every municipality there shall be a municipal clerk appointed for a three-year term by the governing body of the municipality; and

**WHEREAS**, N.J.S.A. 40A: 9-133 (b) provides that no person shall be appointed or reappointed as a municipal clerk unless the person holds a registered municipal clerk certificate issued pursuant to N.J.S.A. 40 A-133.3 or 133.4; and

**WHEREAS**, said statute further provides that in the event of a vacancy in the office of municipal clerk, an appointment shall be made for a new three-year term and not for the unexpired term of the prior municipal clerk; and

**WHEREAS**, the current Township Municipal Clerk has retired and therefore there is a vacancy in the office of Municipal Clerk; and

**WHEREAS**, Ashley E. Jolly has been employed by Mansfield Township since 2014 and further has a registered Municipal Clerk Certificate as required by statute and meets all of the qualifications to perform all duties of the Municipal Clerk and such additional duties as specified for the Municipal Clerk's office in Ordinance 2023-14; and



**WHEREAS**, the Mansfield Township Committee finds that said Ashley E. Jolly is experienced and duly qualified to serve as Mansfield Township Municipal Clerk

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Ashley E. Jolly is hereby appointed as Mansfield Township Municipal Clerk, for a three (3) year term commencing on January 1, 2024, with an annual salary of \$94,469.89, with all benefits associated with said full time position, and shall perform all the duties as the Municipal Clerk as set forth in N.J.S.A. 40A: 9-133(e) and Ordinance 2023-14. Said salary is eligible for any future cost of living increases.

**AND BE IT FURTHER RESOLVED** that Ashley E. Jolly shall be paid a stipend in the amount of \$2,000.00 for the additional duties provided by her in November and December, 2023, during the transition period pending the retirement of the former Municipal Clerk.

### **RESOLUTION 2023-12-9– RESOLUTION APPOINTING A DEPUTY MUNICIPAL CLERK FOR THE TOWNSHIP OF MANSFIELD**

**WHEREAS**, N.J.S.A. 40A: 9-135(a) provides that the governing body of a municipality may create, by ordinance, the office of deputy municipal clerk and provide for appointments thereto; and

**WHEREAS**, said statute further provides that, during the absence or disability of the municipal clerk, the deputy municipal clerk shall have all of the powers of the municipal clerk and shall perform the functions and duties of said office; and

**WHEREAS**, the current Township Deputy Municipal Clerk, Ashley E. Jolly, has been appointed as Township Clerk and therefore there is a vacancy in the office of Deputy Municipal Clerk; and

**WHEREAS**, by adoption of Resolution 2023-10-11, the Mansfield Township Committee appointed Elizabeth A. MacLennan as Deputy Township Clerk, effective October 30, 2023; and

**WHEREAS**, subsequent to the adoption of said Resolution and appointment, the Mansfield Township Committee has adopted Ordinance 2023-14 clarifying the description of various Township positions, including the office of the Deputy Township Clerk; and

**WHEREAS**, Elizabeth A. MacLennan meets all of the qualifications to perform all duties of Deputy Municipal Clerk and such additional duties as specified for the Deputy Municipal Clerk’s office in Ordinance 2023-14; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Resolution 2023-10-11 is hereby amended to confirm that Elizabeth A. MacLennan has been appointed as Deputy Mansfield Township Municipal Clerk, commencing on October 30, 2023, at a starting annual salary of \$60,000.00 per year, with all benefits associated with said full time position, and shall perform all the duties as the Deputy Municipal Clerk as set forth in N.J.S.A. 40A: 9-135(a) and Ordinance 2023-14. Said salary is eligible for any future cost of living increases.

### **RESOLUTION 2023-12-10– RESOLUTION APPROVING ASHLEY JOLLY AS A CONTACT PERSON ON BEHALF OF MANSFIELD TOWNSHIP FOR THE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND EPL HOTLINE**

**WHEREAS**, the Governing Body of the Township of Mansfield hereinafter referred to as “MUNICIPALITY”, is a member of the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as “FUND”, and

**WHEREAS**, The FUND has adopted a policy authorizing the Employment Practices Liability Attorney Consultation Service; and

**WHEREAS**, the FUND has budgeted an annual allowance for each member for EPL consulting services; and

**WHEREAS**, the FUND requires the MUNICIPALITY to designate specific managerial or supervisory individuals who will have telephone access to the EPL Hotline;

**NOW THEREFORE, BE IT RESOLVED** that the governing body of Mansfield Township does hereby appoint Ashley Jolly as its Contact Person.

**BE IT FURTHER RESOLVED** that the governing body does hereby appoint Bonnie Grouser as additional Contact Persons.

### **RESOLUTION 2023-12-11– RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR THE INSTALLATION OF A SALT STORAGE STRUCTURE FOR THE DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, there exists a need for the installation of a salt storage structure for the Department of Public Works 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 installing a salt storage structure; and

**WHEREAS**, the Municipal Engineer has recommended, by way of correspondence dated November 30, 2023, that the award of contract for installation of a salt storage structure at the Mansfield Township Municipal Complex be made to Eagle Associates of Cazenovia, LLC, P.O. Box 322, Cazenovia, New York 13035; 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 Eagle Associates of Cazenovia, LLC to provide for the installation of a salt storage structure at the Mansfield Township Municipal Complex according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Eagle Associates of Cazenovia, 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 seventy three thousand dollars and zero cents (\$173,000.00), which is comprised of the Base Bid item 1 through 1. 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 2023-12-12– RESOLUTION ACCEPTING THE CHANGE ORDER TO CONTRACT PREVIOUSLY AWARDED TO ARAWAK PAVING COMPANY FOR THE SERVICES RENDERED IN CONNECTION WITH THE RESURFACING OF AARONSON ROAD**

**WHEREAS**, the Township entered into a contract with Arawak Paving Company to provide for the resurfacing of Aaronson Road; and

**WHEREAS**, the Township received correspondence, dated November 28, 2023 from Remington & Vernick Engineers attaching “State Change Order No. 1 FINAL” for the project; and

**WHEREAS**, the Township has reviewed the requested change order pursuant to said letter regarding the services and compensation to be provided; and

**WHEREAS**, the Township Committee finds it to be in the best interest of the Township to agree to the changes pursuant to the aforesaid Change Order.

**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 original Contract entered into between the Township of Mansfield and Arawak Paving Company, pursuant to Resolution No. 2023-7-2, is hereby amended to include the aforementioned changes, resulting in a decreased contract price of \$1,753.62 as outlined in the November 28, 2023 letter from Remington & Vernick Engineers, and with the stipulation that an amendment/credit will be forthcoming from Arawak Paving Company which is attached hereto and made a part hereof.
2. The Township believes that said Final Change Order is to be considered a contingency and thereby a credit to be awarded to the Township.

### **RESOLUTION 2023-12-13 – RESOLUTION EXTENDING THE CONTRACT WITH CNS CLEANING COMPANY FOR JANITORIAL SERVICES**

**WHEREAS**, CNS Cleaning Company has provided general janitorial services for the Mansfield Township Municipal Complex, the Police Station, the Fire Department, the MTAC Ambulance Building, the Civic Club Facility, Georgetown Park and the Mansfield Community Park since February 1, 2023; and

**WHEREAS**, the Township is in need of continuing said janitorial services as scheduled; and

**WHEREAS**, the Township Administrator is satisfied with the performance of CNS Cleaning Company; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township Of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on December 20, 2023 that:

1. The Township Committee authorizes the optional year 2 with CNS Cleaning Company, for general janitorial services at the Mansfield Township Municipal Complex, the Police Station, the Fire Department, the MTAC Ambulance Building, the Civic Club Facility, Georgetown Park and the Mansfield Community Park in the amount of \$31,540.00, for a one year term beginning on February 1, 2024 through January 31, 2025 with an option of one additional year term renewal; and
2. This award is made available through account numbers: 01-201-26-310-124.

**RESOLUTION 2023-12-14 – RESOLUTION TO INCREASE THE CHANGE FUND IN THE OFFICE OF THE TAX COLLECTOR**

**WHEREAS**, in the course of daily business it is necessary for the Tax Collector to make change for the residents of Mansfield Township; and

**WHEREAS**, Mansfield Township has established various change funds throughout the Township offices in order to facilitate change involved in the payment of municipal taxes, charges and fees; and

**WHEREAS**, the Chief Financial Officer has recommended an increase in the change fund for the following office.

<u>OFFICE</u>	<u>CURRENT AMOUNT</u>	<u>AMENDED AMOUNT</u>
Tax Collector	\$200.00	\$400.00

**NOW, THEREFORE, IT BE RESOLVED** by the Township Committee of Mansfield Township, County of Burlington, State of New Jersey that the change fund is increased for the Tax Collector’s Office.

**BE IT FURTHER RESOLVED**, the Tax Collector shall be responsible for the protection and accountability for the change fund. Said fund shall be subject to periodic audit by the Chief Financial Officer.

**BE IT FURTHER RESOLVED**, that said change fund be used to make change only and shall not be used to purchase goods and/or services of any kind.

**RESOLUTION 2023-12-15– RESOLUTION AMENDING COMPENSATION FOR ON-CALL CALL-OUT DUTIES FOR THE COURT ADMINISTRATOR**

**WHEREAS**, the Court Administrator is authorized to perform particular specialized on-call duties of the Municipal Court Judge, including finding probable cause for a complaint to issue, setting bail, signing complaint warrants and issuing commitments to jail and releasing a defendant on his own recognizance; and

**WHEREAS**, the Court Administrator is required to provide the on-call call-out service on a 24 hour basis by phone call and fax. The Court Administrator and Deputy Court Administrator alternate on a two week basis and provide this service outside the normal work week; and

**WHEREAS**, the Township has determined that it is in its best interests to modify the compensation for the Court Administrator, Suzanne Morales, while providing the service.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the annual salary compensation will increase from \$2,179.00 to \$2,400.00 for the Court Administrator to compensate for on-call duties to be retroactively effective December 18th, 2023.

**RESOLUTION 2023-12-16– RESOLUTION AMENDING COMPENSATION FOR ON-CALL CALL-OUT DUTIES FOR THE DEPUTY COURT ADMINISTRATOR**

**WHEREAS**, the Deputy Court Administrator is authorized to perform particular specialized on-call duties of the Municipal Court Judge, including finding probable cause for a complaint to issue, setting bail, signing complaint warrants and issuing commitments to jail and releasing a defendant on his own recognizance; and

**WHEREAS**, the Deputy Court Administrator is required to provide the on-call call-out service on a 24 hour basis by phone call and fax. The Court Administrator and Deputy Court Administrator alternate on a two week basis and provide this service outside the normal work week; and\

**WHEREAS**, the Township has determined that it is in its best interests to modify the compensation for the Deputy Court Administrator, Pietrina A. Brand, while providing the service.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the annual salary compensation will increase from \$2,179.00 to \$2,400.00 for the Deputy Court Administrator to compensate for on-call duties to be retroactively effective December 18th, 2023.

**RESOLUTION 2023-12-17- RESOLUTION ESTABLISHING RECYCLING CART FEES**

**WHEREAS**, at the recommendation of the Public Works Foreman, the Township Committee of the Township of Mansfield wishes to establish fees for additional recycling carts requested by residents; and

**WHEREAS**, Ordinance 2014-15 established that the Township will not be responsible for any additional cost for recycling carts for any residents who failed to exercise their options for an additional cart by June 30, 2014 through the Burlington County Recycling Program; and

**WHEREAS**, The Township would now like to establish set fees for additional recycling carts subject to availability of requested size;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that the following fees shall be established for any additional recycling cart requested by township residents:

**96 Gallon - \$66.00**

**64 Gallon - \$61.00**

**RESOLUTION 2023-12-18- RESOLUTION AUTHORIZING A SALARY INCREASE FOR THE TOWNSHIP ADMINISTRATOR/SUPERINTENDENT**

**WHEREAS**, Township Administrator / Superintendent Michael Fitzpatrick has been employed with Mansfield Township since July of 2014; and

**WHEREAS**, Mr. Fitzpatrick has demonstrated exceptional work ethics and skills; and

**WHEREAS**, the Township Committee has witnessed the increase in the workload and hours being put forth by Mr. Fitzpatrick; and

**WHEREAS**, the Township Committee is desirous of increasing Mr. Fitzpatrick’s salary to commensurate with his work load and hours; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey at their regular meeting held on December 20, 2023, that the annual salary of Township Administrator / Township Superintendent Michael Fitzpatrick is hereby increased from \$139,957.19 to \$145,000.00 for calendar year 2024. Said salary increase is eligible for any future cost of living increases.

**RESOLUTION 2023-12-19- RESOLUTION AUTHORIZING INDEMNIFICATION BY TOWNSHIP FOR TEMPORARY SNOW PLOWING SERVICES ON AN “AS NEEDED” BASIS**

**WHEREAS**, Mansfield Township periodically uses contractors for temporary snow plowing services on an authorized "as needed" basis to supplement regular snow plowing by Township employees; and

**WHEREAS**, due to changes in the insurance market, contractors have experienced difficulty in obtaining liability coverage for personal injury for snow plowing services on municipal streets and roads; and

**WHEREAS**, the Township's insurance consultant/broker has recommended that the Township indemnify and hold harmless contractors providing temporary snow plowing services for damages for personal injury and only for such times as the contractors are actually plowing Township streets and roads, since the Township would likely be a defendant in such claims in any event.

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

**Section 1.** Mansfield Township (“Township”) does hereby indemnify and hold harmless South Jersey Landscaping, Inc., 523A Chesterfield-Arneystown Road, Chesterfield, NJ 08515 (“Contractor”) from and against any and all losses, costs, damages, liens, claims, liabilities or expenses, (including, without limitation, costs and reasonable attorney’s fees) arising from or in connection with Contractor’s performance of temporary snow plowing services on as “as-needed” basis for the Township, as authorized by the Township Administrator or his designee in the Department of Public Works, said indemnification and hold harmless to be limited as follows.

**Section 2.** The indemnification herein shall be limited to claims for personal injury only (not property damage) and shall only be in effect during the time when Contractor is actually plowing a Township street or road.

**Section 3.** The Mayor and Clerk of Mansfield Township, Burlington County are hereby authorized to execute any and all documents required and/or necessary to effectuate the purpose of this Resolution authorizing said indemnification.

**RESOLUTION 2023-12-20– RESOLUTION MODIFYING COMPENSATION FOR THE CHIEF OF THE MANSFIELD TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, the Chief of the Mansfield Township Police Department performs a variety of duties and a range of functions not required from the lower ranking officers; and

**WHEREAS**, the Chief is required to conduct these duties and services on an around the clock basis, along with the attendant administrative/supervisor role required of ranking officers; and

**WHEREAS**, the Township has determined that it is in its best interests to modify the compensation for the Chief while providing these services; and

**WHEREAS**, the Chief is an “Exempt” salaried employee, and thus is not eligible for overtime pay; and

**WHEREAS**, the Chief’s salary is to be compensated at a rate of ten (10%) percent above the Lieutenant’s salary plus \$8,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that Chief Eric Campbell is to be compensated an annual salary of \$142,231.35 to compensate for all duties effective December 18th, 2023.

**RESOLUTION 2023-12-21– RESOLUTION MODIFYING COMPENSATION FOR THE LIEUTENANT OF THE MANSFIELD TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, the Lieutenant of the Mansfield Township Police Department performs a variety of duties and a range of functions not required from the lower ranking officers; and

**WHEREAS**, the Lieutenant is required to conduct these duties and services on an around the clock basis, along with the attendant administrative/supervisor role required of ranking officers; and

**WHEREAS**, the Township has determined that it is in its best interests to modify the compensation for the Lieutenant while providing these services; and

**WHEREAS**, the Lieutenant is an “Exempt” salaried employee, and thus is not eligible for overtime pay; and

**WHEREAS**, the Lieutenant’s salary is to be compensated at a rate of ten (10%) percent above the highest paid sergeant’s base pay plus longevity.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that Lieutenant Daniel Pachuta is to be compensated an annual salary of \$122,028.50 to compensate for all duties effective December 18th, 2023.

**RESOLUTION 2023-12-22– RESOLUTION APPROVING AN INCREASE IN RATE OF SALARY FOR MANSFIELD TOWNSHIP CHIEF FINANCIAL OFFICER**

**WHEREAS**, Township Chief Financial Officer has been employed with Mansfield Township since September 2007 and has been serving as the Chief Financial Officer since July 2019; and

**WHEREAS**, Ms. Grouser has demonstrated exceptional work ethics and skills; and

**WHEREAS**, the Township Committee is desirous of increasing Ms. Grouser’s salary to commensurate with her work ethics and skills.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey at their regular meeting held on December 20, 2023, that the annual salary of the Chief Financial Officer Bonnie Grouser is hereby increased from \$115,718.40 to \$120,000.00 effective December 18<sup>th</sup>, 2023. Said salary increase is eligible for any future cost of living increases.

**RESOLUTION 2023-12-23– RESOLUTION AUTHORIZING THE TRANSFER OF FIREARMS NO LONGER NEEDED TO A LICENSED FIREARMS DEALER FOR PRIVATE SALE**

**WHEREAS**, the Township of Mansfield has determined that one (1) Sig Sauer Model P239, 40 Caliber, Serial Number SA4-141886 is no longer needed for public use by the Mansfield Township Police Department; and

**WHEREAS**, N.J.S.A 40A:11-36 permits a municipality to sell, by private sale, personal property no longer needed for public use, when the fair value of the property to be sold does not exceed the applicable bid threshold; and

**WHEREAS**, N.J.S.A. 2C:58-2 regulates the sale of the firearms within the State of New Jersey and requires that firearms be sold exclusively through a licensed gun dealer; and\

**WHEREAS**, in order to facilitate the sale of one (1) Sig Sauer Model P239, 40 Caliber, Serial Number SA4-141886, to Mansfield Township Police Sergeant Richard Feeney for the amount of \$225.00, the firearm will be

transferred to Cheyenne Mountain Outfitter located at 244 US Highway 130 Bordentown, NJ, 08055 to complete the transaction.

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the transfer of the firearm identified herein to Cheyenne Mountain Outfitter, and the sale of the firearm identified by Serial Number SA4-141886, to Sergeant Richard Feeney for the amount of Two Hundred Twenty-Five (\$225.00) Dollars, is hereby authorized.

**BE IT FURTHER RESOLVED** that said weapon shall be removed from the Mansfield Township Fixed Asset Inventory.

**RESOLUTION 2023-12-24- RESOLUTION AUTHORIZING BUDGET TRANSFERS**

**BE IT RESOLVED** on this 20th day of December, 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>
<b><u>CURRENT FUND</u></b>			
Employer Group Insurance	OE	\$16,000.00	
Police	SW	\$20,000.00	
Streets & Roads	OE	\$20,000.00	
Municipal Court	SW	\$1,453.00	
Administration	OE		\$ 250.00
Municipal Clerk	SW		\$21,000.00
Municipal Clerk	OE		\$2,000.00
Tax Collector	SW		\$ 1.00
Property Maintenance	SW		\$ 1.00
Zoning	SW		\$ 1.00
Police	OE		\$5,000.00
Prosecutor	OE		\$2,200.00
Solid Waste: Other Contractual	OE		\$1,500.00
Telephone	OE		\$2,000.00
INTERLOCAL: Springfield Court	SW		\$1,500.00
INTERLOCAL: Southampton Court	SW		\$6,000.00
Special Emergency Authorizations	OE		\$16,000.00
<b>TOTALS:</b>		<b>\$57,453.00</b>	<b>\$57,453.00</b>

**RESOLUTION 2023-12-25- RESOLUTION AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE AND ACCEPTANCE OF MAINTENANCE GUARANTEE, APPROVING FINAL ADJUSTMENT OF CONTRACT PRICE AND AUTHORIZING RELEASE OF RETAINAGE FOR THE FISCAL YEAR 2023 NJDOT TRUST FUND RESURFACING OF AARONSON ROAD**

**WHEREAS**, the Township Engineer, Remington and Vernick Engineers, has issued three letters dated December 11, 2023, confirming that Arawak Paving Company, Inc. (“Contractor”) has completed the Fiscal Year 2023 NJ DOT Trust Fund Resurfacing of Aaronson Road Project (“Project”); and

**WHEREAS**, said letters recommend that the Township Committee adopt a Resolution releasing the performance guarantee for the Project, and accepting the two-year maintenance bond for same; and

**WHEREAS**, said letters further recommend that the final contract amount for the Project be adjusted to \$170,146.86;

**WHEREAS**, said letters further recommend the release of the retainage for the Project in the amount of \$3,402.94 and payment to the Contractor of said amount;

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

**Section 1.** The performance guarantee #0254384 in the amount of \$171,900.48 for the Project is hereby released and the two year maintenance bond #0254384M in the amount of \$170,146.86 for the Project is hereby accepted.

**Section 2.** The final contract amount for the Project is hereby adjusted to \$170,146.86; Contractor of said amount is hereby authorized.

**Section 3.** The retainage for the Project in the amount of \$3,402.94 is hereby released.

**BE IT FURTHER RESOLVED** that this Resolution shall not take effect until all outstanding bills for inspection and other engineering services by the municipal engineer are paid in full. Upon certification by the Chief Financial Officer that all outstanding escrow bills for inspection and other engineering services, the Contractor shall be released from liability pursuant to its performance guarantee with respect to the Project and the original performance guarantee shall be returned to the Contractor or the surety posting same.

Motion to adopt Resolutions 2023-12-2 through 2023-12-25 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 & Escrow*

Motion to pay the bills and charge them to their respective accounts was made by Deputy Mayor Sisz. 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.

**MINUTES:** **November 20, 2023-** *Committeeman Golenda was not in attendance*

**December 8, 2023 (Special Meeting)-** *Committeeman Golenda was not in attendance & Mayor Mojena arrived at 4:20PM*

Motion to adopt the November 20, 2023 and December 8, 2023 meeting minutes was made by Deputy Mayor Sisz. Second by Committeeman Tallon. All Ayes from all eligible to vote. Motion Carried.

**NEW BUSINESS:**

Mayor Mojena read a proclamation honoring Clerk Linda Semus for her 20 years of dedicated service to Mansfield Township. A signed proclamation and clock were presented to Linda after the reading of the proclamation.

The Clerk thanked the residents, township coworkers, and committee members (past and present) for all their support throughout the years. She was very touched.

Mr. Prime praised the clerk's work performance, friendship and dedication to the Township.

Mayor Mojena thanked the Clerk for all of her help and knowledge. She was always a first point of contact. She has been truly helpful to him.

Mayor Mojena announced that it was Committeeman Tallon's last meeting. Mayor Mojena thanked him for his contributions to the town.

Committeeman Tallon said the experience has been rewarding, challenging and informative. He said that the Clerk has had to put up with many personalities over the years and he doesn't know how she does it. Committeeman Tallon said that Mansfield Township is a special community. He said he grew up in Mansfield Township and this is the farm belt. He said there was still plenty of open space in this town for as densely populated of a state that New Jersey is. He thanked everyone who elected him and said that he would still be involved in the community.

**PUBLIC COMMENT:**

Melissa Sisz of 6 Wheatfield Court thanked the Clerk for her dedication to the township and her support of the Special Events Committee.

Colleen Herbert of 2 Millenium Drive said that the Special Events Committee did great with the tree lighting ceremony and thanked everyone involved. Mrs. Herbert said that the Clerk treated everyone like family. She was happy for the Clerk to be able to spend time with her family in her retirement. She thanked Committeeman Tallon for his service to the township.

Fred Cain of 39 Fitzgerald Lane said he was a former committeeman and thanked the Clerk for her service to the Township. He wished the new Clerk great success.

Todd Kokotajilo of 12 Summerhill Court said that he served on the Environmental Commission and wished the Clerk a happy retirement. He thanked Committeeman Tallon for his knowledge and dedication to the township.

Tony Quinto of 27 Waverly Drive said that he likes hearing from department heads at meetings. Mr. Quinto thanked the Clerk for everything she has done for him over the years.

Mayor Mojena thanked everyone for their comments. He stated that he looks forward to the New Year. He wished everyone a Merry Christmas and Happy New Year.

**ADJOURNMENT:**

Motion to adjourn the meeting at 7:48PM was made by Committeeman Tallon. Second by Deputy Mayor Sisz. All Ayes. Motion Carried.

Prepared by,

Respectfully Submitted by,

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Elizabeth A. MacLennan, RMC  
Deputy Municipal Clerk

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Ashley E. Jolly, RMC  
Deputy Municipal Clerk