

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
REGULAR MEETING MINUTES  
November 16, 2022  
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: **Mayor Marcial Mojena, Committeeman Robert Tallon, Committeeman Daniel Golenda, Committeeman Brian Sisz, Deputy Mayor Rudy Ocello, Township Solicitor Tim Prime, CFO Bonnie Grouser, Administrator Michael Fitzpatrick, Deputy Clerk Ashley Jolly and Clerk Linda Semus**

**Clerk Semus** read the following opening statement.

“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 2022-1-11 which was adopted by the Mansfield Township Committee on January 3, 2022 said Resolution was transmitted to the Burlington County Times, the Trenton Times, filed with the Clerk of the Township of Mansfield, posted on the official bulletin board at the Municipal Complex, posted on the official website, filed with the members of this body and mailed to each person who has prepaid any charges fixed for such service. All of the mailing, posting and filing having been accomplished as of January 7, 2022.

The Flag Salute was held with a brief moment of silence.

**DEPARTMENT/BOARD REPORTS:**

- A. Police Report – Lieutenant Campbell, Acting Chief of Police** reported on the 1,289 incidents that were handled for October. Reminder to residents, if you see something suspicious please call 991, the non-emergency numbers 609-298-4411 or 609-723-8300.  
**Training-** Included a Rifle Instructor Course which will assist in qualifying officers with the use of a rifle as well as a Search and Seizure seminar.  
**Community Outreach-** the Department is participating in the U.S. Marine Corps Reserves Toys for Tots. Donations are being accepted in the foyer of the Police Station. Donations are to be in the drop box no later than Tuesday December 13, 2022. Toys are to be unused and unwrapped.  
**Hiring Update-** Background investigation packets have been given to potential candidates and extensive background investigations have begun for applicants that have submitted their applications.  
In closing, we wish everyone a safe and Happy Thanksgiving.
- B. EMS - Chief Senf** reported on the 220 calls for service with 153 patient contacts and 99 transports. The new ambulance should arrive next week.  
**Training-** Over the past month CPR instructors have been on-site re-certifying the fireman on CPR and there will be a group of Girl Scouts that will be coming to be taught as well.
- C. DPW Report - Administrator Fitzpatrick** microphone was having a glitch and items spoke were unclear. Updates heard are: continuation of leaf and metal pick-up, sink hole repairs, fencing, flush sensor installed and tree side repairs.
- D. Fire Department- Chief Dubell** reported on 2 dwelling fires, 10 residential alarm systems, 9 motor vehicle accidents, 3 vehicle fires, 1 EMS assist and 1 truck fire, the new engine being delivered to the Fire House on Monday and training begin along with the mounting of equipment. The old 3300 Tahoe has been re-painted white and was delivered to 339 this week for the Deputy 3390 vehicle.  
**Upcoming Events-** November 19<sup>th</sup> to the 22<sup>nd</sup> – Monday through Thursday is when Santa will be escorted around and through town at 6:00pm each night.
- E. OEM Report Mr. Alex Belonzi-** reported that there is continued progress with the Emergency Management Agency Assistance Grant, State requirements for local Emergency Management, currently assisting the County with updating their shelter locations and will be holding the LEMC meeting in December which will be going out early in December.

**PRESENTATION: Best Practices**

**CFO Grouser-** Reported on Best Practices Inventory 2022 which features 55 new and repeat questions on the following topics: health benefits, personnel, cyber security, budget, shared services, financial administration, tax collection, capital projects, transparency, American Rescue Plan Funds and procurement. The questions three scoring categories are: Core Competency addressing statutory and regulatory compliance obligations and other areas critical to sound municipal finance in operations, fiscal and operational practices which benefit many municipalities. Un-scored survey questions are meant to gather information and do not count toward the final score, however their completion is required of the inventory. The answers will help determine where municipalities will require additional assistance and where the division of Local Government Services and Department of Community Affairs may need to prioritize technical assistance resources. Of the 42 scored questions for a total of 36.5 points, each municipality must receive a minimum of 24 on inventory to receive its full final State Aid payment. Mansfield Township scored a 30 on the inventory and will receive 100% of its final State Aid payment.

**ORDINANCE: (FIRST READING/INTRODUCTION) NONE**

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

**ORDINANCE 2022-16  
AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW  
JERSEY TO ESTABLISH AND CREATE THE POSITION OF  
RECREATION-SPECIAL EVENTS-SOCIAL MEDIA COORDINATOR**

**Be it enacted by the Mansfield Township Committee as follows: Chapter 2:14 The Code of the Township of Mansfield is hereby amended by adding thereto a new subchapter, Chapter 2:14-(I), within The Various Department Positions section of the Code of the Township under “Administration Of Government”, to read as follows:**

WHEREAS, the Township of Mansfield is in need of a Recreation-Special Events-Social Media Coordinator; and  
WHEREAS, the creation of this position will allow Mansfield Township to operate more efficiently and effectively; and  
WHEREAS, The Mansfield Township Committee is in agreement that the position of Recreation-Special Events-Social Media Coordinator should be created; and

NOW THEREFORE BE IT ORDAINED AND ESTABLISHED by the Township Committee of the Township of Mansfield, in the County of Burlington and State of New Jersey, that Chapter 2 (“Administration of Government”), of the Code of the Township of Mansfield is hereby amended as follows:

**SECTION 2:14 (I)**

A. Recreation-Special Events-Social Media Coordinator: The position of Recreation-Special Events-Social Media Coordinator for the Mansfield Township is hereby created.

1. The job responsibilities as Recreation Coordinator shall be under general supervision from the Township Administrator, and perform administrative functions for the Recreation Committee, and act as the Recreation Chair. Main Duties would include:

- a. Plans and manages a comprehensive municipal recreation program including athletic leagues, instructional programs, and recreation special events.
- b. Manages the recreation website and registration system
- c. Responsible for the marketing and promotion of parks and recreation programs and facilities, including web pages and social media
- d. Prepares and manages the annual budget for recreation program functions. Approves purchases of supplies and operating inventory for recreation programs. Develops alternative funding sources for programs and improvements.
- e. Performs public relation duties, responds to complaints, and handles all league suspensions and rule enforcement
- f. Secures facilities with school districts and other entities for program use and obtain insurance certifications as necessary through the Township Clerk
- g. Develop a short and long range plan for a comprehensive township wide recreation program, propose long range capital improvement, and propose development of facilities, equipment, and programs
- h. Deposits and reconciles all sports registration fees
- i. Maintain petty cash funds provided through the township
- j. Maintain database of coaches certifications and criminal background checks as well as coordinate updates of same
- k. Obtains quotes for uniforms and equipment when necessary
- l. Assists with developing each sport sub-committee with administration of the same
- m. Responsible for all Recreation Equipment
- n. Responsible for the safety and security of facilities
- o. Attend evening coaches’ meetings, clinics, assessments with sub-committees
- p. Prepares agenda for monthly Recreation Committee meeting and records and distributes minutes of meetings

2. The job responsibilities as Special Event Coordinator, shall be under general supervision from the Township Administrator, performs event planning and coordination of all Community Events, including, but not limited to Field Day, Farmer’s Market, Movie Nights in the Park, Touch a Truck, Harvest Festival and Holiday Tree Lighting/Wagon Rides. Main Duties would include:

- a. Cost Analysis of township events while staying within the allocated budget
- b. Solicitation of donations
- c. Fundraising
- d. Secure and schedule vendors for township events requiring vendors
- e. Communication and coordination with township public works foreman, police, fire and ems for all scheduled events.
- f. Set-up, execution and cleanup of all scheduled Township Events
- g. Community Outreach
- h. Advertise and Promote Township Events
- i. Organization and maintenance of the Special Events storage space in the Mansfield Community Park Concession Stand

3. The Social Media Coordinator’s objective is to ensure the Township of Mansfield’s Governing Body and Administration communicates effectively and efficiently with all Township residents, in having the Township looked upon as the primary source for information regarding all matters involving operations and reflecting the mission, vision, and goals of the Township. The Social Media Coordinator will develop, oversee and implement a plan with regard to all Township communications and messaging via news delivery, website and social media management. The Social Media Coordinator will collaborate and work with the Township’s Governing Body and Township Administrator to maintain a positive brand identity for the Township. Main Duties would include:

- a. The development of partnerships and engagement with community, governmental (state and local), local business and other professional organizations on a local, state and national level
- b. The development, maintenance and evaluation of a comprehensive program of public relations, community outreach, crisis and emergency communications, and other communications initiatives as defined by the Township’s Governing Body and the Township Administrator.
- c. The branding, marketing, and advertising of programs and services offered by the Township.
- d. Develops, composes, edits, produces and distributes informational materials.
- e. Works directly with the Township Governing Body and Township Administrator to evaluate, develop, create and maintain website content and presentation.
- f. Oversee daily changes and updates to the website including the calendar.
- g. Maintains and manages the overall brand on social media and responsible for content development and management of Township digital media.
- h. Researches and applies for various grant opportunities from federal, state and local that are available to the Township.

The rate of compensation for the position of Recreation-Special Events-Social Media Coordinator shall be within the following range \$40,000.00 (forty thousand) to \$65,000.00 (sixty-five thousand) annually. Salary Ordinance 2022-5, covering the 2022-2023 years, is amended to include the above position.

**REPEALER, SEVERABILITY AND EFFECTIVE DATE.**

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

**Questions from the Committee:** None

**Mayor Mojena** is happy to report that we have been able to complete some of the goals based on the January 19, 2022 township meeting’s motion to explore an interactive communications experience for residents. Today is a second reading to approve creating a new position for an individual that will bring together and coordinate in the roles of a leader of social media, public outreach, special events and recreation. This will bring us into the next phase of looking for candidates however, we still need our existing group of volunteers for special events and recreation to continue in those roles. This Coordinator will report to the Administrator and also be responsible for the next phase of our social media project initiative.

**Administrator Fitzpatrick** stated that if the Ordinance is passed this evening, the advertisement will go out and when resumes are received, the process will begin to find the right individual for this diverse position.

A motion to adopt the above Ordinance was offered by **Committeeman Tallon** and seconded by **Committeeman Sis**.

**PUBLIC HEARING:**

**Joseph VanMater, 26954 Mt. Pleasant Rd.**- asked if the new position should be one that is added to the Clerk’s office enabling the person to handle the new positions duties and be able to handle other duties within the Clerk’s office. The new position being narrowly written and focused have the position only doing those tasks and wouldn’t be able to help out in other areas.

**Administrator Fitzpatrick** responded that in the Clerk’s office, we have Clerk Semus, Deputy Clerk Jolly, a full time Administrative Assistant Candis Melin and Deputy Clerk Crammer is still with us. The Clerk’s office wears many hats and gets a lot done and is full at this time. As for the new candidate only being tasked with the three responsibilities, nothing is written in stone and it depends on what will come up in the future. We all chip in and help out wherever needed and during the hiring process we let individuals know that everyone needs to be able to step in to help other offices and can be cross trained in other areas.

**Mayor Mojena** added that we currently do have a part-timed paid position so this is new as in there will be additional responsibilities. Essentially we are taking the part-time position, making it into a full time position and expect this individual to grow into this job as necessary.

**COMMITTEE COMMENTS/DISCUSSION:** None

**Motion carried unanimously on a roll call vote recorded as follows:**  
**AYE: TALLON, SISZ, GOLEND, OCELLO, MOJENA                      NAY: NONE                      ABSENT: NONE**

**NON-CONSENT AGENDA:** 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 a Certification of Availability of Funds. Any item requiring discussion will be removed from the Consent Agenda.

**RESOLUTION 2022-11-6**  
**RESOLUTION MEMORIALIZING AN AWARD OF CONTRACT TO PURCHASE TWO (2)**  
**2022 LIMITED HYBRID 4WD FORD EXPLORERS FROM NIELSEN FORD PURSUANT TO ESCNJ CO-OP**  
**#65MCECCPS – ESCNJ 20/21-09 FOR THE MANSFIELD TOWNSHIP CONSTRUCTION DEPARTMENT**

**WHEREAS**, the Township of Mansfield, Burlington County, is a party to a cooperative purchasing agreement with the Educational Services Commission of New Jersey (ESCNJ), a cooperative purchasing program organized pursuant to N.J.S.A. 40A:11-10 and N.J.A.C. 5:34-7.11; and  
**WHEREAS**, the Local Public Contracts Law authorizes a municipality to purchase goods and services through a duly-formed cooperative purchasing system without advertising for bids; and  
**WHEREAS**, the procurement of goods and services through a cooperative purchasing program is considered to be a fair and open process under the New Jersey Pay-To-Play Law N.J.S.A. 19:44A-20.4 et seq; and  
**WHEREAS**, the Township of Mansfield, Burlington County, desires to purchase two (2) 2022 Limited Hybrid 4WD Ford Explorers from Nielsen Ford pursuant to ESCNJ CO-OP #65MCECCPS – ESCNJ 20/21-09; and  
**WHEREAS**, Nielsen Ford has submitted a proposal dated November 8, 2022 indicating they will provide one (1) 2022 WHITE Limited Hybrid 4WD Ford Explorer and one (1) 2022 CARBONIZED GRAY Limited Hybrid 4WD Ford Explorer from Nielsen Ford for the proposed amount of \$107,364.66; and  
**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that:

1. The Township Committee hereby awards a contract for the purchase of two (2) 2022 Limited Hybrid Ford Explorers in accordance with the specifications described in the proposal, by and between Mansfield Township, Burlington County and Nielsen Ford, 170 Ridgedale Avenue, Morristown, New Jersey 07960, pursuant to the terms and conditions of the ESCNJ CO-OP #65MCECCPS – ESCNJ 20/21-09, be and is hereby approved and authorized. Said contract is being awarded retroactively to November 8th, 2022.
2. The Vehicles are being purchased through the Mansfield Township’s Construction Rider.
3. The Vehicles are to be titled to the Township of Mansfield.

**BE IT FURTHER RESOLVED** that this Resolution shall be effective immediately upon adoption hereof.

**RESOLUTION 2022-11-7**  
**RESOLUTION FOR THE REFUND OF TAX OVERPAYMENTS**

**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 16, 2022 hereby authorizes the refunding of the following to Corelogic Tax Service by the Tax Collector.

Block	Lot	Property Owner	Amount
10.01	31	Manso II, Edward Cynthia	\$1,478.94
10.03	17	Patrick, Karl	\$1,963.61
10.10	11	Bangert, Melinda	\$ 10.79
23.03	12	Bellinger, Lawrence	\$2,032.45
42.07	45	Johnson, Kathleen	\$1,176.01
58	25	Donahue, Alexandria	\$ 21.69
Total			\$6,683.49

**RESOLUTION 2022-11-8  
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 2022:

Block	Lot	Property Owner	Amount
42.31	75	Philip Palacios	\$4,350.55 (Effective 09/30/22)

**RESOLUTION 2022-11-9  
RESOLUTION FOR THE REFUND TO HOUWZER SETTLEMENT SERVICES FOR TAX DUE TO VETERAN EXEMPTION**

**WHEREAS**, the homeowners listed were declared to be a Disabled Veteran effective 09/30/22; and,

**WHEREAS**, the homeowners, therefore is totally exempt from paying property taxes according to N.J.S.A. 54:4-3.30; and,

**WHEREAS**, Houwzer Settlement Services paid the Taxes for 4th quarter 2022.

**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 16 2022 hereby authorizes the Tax Collector to refund taxes paid to Houwzer Settlement Services on the behalf of the following

Block	Lot	Property Owner	Amount
42.31	75	Philip Palacios	\$ 4,302.02
Total			\$ 4,302.02

**RESOLUTION 2022-11-10  
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 16, 2022 hereby authorizes the Tax Collector to refund taxes paid to the following homeowner(s)

Block	Lot	Property Owner	Amount
42.31	75	Philip Palacios	\$48.53 (Effective 09/20/22)

**RESOLUTION 2022-11-11  
RESOLUTION TO RESCIND RESOLUTION 2022-9-8 WHICH AWARDED A CONTRACT TO ATLANTIC CITY CYCLE CENTER FOR THE PURCHASE OF ONE (1) 2023 POLARIS RANGER 1000 XP**

**WHEREAS**, Mansfield Township entered into an agreement with Atlantic City Cycle Center for the purchase of a 2023 Polaris Ranger 1000 XP; and

**WHEREAS**, after said award was granted, Mansfield Township was made aware that Atlantic City Cycle Center was unable to fulfill the requirements of a national contract award.

**NOW, THEREFORE, BE IT RESOLOVED**, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that Resolution 2022-9-8 is hereby rescinding for the aforesaid reasons.

**RESOLUTION 2022-11-12  
RESOLUTION AUTHORIZING THE AWARD OF A “REQUIRED DISCLOSURE” CONTRACT FOR THE PURCHASE OF ONE (1) 2023 POLARIS RANGER XP**

**WHEREAS**, the Township of Mansfield has the need to acquire a 2023 Polaris Ranger XP; and

**WHEREAS**, as permitted by the New Jersey Local Public Contracts Law, N.J.S.A. 40A: 11-3. since the anticipated amount of the contract did not exceed the statutory maximum of \$44,000, the Township Qualified Purchasing Agent authorized the award of a contract for the purchase of one (1) 2023 Polaris Ranger XP to East Coast Cycle Center (“Vendor”) as a “Required Disclosure” contract based on proposals pursuant to the aforesaid statutory provisions; and

**WHEREAS**, the total amount of the Contract will exceed the \$17,500 statutory maximum in the aggregate set forth in N.J.S.A. 19:44A-20.5, concerning eligibility for municipal contracts; and

**WHEREAS**, the anticipated term of this contract is one (1) year from November 16, 2022 but in no event shall the total amount of the contract amount exceed the bid threshold of \$44,000 pursuant to N.J.A.C. 5:34-8.1(b); and

**WHEREAS**, to satisfy the provisions of N.J.S.A. 19:44A-20.5, concerning eligibility for municipal contracts, Vendor has completed and submitted a Business Entity Disclosure Certification which certifies that East Coast Cycle Center has not made any reportable contributions, to a political or candidate committee in the Township of Mansfield and has not made any reportable contributions to the following elected officials; Mayor Marcial Mojena, Deputy Mayor Rudy Ocello, Committeeman

Robert Tallon, Committeeman Daniel Golenda or Committeeman Brian Sisz in the previous one year, and that the contract will prohibit East Coast Cycle Center from making any reportable contributions through the term of the contract, and **WHEREAS**, the Chief Financial Officer, Bonnie Grouser, has certified that sufficient funds are available to award said contract and that said funds for this purchase have been authorized against Capital Ordinance 2022-10, as approved by the Township Committee at the Regular Meeting that was held on August 17th, 2022, in the total amount of \$3,382,774.00; and **NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Township of Mansfield authorizes the Qualified Purchasing Agent to enter into a contract with East Coast Cycle Center as described herein; and, **BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and the Determination of Value be placed on file with this Resolution, and **BE IT FURTHER RESOLVED** that the Mayor and Township Clerk, as necessary, are hereby authorized to execute said contract with East Coast Cycle Center; and **BE IT FURTHER RESOLVED** Notice of said action shall be published in the Burlington County Times and the Trenton Times as required by law.

A motion to adopt all above resolutions on the consent agenda was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**.

**DISCUSSION:** None

Motion carried on a roll call vote recorded as follows:

**AYE: SISZ, OCELLO, TALLON, GOLEND, MOJENA**      **NAY: NONE**      **ABSENT: NONE**

**BILL LIST: Regular & Escrow**

A motion to approve the bill lists was offered by **Deputy Mayor Ocello** and seconded by **Committeeman Tallon**

**DISCUSSION:** None

Motion carried unanimously on a roll call vote recorded as follows:

**AYE: OCELLO, TALLON, GOLEND, SISZ, MOJENA**      **NAY: NONE**      **ABSENT: NONE**

**MINUTES:**

**Regular Meeting, November 2, 2022**

A motion to approve the above mentioned minutes was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**

**DISCUSSION:** None

Motion carried unanimously on a roll call vote recorded as follows:

**AYE: SISZ, OCELLO, TALLON, GOLEND, MOJENA**      **NAY: NONE**      **ABSENT: NONE**

**DISCUSSION ITEMS/PUBLIC HEARINGS/PRESENTATIONS TO COMMITTEE:**

**CDBG GRANT PROJECT 2023** - Administrator/Clerk- **Administrator Fitzpatrick** reported that the Grant is being run differently this year and will depend on the projects that will be put together. The discussions surrounding the grant are to work on the Country Walk Park and while the money received will not be enough to complete the entire park, it will give a good start.

**NEW BUSINESS:** Mayor's Comments/Updates: At this time there are no Mayor updates or ground to cover on either the housing development on Kinkora and Route 130 known as Towergate nor is there an update on the Turnpike Junction litigation. Discussions are being had and it is expected that the committee will be able to come to a resolution for one or both at the next meeting. Public announcements will be made to give the public a chance to speak about the issue of at least the Towergate project specifically and not just as part of public comment.

**Committeeman Tallon** spoke of attending a meeting at the League of Municipalities Conference called Planning Board not Approval Board and will share the information at the next planning board meeting. The board is made up of volunteer's and they are due credit for going above and beyond what their role is and when it comes to canceling meetings, instead they should be used as educational meetings.

**Administrator Fitzpatrick** added that due to the election held here last Tuesday, the Recreation meeting was re-scheduled to November 17<sup>th</sup> at 7:30pm.

**Mayor Mojena** stated in response to Committeeman Tallon that all volunteers for our committees put in a lot of time for no pay and we are indebted to them for their time and effort.

**PUBLIC COMMENT:**

**Kristianne Goodenough, 28126 Gaunts Bridge Road**- spoke of Storm Water Management and listening to the Green Infrastructure Asset Coordinator for the city of Lancaster, PA. where they install Rain Water Gardens that are designed to absorb storm water before it enters the storm drains and allow it to filter into the ground. She encourages the township to examine areas of regular flooding with high safety concerns, look at incorporating these buffers with untraditional landscape and work with the County and State where necessary as they might not be aware of the areas and assist our township employees in getting certifications and training. Also, she asks for Code H to be updated so employees can identify an unruly yard and an intentional native planting using effective stewardship management.

**Committeeman Tallon** added that this is going to be very important in the future for protecting our environment and help mitigate a lot of problems.

**Mayor Mojena** commented on exploring how we can provide additional training for our DPW.

**Joseph VanMater, 26954 Mt. Pleasant Rd.**- spoke of the website and the new email blast signup and an email received that was not blind copied and resident's emails were shared. Residents email addresses being shared with all other residents is not the spirit of OPRA and asks the committee to re-examine that policy.

**Solicitor Prime-** responded that it may not be ideal but after researching the Government Records Counsel, it was found that OPRA requires disclosure of any record kept by the government in the ordinary course of business in which this is and we must comply with the OPRA Statute.

**Colleen Herbert, 2 Millenium Dr.-** gave a reminder that the tree lighting is December 3<sup>rd</sup> in town and the Special Events Committee is doing a Gingerbread House and a House decorating contest. She asks for a park update and states that the Park is used all year round and would like the grounds to be kept grass and weed free and adds if there will be an update section on the webpage for the new social media staff to post news.

**Administrator Fitzpatrick** responded that most of the equipment is currently in, in storage and hopes that in the spring of 2023 the Community Park will be upgraded.

**Mayor Mojena** stated that the new media staff will be added to the reports and will be able to report on everything.

**ADJOURNMENT:**

A motion to adjourn was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. All ayes. Motion carried unanimously.

**PREPARED BY:**

**RESPECTFULLY SUBMITTED BY:**

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**CANDIS MELIN**  
**Administrative Assistant**

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**LINDA SEMUS, RMC, CMR**  
**Municipal Clerk**