

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
REGULAR MEETING MINUTES  
November 2, 2022  
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, Engineer Doug Johnson, 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.

**Executive Session:**

**Mayor Mojena** stated that there was a closed executive session and a motion to come out of session was offered by Committeeman Tallon and seconded by Committeeman Sisz. All ayes. Motion carried.

**Solicitor Prime** advised the public that matters discussed were personnel, contract negotiations and a litigation. No action was taken on those items tonight.

**DEPARTMENT/BOARD REPORTS:**

Mayor Mojena announced that our **Public Safety, EMS and Fire Departments** are on a call at this time and will not be present tonight.

- A. Police Report** – Lieutenant Campbell, Acting Chief of Police reported on 2 Pop-Up Car Rally’s at one of the warehouses on Columbus-Florence Road that took place on October 22<sup>nd</sup> and 26<sup>th</sup>, 2022. The officers responded, identified the motorists and issued trespassing complaints. It is confirmed that there is on-location security but was gone for meal break.

**Training-** One of the school officers will be attending the (LEAD) Law Enforcement Against Drugs and Violence. This program will be implemented in our local schools at the completion of training.

**Community Outreach-** There will be a presentation held at the Homestead Clubhouse, Tuesday, November 15<sup>th</sup>, 2022 at 1:00pm for residents to learn more about how to protect themselves from being a victim of fraud and scams. In the near future, a presentation will also be held at Four Seasons.

**Trunk or Treat Event-** Was a great success and the members of the department did a fantastic job with decorating the patrol vehicle, meeting and talking with the kids. Thank you to all our members who were involved and our support staff, Mrs. Anthony-Depew and Mrs. Allenshepski, our Officers Sergeant’s Chiappetta and Muller, Patrolman Flakker, Petillo and Boyle.

**Department Staffing-** The first phase of the hiring process is complete. Interviews will be conducted and due to the impending retirement of Chief Mulhall staff are transitioning into new leadership roles. Thank you to Chief Mulhall for serving the residents of Mansfield for over 24 years with dignity, professionalism and honor.

**Mayor Mojena** added that with gratitude, Chief Mulhall’s tenure in service will be formally recognized in a subsequent meeting. Congratulations to the members of the Police Department that have moved into leadership positions and will become formal in our reorganization meeting in January.

- B. Engineer’s Report** – **Engineer Johnson** reported on Island Rd. and the possibility of getting the project done before winter, the VANCO sites soil erosion issue, the cleanup and the T&N Properties pre-construction meeting.

**Clerk Linda Semus** informed that notice has been received that applications for the 2023 CDBG Grant are being accepted and was forwarded to Engineer Johnson.

- C. DPW Report - Administrator Fitzpatrick** updated on the mowing and maintenance of parks, cleaning off of storm drain grates, pot hole repairs, ditches mowed, completion of sewer meter reading in Linwood Farms, repaired sink holes, repairs to catch basin walls on Joyce Ct., installed 2- 10 mph signs at Mansfield Community Park, blacktop patch Aaronson Rd. hill section and replaced signs at Hedding Park.

- D. Special Events- Corrine Konopka** spoke of the success of the final Farmers Market for the season and the Harvest Festival. The annual tree lighting will be held on Saturday December 3, 2022.

**Mayor Mojena** thanked everyone including the volunteers for their contributions.

**PRESENTATION:** **Animal Control Officer, Nicole Bencivengo** spoke of Bordentown’s feral cat TNR Program being successful, Mansfield Township allowing the program into the township, what responsibility is and becomes from residents feeding feral cats. The County is hoping for the program to become an Animal Control job and function. Mansfield Township would need to accept the TNR program as a form of Animal Control and have an ordinance that could be used with residents caring for many cats. The Ordinance is a perfect start and is not a County wide requirement at this time. Fees that Mansfield would incur were addressed and Clerk Semus added, the feral cat population is becoming a very big nuisance throughout areas of town and that Mansfield could utilize the program.

**Solicitor Prime** asked if the Bordentown Ordinance is available to be reviewed and Clerk Semus responded she will send what she received from Bordentown. Mayor Mojena stated Administrator Fitzpatrick and Clerk Semus will work with Ms. Bencivengo.

**ORDINANCE: (FIRST READING/INTRODUCTION)**

**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 Positons 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:
    - q. Cost Analysis of township events while staying within the allocated budget
    - r. Solicitation of donations
    - s. Fundraising
    - t. Secure and schedule vendors for township events requiring vendors
    - u. Communication and coordination with township public works foreman, police, fire and ems for all scheduled events.
    - v. Set-up, execution and cleanup of all scheduled Township Events
    - w. Community Outreach
    - x. Advertise and Promote Township Events
    - y. Organization and maintenance of the Special Events storage space in the Mansfield Community Park Concession Stand
  2. **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.

**Second Reading/Public Hearing and Final Adoption is scheduled for November 16, 2022 at 7:00 pm.**

**Mayor Mojena** spoke of passing the Resolution to re-vamp the townships Social Media, Webpage and communications with the public. Thanks to the efforts of Clerk Semus, Deputy Clerk Jolly and Administrator Fitzpatrick for making great progress with the webpage. The plan is to bring in an individual that will take over the logistics, coordination of all our Social Media, Webpage, special events and recreation.

**Administrator Fitzpatrick** added that after our second reading on November 16, 2022 the position will be advertised. Having a Public Relations Community liaison will help get the word out as to what is happening within the township and to help residents understand the ins and outs of programs that will be expanded.

A motion to introduce the above Ordinance 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**

**Second Reading/Public Hearing and Final Adoption is scheduled for November 16, 2022 at 7:00 pm.**

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

**ORDINANCE 2022-15**

**AN ORDINANCE AMENDING CHAPTER 60 OF THE CODE OF THE TOWNSHIP OF MANSFIELD ENTITLED "TRAFFIC CONTROL", SECTION 13.2 "STATUTORY PROVISIONS APPLICABLE TO THE MAPLETON AND FOUR SEASONS COMMUNITIES", SUBSECTION F.**

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

**SECTION ONE:** Chapter 60 "Traffic Control" of the Mansfield Township Code, Section 13.2 "Statutory Provisions Applicable to the Mapleton and Four Seasons Communities" is hereby amended to delete and repeal the first three sentences of subsection F. and adopt and replace it as follows.

**F.** No overnight parking. Overnight parking shall be prohibited in the Four Seasons Community on the following streets within the development from 1:00 a.m. to 5:00 a.m. except when a driveway is inaccessible due to driveway maintenance or short-term house construction or repair. Temporary overnight parking shall not exceed 72 hours from completion of the work. Driveway maintenance or short-term house construction or repair will be identified by tape or cones closing access to the driveway and no vehicles shall be parked on the driveway. No on-street parking is permitted when snow is predicted or when roads are snow covered.

**SECTION TWO: 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.

A motion to adopt the above Ordinance was offered by **Deputy Mayor Ocello** and seconded by **Committeeman Sisz**.

**PUBLIC HEARING:** None

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

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

**RESOLUTIONS: (Non-Consent):** Nothing 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 a Certification of Availability of Funds. Any item requiring discussion will be removed from the Consent Agenda.

**RESOLUTION 2022-11-2  
RESOLUTION FOR REFUND OF VETERAN DEDCUTION**

**WHEREAS**, application for Veteran Deduction was approved and credit applied of \$250.00 applied on 4<sup>th</sup> Qtr. 2022 on October 13, 2022; and

**WHEREAS**, property homeowner already paid his 2022 4<sup>th</sup> Qtr. property tax; and

**WHEREAS**, an overpayment is now on 2022 4<sup>th</sup> Qtr. and Michael Farren is 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 2, 2022 hereby authorizes the refunding of the following to Michael Farren by the Tax Collector.

| <u>Block</u> | <u>Lot</u> | <u>Property Owner</u> | <u>Amount</u> |
|--------------|------------|-----------------------|---------------|
| 7            | 2.16       | Michael Farren        | \$250.00      |

**RESOLUTION 2022-11-3  
RESOLUTION ACCEPTING PERFORMANCE GUARANTEE  
T&N PROPERTIES BLOCK 65, LOT 7.02 – 5234 ROUTE 130**

**WHEREAS**, T&N Properties has received Final Site Plan approval for the development of the Property with a retail sales use for the sale of farm, landscape and construction equipment by the Mansfield Township Joint Land Use Board; and

**WHEREAS**, a cost estimate dated April 7, 2022 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**, T&N Properties has submitted the following Performance Surety Bond and Cash Engineering Inspection Escrow; and

|  |                    |                     |
|--|--------------------|---------------------|
| Safety & Stabilization                                 | Bond No. SB0385139 | \$ 10,099.53        |
| Landscape Buffer                                       | Bond No. SB0385138 | \$ 4,500.00         |
| Cash Engineering Inspection Escrow (Deposit in escrow) |                    | <u>\$ 12,665.88</u> |
|  | <b>Total:</b>      | <b>\$ 27,265.41</b> |

**WHEREAS**, the Township Solicitor, Timothy Prime, Esq. has received, reviewed and approved the performance bonds, 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. SB0385139 and Bond No. SB0385138 and the Cash Engineering Inspection Escrow as listed above are hereby accepted as the **Performance Guarantees** for T&N Properties., located at Block 65, Lot 7.02 5234 Route 130

**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 2022-11-4  
RESOLUTION FOR THE TRANSFER OF FUNDS IN THE CURRENT FUNDS IN THE TOWNSHIP OF  
MANSFIELD FOR THE BUDGET YEAR 2022**

**BE IT RESOLVED** on this 2<sup>nd</sup> day of November, 2022 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2022 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>  |    |                      |                    |
| Police                      | SW | 58,200.00            |                    |
| Plan: Other Professionals   | OE |                      | 7,000.00           |
| Land Use: Miscellaneous     | OE |                      | 1,000.00           |
| Stormwater Management       | OE |                      | 1,000.00           |
| Public Health Services      | OE |                      | 2,500.00           |
| Petroleum: Gasoline         | OE |                      | 35,000.00          |
| Petroleum: Diesel           | OE |                      | 10,000.00          |
| Note Interest: Debt Service | OE |                      | 800.00             |
| BCBC Loans: Debt Service    | OE |                      | 900.00             |
| <b>TOTALS:</b>              |    | <b>\$58,200.00</b>   | <b>\$58,200.00</b> |

**RESOLUTION 2022-11-5  
RESOLUTION REPEALING AND REPLACING RESOLUTION 2021-3-5 APPROVING COMPENSATION, IN  
THE FORM OF COMP-TIME, FOR SALARIED NON-UNION PUBLIC WORKS EMPLOYEES, DURING  
EMERGENCY SITUATIONS**

**WHEREAS**, the Township Committee has recognized the extended hours needed, during emergency situations, that the public works employees must provide; and

**WHEREAS**, said employees are essential to maintain the safety and well-being of the residents of Mansfield Township; and

**WHEREAS**, to compensate such salaried non-union employees, for hours worked during such emergency situations, the Township Committee desires to award Comp-Time for hours worked during the following emergency situations:

- Mandatory closure of Township Building
- Delayed opening – Comp-time calculated from clock in time to building opening
- Early dismissal-Comp-time calculated from early dismissal to clock out time
- Nights and Weekends and Holidays – with a minimum of 2 hour call-in as directed by either Township Committee, Township Administrator, Township Police/Fire

**WHEREAS**, Comp-Time shall be set at a total of no more than 240 hours per year, unless emergent circumstances occur, and are approved by Township Committee; and

**WHEREAS** said Comp-Time must be used prior to December 31<sup>st</sup> of each year, unless authorized to be carried over by Township Committee; and

**WHEREAS**, said Comp-Time must be taken in no less than one (1) hour increments and can only be taken when approved by Township Administrator.

**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 November 2, 2022 hereby approves Comp-Time, for salaried Non-Union Public Works Employees, as aforementioned, during emergency situations, effective January 1, 2022.

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**    **ABSTAIN: NONE**

**BILL LIST: Regular & Escrow**

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

**DISCUSSION:** None

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

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

**MINUTES:**

**Regular Meeting, September 21, 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**

**Regular Meeting, October 5, 2022 (Committeeman Golenda-not in attendance)**

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

**DISCUSSION:** None

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

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

**DISCUSSION ITEMS/PUBLIC HEARINGS:** None

**NEW BUSINESS:** **Mayor Mojena** Comments/Updates: A substantial amount of information received on cases, litigation, other contract settlements have been reviewed. Final resolution and votes for approval should take place at the November 16th meeting where sufficient information will be provided or posted for the public to evaluate.

**PUBLIC COMMENT:** None

**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:**

\_\_\_\_\_  
**CANDIS MELIN**  
Administrative Assistant

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