

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
TOWNSHIP COMMITTEE  
REGULAR MEETING  
July 19, 2023 at 7:00 PM  
Via Hybrid**

**OPENING PUBLIC MEETING STATEMENT:**

**Clerk Semus**, read the following Open Public Meetings Statement:

Public notice of this meeting pursuant to the Open Public Meetings Act 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, posted on the official website, filed with the members of this body and mailed to each person who has prepaid any charge fixed for such service. All of the mailing, posting, and filing having been accomplished as of January 8, 2023.

**ROLL CALL:**

**Municipal Clerk Semus** called for a Roll Call. The following Township Committee Members were in attendance: Committeeman Tallon, Committeeman Boyd, Deputy Mayor Sisz, Mayor Mojena, Solicitor Prime, Engineer Johnson, CFO Grouser, Administrator Fitzpatrick, Deputy Clerk Jolly and Clerk Semus.

Absent: Committeeman Golenda.

**The Flag Salute followed by a brief moment of silence.**

**DEPARTMENT/BOARD REPORTS:**

**Police Report:**

Chief, Eric Campbell reported: 1415 total incidents- 4 Arrests, 12 Domestic Violence Incidents and 22 Motor Vehicle Crashes. On July 14<sup>th</sup> a silver Honda Civic with no front plate and the rear plate concealed, stole a piece of mail from a mailbox on White Pine Rd. Pictures and information can be found on our Facebook page and anyone having any information, please contact Patrolman Costella.

Road construction projects are still ongoing: PSE&G utility work has moved on from Mill Lane to Jacksonville Rd. with the hours of operation Monday, Wednesday & Friday's from 8am to 2pm and Tuesday & Thursday from 8am to 5pm. The road will remain open to all traffic. New York Ave. near Rt. 206 will be occurring for the next three to four weeks, repairing some undermining at the bridge over Crafts Creek. Hours of operation Monday - Friday 7am to 2:30 pm and the road will be closed from Main St. to Rt. 206, however, going Northbound 206, you can take the jughandle to go Southbound on New York Ave. Police Recruit Irvin successfully completed the Basic Training for Police Officers and has been assigned to Patrol Squad to complete his three months of field training. CPR Recertification Training has been completed and we thank EMS Chief George Senf for providing our members with this training. Our SRO Sergeant recently attended the NJDE's School Behavioral Threat Assessment & Management Training designed to prevent active shooter incidents and other targeted violence in our schools. Community Policing Event: teamed up with the townships Special Events Committee for National Night Out on August 1<sup>st</sup> 6pm to 9pm in the parking lot of Homestead Plaza. Please come out and join us.

**EMS Report:**

Chief, George Senf reported: 206 calls of service- 141 patient contacts, 103 patient transports. Stop The Bleed Training was held on June 22<sup>nd</sup> which was open to the public with good feedback from those that attended. Classes will start back up in September at this time nothing is scheduled for July or August due to vacations. CPR Training was held at Four Seasons on July 27<sup>th</sup> with very good attendance and good feedback, Police department training along with Stop The Bleed. If anyone has a community group that would like us to come out for a training, please do not hesitate to contact us. We will be attending National Night Out with a table and a few EMTs with giveaways. Stop by and say hi.

**Engineer's Report:**

Doug Johnson reported: NJDOT Project of Resurfacing of Aaronson Road is on the agenda for award this evening as well as the resurfacing of the Municipal Parking Lot. We are working on Bid specifications for the salt storage structure for the Dept. of Public Works and installation of epoxy flooring within the Fire Station. FY 2024 NJDOT Municipal Aid Grant to make improvements to White Pine Road (from Route 206 to N. Island Road). Anticipated notification of grant award, if any, is expected in November 2023. Our office and DPW had a meeting with NJDEP regarding the two stormwater management basins within Mapleton and submitted an application to the NJDEP last year. The DEP reached out and it looks like the township could receive money to rehabilitate those facilities. Land Use Projects: The Jones Farm Project (Segme) Warehouse is substantially complete and their as built survey is being reviewed. PSE&G Substation is substantially complete and we are looking to get their as built survey to review as well which is part of the agreement. VANCO Site Construction is on-going. Mansfield Rd. West tract on Rt.206 is navigating the weather and hit or miss between site and building work. Coordinating with Elion Partners (Warehousing) to schedule a pre-construction meeting to begin.

**DPW Report:**

Superintendent, Michael Fitzpatrick reported: fixed window screen at EMS building, completed emergency lighting inspections, generator and panic alarm testing, EMR fixed generator and changed batteries at the township building, Emergency lighting was installed in hallways on administration side of the complex, replaced battery in panic alarm control box, changed stained ceiling tiles, the HVAC filters in the police station, Installed curb face plate covers, cleaned trash grates on all detention basins, storm drain grates along township roads, unclogged pipes under Public Road, fixed storm basins and changed grates to DEP regulation in the municipal complex parking lot, cleared tree from township section of Mount Pleasant Road, cleared tree and brush on Mill Lane and West Main Street, intersection, and cleared dead tree from ditch on Georgetown Road, replaced faded stop sign on North Island Road and reinstalled Kinkora street sign at Route 130. Ongoing mowing and maintenance of all township parks, installed gate at Columbus Park softball field, anchored picnic tables at Mapleton Park, lens cover light in the men's room at Mapleton Park, replaced faucet on Civic Club restroom sink and reinstalled shelf in the Civic Club restroom, weeding on Hedding playground and fixed fence around the bleachers at Hedding Park, cut root from under walkway and reset pavers at the clock property, flail mowing on Mill Lane and Sharp

Road, wood for the guardrail project at Columbus Park was delivered, maintenance of mowers, replaced trailer plug on 2015 Mason Dump, installed new guard on the flail along with ongoing metal pick up and we have a work in progress a new Boiler being installed which is part of the PSE&G upgrade for all of our lighting etc.

**Fire Department Report:**

Chief, Herbert DuBell Jr. reported: 50 calls - 1 investigation, 3 motor vehicle accidents, 2 gas leaks, 1 helicopter landing assignment, 2 carbon monoxide alarms, 3 EMS assists, 2 building fires, 4 wires down, 1 truck fire, 3 cooking fires, 17 alarm systems, 8 brush fires and 3 PD assists.

**Fire Prevention/OEM Report:**

Coordinator, Doug Borgstrom reported: 23 uniform fire code inspections, 13 resale inspections, 12 hours of Continuing education. Preparing to request supplies for Fire prevention Activities in the Schools and Community for the fall. Emergency Management: Emergency Operations plan has been approved and good for another two years. Adjusting to the new rules being enforced by the NJ State Police. Developed the needed training plan for our UTV, hands on training will occur in the next month. Slow key installed to limit top speed when needed. Deputy Coordinator Belonzi was required to resign to comply with State DOP regulations and his Employment by the State of New Jersey. His help in advancing this department is immeasurable, he will be missed. Chief Senf has agreed to step in as Deputy Coordinator. He and I have a long fruitful working relationship. I welcome his experience and leadership to the team. Local Emergency Management Committee meeting first week in August. Date TBD. We will be participating in the National Night Out and looking forward to meeting our community members.

**Mayor Mojena** congratulated George Senf in becoming Deputy Coordinator, we appreciate your commitment. Thank you for your participation in the event along with Chief Dubell as well for your support.

**Environmental Commission Report:** Is not available at this time.

**Recreation-Special Events-Social Media:**

Sabrina Petrella reported: Soccer registration open through Tuesday, July 25th for PreK through 6th grade. Parent volunteer coaches needed for all levels. The next Farmers Market is on Thursday, July 27<sup>th</sup> from 6 - 7:30pm behind Columbus Office Park. National Night Out is on Tuesday, August 1st from 6pm - 9pm in the Homestead Plaza Parking Lot. Outdoor movie night being planned for Friday, October 13th in the Township Community Park. The Annual Tree Lighting is scheduled for Saturday, December 2nd in the Township Community Park. The NJ Motor Vehicle Commission mobile unit will be in the parking lot behind Columbus Office Park Monday, July 24th, 10am to 2pm. Drop-in's are welcome. Security system upgrades were recently completed at Mansfield Community Park.

**Mayor Mojena** gave thanks to all of the volunteers, Special Events, Recreation, parents and coaches.

**COMMENTS:** None

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

**ORDINANCE 2023-7**

**AN ORDINANCE AMENDING THE MANSFIELD TOWNSHIP CODE, CHAPTER 5, ARTICLE II, SUBCHAPTER 5-3 “ANNUAL FEE” TO ESTABLISH AND UPDATE THE MUNICIPALITIES ANNUAL RENEWAL FEE FOR A CLASS C PLENARY RETAIL CONSUMPTION LICENSE**

**WHEREAS**, N.J.S.A. 33:1-12 defines Class C Plenary Retail Consumption liquor licenses and provides that the annual fee for a Class C Plenary Retail Consumption liquor license shall be established by ordinance, not less than \$250 and not more than \$2,500. The statute further stipulates that no ordinance shall be enacted which shall raise or lower the fee to be charged for this license by more than 20% from that charged in the preceding year, or \$500 whichever is less; and

**WHEREAS**, Mansfield Code, Chapter 5. Article II, Subchapter 5.3 “Annual Fee” provides that the annual fee for a plenary retail consumption license in the Township shall be \$630; and

**WHEREAS**, the Township desires to amend the provision of its code to update and establish fees for a Class C Plenary Retail Consumption liquor license based on the provisions of N.J.S.A. 33:1-12.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Code of the Township of Mansfield is hereby amended as follows:

**SECTION ONE.**

Chapter 5, Article II, Subchapter 5-3, “Annual Fees” is hereby deleted, amended and replaced as follows:

§ 5-3. Fees.

The annual fees for an alcoholic beverage license, Plenary Retail Consumption License hereafter issued in this Township shall be as follows:

**Plenary Retail Consumption License:**

Prior to August 7, 2023:	\$630
After August 7, 2023:	\$756
After August 7, 2024:	\$906
After August 7, 2025:	\$1088
After August 7, 2026:	\$1305
After August 7, 2027:	\$1566
After August 7, 2028:	\$1879
After August 7, 2029:	\$2250
After August 7, 2030:	\$2500

**SECTION TWO:** In the event of any amendment to N.J.S.A 33:1-12 permitting or requiring any revision to the

annual fee for a Class C Plenary Retail Consumption liquor license, this Ordinance shall or may be amended to incorporate the statutory amendment.

**SECTION THREE: Repealer, Severability, and Effective Date.**

**Repealer.** Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

**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 it’s 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.

**Effective Date.** This Ordinance shall take effect upon proper passage and approval in accordance with the law.  
Introduced: 6-21-23

A motion to adopt the above ordinance 2023-7 was offered by **Deputy Mayor Siz** and seconded by **Committeeman Boyd**.

**Solicitor Prime** added that the state statute allows the township to charge anywhere between \$250.00 and \$2,500.00 for the annual retail consumption licenses for restaurants. The state only allows the consumption fee to increase 20% a year which we have done with this ordinance.

**Public Comment: NONE**

**Discussion: NONE**

The above motion was carried on a roll call vote recorded as follows:

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

**ORDINANCE 2023-8**  
**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY AMENDING BOND ORDINANCE 2022-10 IN ITS ENTIRETY TO CHANGE APPROPRIATIONS AND DEBT AUTHORIZATIONS AMONG VARIOUS PROJECTS**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY** (not less than two-thirds of all members thereof affirmatively concurring), pursuant to the Local Bond Law, L. 1960, Chapter 169 of the Laws of the State of New Jersey, as amended and supplemented ("Local Bond Law"), AS FOLLOWS:

**Section 1.** Bond Ordinance 2022-10, finally adopted on August 17, 2022 is amended in its entirety to read as follows:

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS AND RELATED EXPENSES IN AND FOR THE TOWNSHIP, APPROPRIATING \$3,382,774 THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$3,213,632 IN GENERAL IMPROVEMENT BONDS OR NOTES OF THE TOWNSHIP TO FINANCE THE SAME.**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY** (not less than two-thirds of all members thereof affirmatively concurring), pursuant to the Local Bond Law, L. 1960, Chapter 169 of the Laws of the State of New Jersey, as amended and supplemented ("Local Bond Law"), AS FOLLOWS:

Section 1. The several improvements or purposes described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Township of Mansfield, in the County of Burlington, New Jersey (the “Township”) as general improvements. For the several improvements or purposes described in Section 3 hereof, there is hereby appropriated the respective sums amounting in the aggregate to \$3,382,774, including the aggregate sum of \$169,142 as the several down payments for the improvements and purposes required by the Local Bond Law. The down payment has been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the several down payments or otherwise provided for hereunder, negotiable bonds or notes are hereby authorized to be issued in the principal amount of \$3,213,632, pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvements hereby authorized and the purposes for which the bonds or notes are to be issued are as follows:

I. Purpose. Acquisition of Capital Equipment for the Emergency Management Division, including but not limited to a Utility Terrain Vehicle, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor and incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$34,769.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$33,030
<u>Period or Average Period of Usefulness:</u>	5 years
<u>Amount of Down Payment:</u>	\$1,739.00

II. Purpose. Acquisition of Capital Equipment for the Police Department, including but not limited four (4) SUVs (Tahoe or Equivalent) and acquisition and installment In-Car Mobile Video

Systems for nine (9) units, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor and incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$348,219.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$330,808.00
<u>Period or Average Period of Usefulness:</u>	6.44 years
<u>Amount of Down Payment:</u>	\$17,411.00

**III. Purpose.** Acquisition of Capital Equipment for the EMS Services, including but not limited to acquisition and installation of three (3) Stryker (or equivalent) MTS Powerload Systems and acquisition of two (2) Stryker Power Pro Stretchers remounting of Current Ambulance with Power Load System, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary thereof or incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$144,669.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$137,435.00
<u>Period or Average Period of Usefulness:</u>	5 years
<u>Amount of Down Payment:</u>	\$7,234.00

**IV. Purpose.** Acquisition of Capital Equipment for the Public Works Department, including but not limited to Woodchipper, Hydraulic kit for Backhoe, Hot Box for paving repairs, Series 32 Tractor and Toro 7500D Lawnmower (or equivalent), as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor and incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$241,645.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$229,562.00
<u>Period or Average Period of Usefulness:</u>	10.32 years
<u>Amount of Down Payment:</u>	\$12,083.00

**V. Purpose.** Construction of Capital Improvements for public buildings, including but not limited to replacement and reconstruction of engine bay floor, remediation and repair of water damage on second floor of Municipal Building, an addition to the existing Department of Public Works and Police impound garage, construction and installation of salt dome, roof replacement on recreation building and window replacement at EMS building, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor and incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$707,805.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$672,414.00
<u>Period or Average Period of Usefulness:</u>	22.31 years
<u>Amount of Down Payment:</u>	\$35,391.00

**VI. Purpose.** Improvements and repairs to Township Parks and recreational assets, including but not limited to playground equipment replacement and playground poured rubber surfacing at Mansfield Community Park, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor or incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$338,023.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$321,121.00
<u>Period or Average Period of Usefulness:</u>	15 years
<u>Amount of Down Payment:</u>	\$16,902.00

**VII. Purpose.** Improvements and repairs to Township infrastructure, including but not limited to repairs and replacement of drainage piping on Greenbrook Drive from Clement Court to Dickens Court and Hawk Drive, Harvest Lane and Hickory Drive, Guiderail evaluation on Axe Factory Road, and road improvements on Chesterfield Road from Georgetown Road to CR 543, repairs and repaving of lot at Municipal Building, installation of guard rail at Columbus Park and repaving of Aaronson Road from Route 68 to White Pine Road, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor or incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$1,204,646.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$1,144,413.00
<u>Period or Average Period of Usefulness:</u>	21.75 years
<u>Amount of Down Payment:</u>	\$60,233.00

**VIII. Purpose.** Improvements and repairs to Township stormwater management facilities, including but not limited to repairs of basins in Mapleton, inlet replacements on Township-wide as needed basis, repairs to street basins on Township-wide as needed basis, replacement of hoods and bicycle grates on Township-wide as needed basis, and GIS mapping of stormwater system, each as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor or incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$362,998.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$344,848.00
<u>Period or Average Period of Usefulness:</u>	14.36 years
<u>Amount of Down Payment:</u>	\$18,150.00

(b) The estimated maximum amount of bonds or notes to be issued for the improvements or purposes is as stated in Section 2 hereof.

(c) The estimated cost of the improvements or purposes authorized herein is equal to the amount of the appropriation herein made therefor.

**Section 4.** All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8(a). The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time, at not less than par and accrued

interest, at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

**Section 5.** The capital budget or temporary capital budget (as applicable) of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency and amendment, the resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget or amended temporary capital budget (as applicable) and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

**Section 6.** The following additional matters are hereby determined, declared, recited and stated:

(a) The several improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are improvements or purposes the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law, computed on the basis of respective amounts or obligations for the several purposes and the respective reasonable life thereof within the limitations of the Local Bond Law, is 17.11 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$3,213,632, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$175,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the improvements or purposes.

(e) The Township reasonably expects to commence the acquisition of the several improvements or purposes described in Section 3 hereof, and to advance all or a portion of the costs in respect thereof, prior to the issuance of bonds or notes hereunder. To the extent such costs are advanced, the Township further reasonably expects to reimburse such expenditures from the proceeds of the bonds or notes authorized by this bond ordinance, in an aggregate amount not to exceed the amount of bonds or notes authorized in Section 1 hereof.

**Section 7.** Any grant moneys received for the purposes described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized hereunder shall be reduced to the extent that such funds are so used.

**Section 8.** The full faith and credit of the Township is hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation as to rate or amount.

**Section 9.** The Township Council hereby covenants on behalf of the Township to take any action necessary or refrain from taking such action in order to preserve the tax-exempt status of the bonds and notes authorized hereunder as is or may be required under the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder (the "Code"), including compliance with the Code with regard to the use, expenditure, investment, timely reporting and rebate of investment earnings as may be required thereunder.

**Section 10.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**Section 11.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduced: 6-21-23

**CFO Grouser** explained that this ordinance is re-purposing \$546,250.00 originally purposed for repairs to township parks and we are putting it to different uses by purchasing two Police SUV's, equipment for Public Works, a small portion will go to Capital Improvements, Infrastructure and Stormwater.

A motion to adopt the above ordinance 2023-8 was offered by **Committeeman Boyd** and seconded by **Deputy Mayor Sisiz**.

#### **PUBLIC HEARING:**

**Colleen Herbert** asked what were the projects earmarked for Parks and Recreation in the amount of \$535,000.00 and where will we fund them now. She stated her disappointment and her hopes for this project to be done.

**Mayor Mojena** responded that that would generally be for the play center at Country Walk. We applied to a Grant to partially fund it like our main park. Given our debt structure where we were and the fact we did not want to take on additional debt this year given the higher cost of money, we moved those funds to support these other Capital Improvements. Focusing next year with grant moneys that we are expecting and Capital to do that project.

**DISCUSSION: NONE**

The above motion was carried on a roll call vote recorded as follows:

AYE: BOYD, SISZ, TALLON, MOJENA
NAY: NONE
ABSENT: GOLEND

ORDINANCE 2023-9

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS AND RELATED EXPENSES IN AND FOR THE TOWNSHIP, APPROPRIATING \$750,000 THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$712,500 IN GENERAL IMPROVEMENT BONDS OR NOTES OF THE TOWNSHIP TO FINANCE THE SAME.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), pursuant to the Local Bond Law, L. 1960, Chapter 169 of the Laws of the State of New Jersey, as amended and supplemented ("Local Bond Law"), AS FOLLOWS:

**Section 1.** The several improvements or purposes described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Township of Mansfield, in the County of Burlington, New Jersey (the “Township”) as general improvements. For the several improvements or purposes described in Section 3 hereof, there is hereby appropriated the respective sums amounting in the aggregate to \$750,000, including the aggregate sum of \$37,500 as the several down payments for the improvements and purposes required by the Local Bond Law. The down payment has been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

**Section 2.** In order to finance the cost of the improvement or purpose not covered by application of the several down payments or otherwise provided for hereunder, negotiable bonds or notes are hereby authorized to be issued in the principal amount of \$712,500, pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

**Section 3.** (a) The improvements hereby authorized and the purposes for which the bonds or notes are to be issued are as follows:

**I. Purpose.** Acquisition of Water Tender for Franklin Fire Company, including customization and related equipment to allow the vehicles to be used for its intended use and including all work and related materials necessary therefor and incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$455,000.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$432,250.00
<u>Period or Average Period of Usefulness:</u>	10 years
<u>Amount of Down Payment:</u>	\$22,750.00

**II. Purpose.** Improvements and repairs to Township stormwater management facilities, including but not limited to repairs of Greenbrook basin in Mapleton, as set forth in a list on file in the office of the Township Clerk, including all work and related materials necessary therefor or incidental thereto.

<u>Appropriated and Estimated Cost:</u>	\$295,000.00
<u>Estimated Maximum Amount of Bonds or Notes:</u>	\$280,250.00
<u>Period or Average Period of Usefulness:</u>	40 years
<u>Amount of Down Payment:</u>	\$14,750.00

(b) The estimated maximum amount of bonds or notes to be issued for the improvements or purposes is as stated in Section 2 hereof.

(c) The estimated cost of the improvements or purposes authorized herein is equal to the amount of the appropriation herein made therefor.

**Section 4.** All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8(a). The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time, at not less than par and accrued interest, at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

**Section 5.** The capital budget or temporary capital budget (as applicable) of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency and amendment, the resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget or amended temporary capital budget (as applicable) and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

**Section 6.** The following additional matters are hereby determined, declared, recited and stated:

(a) The several improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are improvements or purposes the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law, computed on the basis of respective amounts or obligations for the several purposes and the respective reasonable life thereof within the limitations of the Local Bond Law, is 21.80 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$712,500, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the improvements or purposes.

(e) The Township reasonably expects to commence the acquisition of the several improvements or purposes described in Section 3 hereof, and to advance all or a portion of the costs in respect thereof, prior to the issuance of bonds or notes hereunder. To the extent such costs are advanced, the Township further reasonably expects to reimburse such expenditures from the proceeds of the bonds or notes authorized by this bond ordinance, in an aggregate amount not to exceed the amount of bonds or notes authorized in Section 1 hereof.

**Section 7.** Any grant moneys received for the purposes described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized hereunder shall be reduced to the extent that such funds are so used.

**Section 8.** The full faith and credit of the Township is hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation as to rate or amount.

**Section 9.** The Township Council hereby covenants on behalf of the Township to take any action necessary or refrain from taking such action in order to preserve the tax-exempt status of the bonds and notes authorized hereunder as is or may be required under the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder (the "Code"), including compliance with the Code with regard to the use, expenditure, investment, timely reporting and rebate of investment earnings as may be required thereunder.

**Section 10.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.  
Introduced: 6-21-23

**CFO Grouser** explained that his Bond Ordinance will authorize 2 Capital Projects for 2023 a Water Tender for Franklin Fire Company and Improvements and repairs to Township Stormwater Management Facilities.

**Mayor Mojena** added, last year we took on more debt for critical projects that had to get done. As a result of moving some funds from last year, our new debt we acquired is considerably less than we did last year. It is important to limit our debt as much as possible, given the cost of money is a lot higher now.

A motion to adopt the above ordinance 2023-9 was offered by **Committeeman Tallon** and seconded by **Deputy Mayor Sisiz**.

**PUBLIC HEARING: NONE**

**DISCUSSION: NONE**

The above motion was carried on a roll call vote recorded as follows:

**AYE: TALLON, SISZ, BOYD, MOJENA                      NAY: NONE                      ABSENT: GOLENDIA**

**ORDINANCE NO. 2023-10**

**AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD AUTHORIZING AND APPROVING A FINANCIAL AGREEMENT BETWEEN THE TOWNSHIP OF MANSFIELD AND ELION MANSFIELD URBAN RENEWAL LLC PURSUANT TO THE LONG TERM TAX EXEMPTION LAW, N.J.S.A. 40A:20-1 et. seq.**

**WHEREAS**, the Township of Mansfield (the "Township") is a municipal entity organized and existing under the laws of the State of New Jersey and located in the County of Burlington; and

**WHEREAS**, by adoption of Resolution 2019-4-10 on April 17, 2019, the Township Committee of the Township of Mansfield designated Block 30, Lot(s) 9.02, 10, 11, 12 & 13.02 (the "Property") on the Township of Mansfield Tax Map, as an area in need of redevelopment in accordance with the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq. (the "Redevelopment Area"); and

**WHEREAS**, thereafter, by adoption of Ordinance 2020-11 on July 15, 2020, the Township Committee adopted a Redevelopment Plan for the Redevelopment Area entitled the "U.S. Route 206 and Mansfield Road West: Southeast Corner Redevelopment Plan" (the "Redevelopment Plan"); and

**WHEREAS**, the Redevelopment Plan provides a broad overview for the planning, development, redevelopment and rehabilitation of the Redevelopment Area for purposes of improving the conditions of same in a manner that is consistent with the Township's Master Plan; and

**WHEREAS**, the Township Committee has been designated as the "Redevelopment Entity" (as said term is defined in the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.) for the purpose of implementing the Redevelopment Plan; and

**WHEREAS**, ELION ACQ, LLC (“Redeveloper”) obtained development approvals for construction of an industrial facility of approximately 351,000 square feet, together with traffic improvements to the Mansfield Road East and West/Route 206 intersection (the “Project”) on the Property; and

**WHEREAS**, the Township, by adoption of Resolution 2020-11-5, on November 18, 2020, has designated Redeveloper as the Redeveloper of the Project and authorized execution of the Redevelopment Agreement with Redeveloper for the Project; and

**WHEREAS**, in connection with the Project, Redeveloper has requested that the Township consider entering into a financial agreement pursuant to the LTTE Law; and

**WHEREAS**, in furtherance of such request, and in accordance with the LTTE Law, the Redeveloper submitted a written application (the “Application”) to the Township for approval of a tax exemption for the improvements to be constructed as part of the Project (the “Improvements”). The Application is attached hereto as Exhibit A.

**WHEREAS**, the LTTE Law permits the Township to enter into financial agreements of the type proposed, exempting improvements of real property from tax assessment and accepting payments in lieu of taxes, where it is found that the property is qualified; and

**WHEREAS**, the Redeveloper has negotiated a Financial Agreement with the Township in order to effectuate redevelopment of the Property and the Project, which provides, *inter alia*, for payments in lieu of taxes. A copy of said Financial Agreement is attached hereto and made a part hereof as Exhibit B.

**WHEREAS**, the Township Committee finds and determines that granting Redeveloper an exemption from taxation of the Improvements pursuant to the Financial Agreement, and receipt by the Township of annual service charges in lieu of taxes, allows maximum redevelopment of the Redevelopment Area and is, therefore, in the best interests of the Township and, further, is in accordance with the provisions of the LTTE Law and the public purposes pursuant to which the redevelopment has been undertaken; and

**WHEREAS**, the Township Committee further finds and determines that, as set forth in the Application, that the reconstruction of the Mansfield Road East and West intersection at Route 206, as required by the Planning Board approvals for the project, will provide a benefit not only for the project, but also for the public generally, including the residents of Mansfield Township, who travel along Route 206 and/or the intersection, and further that said intersection improvements have increased the costs of the Project; and

**WHEREAS**, the Township Committee further finds and determines that, in accordance with the LTTE Law, N.J.S.A. 40A:20-11(a) “Relative Benefits of the Project” and N.J.S.A. 40A:20-11(b) “Importance of Tax Exemption” the approval of the Financial Agreement is a necessary and important component of the entire project, and will assist the Redeveloper in the completion of the Project; and

**WHEREAS**, the Township Committee now deems it to be in the best interests of the Township to approve the Application and adopt an Ordinance authorizing the Township to enter into the Financial Agreement with Redeveloper on the terms and conditions stated in the Financial Agreement and as further set forth herein, including, *inter alia*, the granting of a tax abatement.

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

1. The Township Committee makes the determinations and findings contained herein by virtue of, pursuant to, and in conformity with the LTTE Law.
2. The development of the Project is hereby approved for the grant of a tax exemption under the LTTE Law by virtue of, pursuant to, and in conformity with the provisions of the same.
3. The Application attached hereto as Exhibit A is hereby approved.
4. The Financial Agreement attached hereto as Exhibit B, with all exhibits thereto, is hereby authorized and approved.
5. The Improvements, when constructed and deemed completed, shall be exempt from real property taxation and, in lieu of real property taxes, Redeveloper shall make payments to the Township of an annual service charge during the term and under the provisions set forth in the Financial Agreement.
6. Upon adoption of this Ordinance and execution of the Financial Agreement, a certified copy of this Ordinance and the Financial Agreement shall be transmitted to the State of New Jersey Department of Community Affairs, Director of the Division of Local Government Services.

**BE IT FURTHER ORDAINED** that the Mayor and Clerk of the Township of Mansfield, and any other officials of the Township of Mansfield, as may be applicable, are hereby each authorized to execute and deliver the Financial Agreement, a true and correct copy of which is attached hereto as Exhibit B, together with any additional documents as are necessary to implement and carry out the intent of this Ordinance and the Financial Agreement.

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**BE IT FURTHER ORDAINED** that in the event any clause section or paragraph of this Ordinance is deemed invalid or unenforceable for any reason, it is the intent of the Township Committee that the balance of this Ordinance remains in full force and effect to the extent it allows the Township to meet the goals of this Ordinance.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect after final adoption and publication according to law.

Introduced: 6-21-23

**Solicitor Prime** stated, in 2020 the Township designated the area of Mansfield Road East and West intersection on the West side as an area in need of re-development with the Township designating Elion Partners as the re-developer and that it would be an industrial warehouse project. Based on those designations, the re-developer obtained a planning board approval for the proposed industrial project. The signalized intersection will be a much safer project for the township. The long term tax exemption law is very strict and the re-developer submitted an updated application explaining the inevitable delays. A Pilot is need to assist them in the re-development of the project.



**Mayor Mojena** added, the rate at which this Pilot has been agreed upon and the per square footage cost. This Pilot has been negotiated and agreed on \$1.40 per square foot, making this significantly more revenue to the township to support our budgets. This fiscal year, we recognize \$1.4 million in Pilot revenue without raising taxes significantly, cut costs or personnel and for two years in a row see a lower tax structure here in Mansfield as a result of this.

A motion to adopt the above ordinance 2023-10 was offered by **Deputy Mayor Siz** and seconded by **Committeeman Boyd**.

**PUBLIC HEARING: NONE**

**DISCUSSION:**

**Committeeman Tallon** expressed he is resistant to giving Pilots to the warehouses. We do not have a fiduciary responsibility to school taxes, however, taxes on our regular commercial establishments like our homeowners pay a percentage of taxes to the schools. He understands the school will receive some extra tax money from the land value increase.

The above motion was carried on a roll call vote recorded as follows:

**AYE: SISZ, BOYD, MOJENA                      NAY: TALLON                      ABSENT: GOLEND**

**ORDINANCE: (FIRST READINGS/INTRODUCTIONS)**

**ORDINANCE 2023-11**  
**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY TO ESTABLISH AND CREATE THE POSITION OF PUBLIC WORKS CREW LEADER**  
**Be it enacted by the Mansfield Township Committee as follows:**

**Section 2.**

**The Code of the Township of Mansfield is hereby amended by adding thereto, Chapter 2 §2-11 within The Public Works Department section of the Code of the Township under “Administration Of Government”, to read as follows:**

**WHEREAS**, the Township of Mansfield, specifically the Public Works Department is in need of a Public Works Crew Leader; and

**WHEREAS**, the creation of this position of Public Works Crew Leader will allow the Mansfield Township Public Works Department to operate more efficiently and effectively; and

**WHEREAS**, The Mansfield Township Committee is in agreement that the position of Public Works Crew Leader 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:

**A.        SECTION 2:11 Public Works Department**  
**D. Public Works Crew Leader**

- (1) The position of Public Works Crew Leader for the Mansfield Township Public Works Department is hereby created.
- (2) The job responsibilities of said Public Works Crew Leader, shall be as follows:
  - (a) Under direction, assists in supervising and works with a group of employees engaged in the construction, operation, maintenance, and repair of multiple public works facilities such as streets, parks, or other public works operations; may be required to operate, check, service, and make minor repairs to trucks and other maintenance/construction equipment; does other related duties as required.
  - (b) Supervises and works with employees engaged in loading and unloading street repair materials.
  - (c) Supervises and works with employees engaged in cutting brush, mowing grass, emptying refuse containers, loading refuse, and disposing of refuse at an assigned place.
  - (d) Assigns and works with employees in repairing/maintaining storm drain and sinkhole repairs.
  - (e) Ensures that safety precautions are followed and that procedures are taken to protect the public from injury during repair activities.
  - (f) May inspect completed work to ensure that procedures were followed, that reasonable standards of workmanship/output were maintained, and that desired objectives were achieved.
  - (g) Assumes all authority/responsibilities in the absence of the Public Works Foreman and/or Assistant Public Works Foreman.
  - (h) Will be required to learn to utilize various types of electric and/or manual recording and information systems used by the agency, office, or related units.

**BE IT FURTHER RESOLVED** that paragraph D and E of Chapter 2 Subsection 2-11 is hereby amended to read as E and F respectively.

The rate of compensation for the position of Public Works Crew Leader shall be within the following range **\$25.00 (twenty-five dollars) to \$32.00 (thirty-two dollars)** hourly.

Salary Ordinance 2023-2, covering the 2023-2024 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 August 16, 2023 at 7:00pm.**

**Administrator Fitzpatrick** explained why there was an interest in creating a position of a Crew Leader so we have someone not of management position due to a Unionized shop but someone that will be underneath Frank to handle everyday operations as a Crew Leader.

**Mayor Mojena** added this is not adding a head count, it is an existing count which is creating this position to continue to structure and fine tune our Public Works Department so it runs more efficiently.

A motion to introduce the above ordinance 2023-11, was offered by **Deputy Mayor Sisiz** and seconded by **Committeeman Tallon**.

**Discussion: NONE**

The above motion carried on a roll call vote recorded as follows:

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

#### **ORDINANCE 2023-12**

#### **AN ORDINANCE REPEALING ORDINANCE 2023-5 AND REPLACING IT WITH A REVISED ORDINANCE REGULATING THE STORAGE OF SALT AND OTHER SOLID DE-ICING MATERIALS**

##### **SECTION I. Purpose**

The purpose of this ordinance is to prevent stored salt and other solid de-icing materials from being exposed to stormwater. This ordinance establishes requirements for the storage of salt and other solid de-icing materials on properties not owned or operated by the municipality (privately-owned), including residences, in the Township of Mansfield to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply. The Township previously adopted Ordinance 2023-5 based on the model Ordinance required by the New Jersey Department of Environmental Protection as part of the Township's stormwater management permit. The Department subsequently revised the model ordinance to clarify certain provisions after a public comment period, resulting in the need to repeal Ordinance 2023-5 and adopt this revised ordinance.

##### **SECTION II. Definitions:**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- A. "De-icing materials" means any granular or solid material such as melting salt or any other granular solid that assists in the melting of snow.
- B. "Impervious surface" means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.
- C. "Storm drain inlet" means the point of entry into the storm sewer system.
- D. "Permanent structure" means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall).

A fabric frame structure is a permanent structure if it meets the following specifications:

- 1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials.
- 2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
- 3. The structure shall be erected on an impermeable slab;
- 4. The structure cannot be open sided; and
- 5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.

- E. "Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- F. "Resident" means a person who resides on a residential property where de-icing material is stored.

##### **SECTION III. Deicing Material Storage Requirements:**

- A. Temporary outdoor storage of de-icing materials in accordance with the requirements below is allowed between October 15<sup>th</sup> and April 15<sup>th</sup>,
  - 1. Loose Materials shall be placed on a flat, impervious surface in a manner that prevents stormwater run-through.
  - 2. Loose Materials shall be placed at least 50 feet from surface water bodies, storm drain inlets, and/or ditches or other stormwater conveyance channels;

3. Loose Materials shall be maintained in a cone-shaped storage pile. If loading or unloading activities alter the cone-shape during daily activities, tracked materials shall be swept back into the storage pile, and the storage pile shall be reshaped into a cone after use;
  4. Loose materials shall be covered as follows:
    - a. The cover shall be waterproof, impermeable, and flexible;
    - b. The cover shall extend to the base of the pile(s);
    - c. The cover shall be free from holes or tears;
    - d. The cover shall be secured and weighed down around the perimeter to prevent removal by wind;
    - e. Weight shall be placed on the cover(s) in such a way that minimizes the potential of exposure as materials shift and runoff flows down to the base of the pile.
      - (1) Sandbags lashed together with rope or cable and placed uniformly over the flexible cover, or poly-cord nets provide a suitable method. Items that can potentially hold water (e.g., old tires) shall not be used.
  5. Containers must be sealed when not in use; and
  6. The site shall be free of all de-icing materials between April 16<sup>th</sup> and October 14<sup>th</sup>.
- B. Deicing materials should be stored in a permanent structure if a suitable storage structure is available. For storage of loose deicing materials in a permanent structure, such storage may be permanent, and thus not restricted to October 15-April 15.
- C. The property owner, or owner of the de-icing materials if different, shall designate a person(s) responsible for operations at the site where these materials are stored outdoors, and who shall document that weekly inspections are conducted to ensure that the conditions of this ordinance are met. Inspection records shall be kept on site and made available to the municipality upon request.
- a. Residents who operate businesses from their homes that utilize de-icing materials are required to perform weekly inspections.
  - b.

#### **SECTION IV. Exemptions:**

Residents may store de-icing materials outside in a solid-walled, closed container that prevents precipitation from entering and exiting the container, and which prevents the de-icing materials from leaking or spilling out. Under these circumstances, weekly inspections are not necessary, but repair or replacement of damaged or inadequate containers shall occur within 2 weeks.

If containerized (in bags or buckets) de-icing materials are stored within a permanent structure, they are not subject to the storage and inspection requirements in Section III above. Piles of de-icing materials are not exempt, even if stored in a permanent structure.

This ordinance does not apply to facilities where the stormwater discharges from de-icing material storage activities are regulated under another NJPDES permit.

#### **SECTION V. Enforcement:**

This ordinance shall be enforced by the Zoning Officer, the Mansfield Township police department or other municipal official authorized by the Township Administrator, during the course of ordinary enforcement duties.

#### **SECTION VI: Violations and Penalties:**

Any person(s) who is found to be in violation of the provisions of this ordinance shall have 72 hours to complete corrective action. Repeat violations and/or failure to complete corrective action shall result in fines as set forth in N.J.S.A. 40:49-5 Penalties for Violation of Municipal Ordinances.

#### **SECTION VII. Severability:**

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

#### **SECTION VII. Effective Date:**

This ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

**Second Reading/Public Hearing and Final Adoption is scheduled for August 16, 2023 at 7:00pm.**

**Solicitor Prime** added, one of the State's Stormwater Management Permit conditions was for the township to adopt an ordinance that regulates the storage of salt and other solid de-icing materials. We adopted the DEP model ordinance by Ordinance 2023-5, however, the State had comments on the Ordinance to clarify that residents also have to abide by the it, with the exemption of the salt/de-icer being in bags or a container. This Ordinance re-adoption is the revision to include additional definitions and definitions.

A motion to introduce the above ordinance 2023-12, was offered by **Committeeman Tallon** and seconded by **Deputy Mayor Sisiz**.

**Discussion: NONE**

The above motion carried on a roll call vote recorded as follows:

**AYE: TALLON, SISZ, BOYD, MOJENA      NAY: NONE      ABSENT: GOLENDIA**

**RESOLUTIONS: (Non-Consent) None at this time.**

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

**RESOLUTION 2023-7-1**

**RESOLUTION AWARDING CONTRACT TO ATLANTIC TACTICAL FOR THE PURCHASE OF TWENTY SIG SAUER 9MM PRO STRIKER HANDGUNS AND TWENTY SIG SAUER 9MM X-SERIES STRIKER HANDGUNS FOR THE MANSFIELD TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, the Township of Mansfield is desirous to purchase twenty Sig Sauer 9MM Pro Striker Handguns and twenty Sig Sauer 9MM X-Series Striker Handguns for the Mansfield Township Police Department; and

**WHEREAS**, the State of New Jersey Division of Purchase and Property, Cooperative Purchase Program, has authorized vendors that can provide these services, materials, supplies or equipment under a “state contract” for eligible items pursuant to N.J.S.A. 40A: 11-12; and

**WHEREAS**, said purchase is authorized through State Contract Number #17-FLEET-00732 for Law Enforcement Firearms, Equipment and Supplies; and

**WHEREAS**, the Chief Financial Officer, Bonnie Grouser, has determined that sufficient funds are available; 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 to Atlantic Tactical in accordance with their specifications and proposal in the amount of \$27,868.00.
2. The Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, does hereby authorize the Mayor and Township Clerk to execute on behalf of the Township any and all documentation necessary for said purchase.
3. This award is made available through the following accounts:  
Police: Other Expenses    01-201-25-240-158

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

**RESOLUTION 2023-7-2**

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR ROADWAY IMPROVEMENTS FOR AARONSON ROAD**

**WHEREAS**, there exists a need for roadway improvements for Aaronson Road; and

**WHEREAS**, funds are available for this purpose through a 2023 NJDOT Municipal Aid Grant; 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 roadway improvements for Aaronson Road; and

**WHEREAS**, the Municipal Engineer has recommended, by way of correspondence dated June 29, 2023, that the award of contract for roadway improvements for Aaronson Road be made to Arawak Paving Co., Inc, 7503 Weymouth Road, Hammonton, New Jersey 08037; 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 Arawak Paving Co., Inc, 7503 Weymouth Road, Hammonton, New Jersey 08037 to provide for Roadway Improvements to Aaronson Road according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Arawak Paving Co., Inc. 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-one thousand nine hundred dollars and forty-eight cents (\$171,900.48). 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 2023-7-3**

**RESOLUTION TO CERTIFY THE COMPLETION OF RENOVATIONS TO THE MANSFIELD TOWNSHIP COMMUNITY PARK THROUGH THE BURLINGTON COUNTY MUNICIPAL PARK DEVELOPMENT PROGRAM GRANT**

**WHEREAS**, in 2020 the Township of Mansfield received a Municipal Park Development Program Grant from the County of Burlington in the amount of \$100,000.00 for the renovations to the Mansfield Township Community Park; and

**WHEREAS**, a contract was awarded to Ben Schaffer Recreation, Inc. for performance of the work described above under State Cooperative Purchasing Program pursuant to N.J.S.A. 40A:11-10 and N.J.A.C. 5:34-7.11 (ESCNJ CO-OP #65MCESCCPS – ESCNJ 20/21-22); and

**WHEREAS**, the total cost for the project was \$249,361.24, which detailed breakdown for expenditures of funds is as follows:  
\$100,000.00 Burlington County Municipal Park Development Program Grant  
\$ 75,000.00 Local Recreational Improvement Grant through the State of New Jersey  
\$ 74,361.24 Capital Funding through the Municipality.

**WHEREAS**, equipment purchases and work performed, under the contract, was completed on June 9, 2023 and is in conformance with contract plans and specifications and all other applicable requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the scope of work associated with the 2020 Burlington County Park Development Program Grant is complete; and

**BE IT FURTHER RESOLVED** that submission to the County of Burlington of the documents necessary to receive final reimbursement of grant funds is hereby authorized.

**RESOLUTION 2023-7-4**  
**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR RESURFACING THE MUNICIPAL COMPLEX PARKING LOT**

**WHEREAS**, there exists a need for roadway improvements for the parking lot at the Mansfield Township Municipal Complex; and

**WHEREAS**, funds are available for this purpose through a 2023 NJDOT Municipal Aid Grant; 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 roadway improvements for Aaronson Road; and

**WHEREAS**, the Municipal Engineer has recommended, by way of correspondence dated July 12 , 2023, that the award of contract for improvements to the parking lot at the Mansfield Township Municipal Complex be made to Arawak Paving Co., Inc, 7503 Weymouth Road, Hammonton, New Jersey 08037; 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 Arawak Paving Co., Inc, 7503 Weymouth Road, Hammonton, New Jersey 08037 to provide for Improvements to the parking lot at the Mansfield Township Municipal Complex according to the attached Bid Proposal Form.

Section 2. After the solicitation of bids, Arawak Paving Co., Inc. was the contractor submitting the lowest responsible bid for the contract for the services sought.

Section 3. The maximum amount of the contract for the services referenced in the bid specifications is one hundred ninety-nine thousand dollars and zero cents (\$199,000.00), which is comprised of the Base Bid and Alternate Bid No. 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 2023-7-5**  
**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH REMINGTON AND VERNICK ENGINEERS, FOR THE ENGINEERING/DESIGN, BID DOCUMENTS/SPECIFICATIONS, BIDDING/ADVERTISEMENT SUPPORT, CONTACT ADMINISTRATION AND CONSTRUCTION OBSERVATION SERVICES FOR A SALT STORAGE STRUCTURE AT THE DEPARTMENT OF PUBLIC WORKS AND RECOATING OF FIRE STATION FLOOR**

**WHEREAS**, Remington and Vernick has submitted a proposal on June 23, 2023 (attached hereto and made a part hereof as Exhibit A) in an amount not to exceed \$14,515.00 to provide the engineering services required for the engineering/design, bid documents/specifications, bidding/advertisement support, contact administration and construction observation services for a Salt Storage Structure at the Department of Public Works and Recoating of Fire Station floor.

**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 July 19, 2023, at the Municipal Complex at 7:00 PM that:

1. The Township Committee hereby authorizes the execution of a contract to Remington Vernick Engineers for the Engineering/Design/Bid Documents/Specifications/Bidding/Advertisement Support, Contact Administration and Construction Observation Services for a salt storage structure at the Department of Public Works and recoating of Fire Station Floor for a sum not to exceed \$14,515.00, as set forth in detail in Exhibit A.
2. This award is made available through the following account: 04-215-20-191-605
3. The Mayor and Township Clerk are hereby authorized to execute a contract and any related documents in a form substantially the same as that included in the specifications.

**RESOLUTION 2023-7-6**  
**A RESOLUTION PROVIDING FOR THE INSERTION**  
**OF A SPECIAL ITEM OF REVENUE IN THE 2023 BUDGET**  
**PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, PL 1948)**

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

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

**NOW, THEREFORE, BE IT RESOLVED** on this 19th day of July, 2023 that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$23,074.12 which item is now available as an additional special item of revenue.

**BE IT FURTHER RESOLVED** that a like sum of \$23,074.12 be and the same is hereby appropriated under the caption of:

Section 1 (a)	
FY2023 Clean Communities Grant	\$23,074.12

**RESOLUTION 2023-7-7**  
**RESOLUTION APPOINTING GOERGE SENF AS OFFICE OF EMERGENCY MANAGEMENT ASSISTANT**  
**COORDINATOR DUE TO VACANCY**

**WHEREAS**, George Senf was recommended by the Emergency Management Coordinator to the Mayor to fill the vacant position of the Emergency Management Assistant Coordinator position; 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 Emergency Management Assistant Coordinator and salary is hereby as follows:

- 1. The vacant position of Emergency Management Assistant Coordinator, be and is hereby authorized to add the following individual to fill the vacant and unexpired term of the former Emergency Management Assistant Coordinator, effective July 17, 2023 at a compensation of \$2,756.25:

**Office Of Emergency Management Assistant Coordinator:**  
George Senf – filling unexpired term of 12-31-24

**RESOLUTION 2023-7-8**  
**RESOLUTION TO CERTIFY THE COMPLETION OF RENOVATIONS TO THE MANSFIELD TOWNSHIP**  
**COMMUNITY PARK THROUGH THE STATE OF NEW JERSEY’S LOCAL RECREATION IMPROVEMENT**  
**2021 GRANT PROGRAM**

**WHEREAS**, in 2021 the Township of Mansfield received a Local Recreation Improvement Grant in the amount of \$75,000.00 for the renovations to the Mansfield Township Community Park; and

**WHEREAS**, a contract was awarded to Ben Schaffer Recreation, Inc. for performance of the work described above under State Cooperative Purchasing Program pursuant to N.J.S.A. 40A:11-10 and N.J.A.C. 5:34-7.11 (ESCNJ CO-OP #65MCESCCPS – ESCNJ 20/21-22); and

**WHEREAS**, the total cost for the project was \$249,361.24, which detailed breakdown for expenditures of funds is as follows:

\$100,000.00 Burlington County Municipal Park Development Program Grant
\$ 75,000.00 Local Recreational Improvement Grant through the State of New Jersey
\$ 74,361.24 Capital Funding through the Municipality.

**WHEREAS**, equipment purchases and work performed, under the contract, was completed on June 9, 2023 and is in conformance with contract plans and specifications and all other applicable requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the scope of work associated with the 2021 Local Recreation Improvement Grant Program is complete; and

**BE IT FURTHER RESOLVED** that submission to the State of New Jersey of the documents necessary to receive final reimbursement of grant funds is hereby authorized.

**RESOLUTION 2023-7-9**  
**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 July 19, 2023 hereby authorizes the Tax Collector to refund taxes paid to the following homeowner(s)

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>	9.01
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1.25                      Shawn Jones                      \$1040.45  
(Effective 05/31/23)

**RESOLUTION 2023-7-10**  
**RESOLUTION FOR THE CANCELLATION OF TAXES DUE TO VETERAN EXEMPTION**

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

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

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

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
9.01	1.25	Shawn Jones	\$4070.65
(Effective 05/31/23)			

**RESOLUTION 2023-7-11**  
**A 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 2022 NJDOT TRUST FUND RESURFACING OF ISLAND ROAD PROJECT**

**WHEREAS**, the Township Engineer, Remington and Vernick Engineers, has issued three letters dated June 29, 2023, confirming that Meco, Inc. (“Contractor”) has completed the Fiscal Year 2022 NJ DOT Trust Fund Resurfacing of Island 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 \$371,730.25;

**WHEREAS**, send letters further recommend the release of the retainage for the Project in the amount of \$7,434.61 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 in the amount of \$412,375.00 for the Project is hereby released and the two year maintenance bond in the amount of \$371,730.25 for the Project is hereby accepted.

**Section 2.** The final contract amount for the Project is hereby adjusted to \$371,730.25; Contractor of said amount is hereby authorized.

**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.

A motion to approve the Consent Agenda was offered by **Deputy Mayor Siz** and seconded by **Committeeman Boyd**.

**Discussion: NONE**

Motion carried on a roll call vote recorded as follows:

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

**BILL LIST: Regular and Escrow:**

A motion to approve the bill list both regular and escrow was offered by **Deputy Mayor Siz** and seconded by **Committeeman Tallon**.

**Discussion: NONE**

Motion carried on a roll call vote recorded as follows:

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

**MINUTES:** May 15, 2023 and June 21, 2023 (Committeeman Golenda not in attendance)

A motion to approve the meeting minutes was offered by **Deputy Mayor Siz** and seconded by **Committeeman Boyd**.

**DISCUSSION: NONE**

Motion carried on a roll call vote recorded as follows:

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

**DISCUSSION ITEMS/PUBLIC HEARINGS/PRESENTATIONS TO COMMITTEE: NONE**

**NEW BUSINESS:** Mayor’s comments and updates

**Mayor Mojena** Congratulates Patrolman Sam Irvin on his graduation from the academy and becoming one of our own. His swearing in should be held at the next meeting. A brief synopsis was given regarding our third Master plan Re-Examination Meeting, the ground that has been covered, the vision, expectations, directing of our planner and keeping Mansfield Green. It was an excellent meeting.

**Deputy Mayor Sisiz** and **Committeeman Tallon** spoke of how encouraging it is to be moving forward, residents expressing their concerns with a wide range of views and thoughts and looks forward to more residents attending.

**Mayor Mojena** added that these are very informal meetings where everyone can speak, ask questions and comment. We are hoping that there will be more participation as the summer winds down. An issue brought to our attention by the Planner, will be brought up to our Engineer regarding statutory rules of new legislation that has recently taken effect. Everything will be reviewed with the Planner to determine how these rules are applicable, if they effect the Municipality and Ordinances in order to meet the requirements. The Farmland Preservation Project for the Lippincott/Black Walnut Farm has been closed. The farm of is now preserved and right next to our Park and the first land we have preserved, over 50 acres in at least ten years. A meeting was had with the Department of Agriculture along with Administrator Fitzpatrick regarding their engagement of farm preservation and promoting agriculture, focusing on areas in Burlington County that begins here in Mansfield. They purchase, deed restrict the land and sell it specifically for farming and have targeted a few farms already.

**Committeeman Tallon** stated that our township is pretty unique. Chesterfield, Springfield, North Hanover and Pemberton are considered the Farm Belt of Burlington County. He spoke of how critical and delicate our ground water and stream sources are as we sit on an area considered a Special Critical Water area providing water to the community South of us. This can be addressed in the Master Plan for our future and hopes the residents come out to play a role in it.

**Environmental Commission Report:**

Victor Ramos Bonavita, Chairman reported: on the task of raising public awareness about what we are and do. At the Farmers Market on June 29<sup>th</sup>, we had given out 100 butterfly attracting tree/weeds, which was well received. Thank you to the Knezick for donating the saplings.

**Mayor Mojena** responded that he himself got a couple oak trees and would like to continue to raise awareness of the Environmental Commission and have them become more involved in the Master Plan. He thanked Chairman Bonavita and the Commission for what they are doing.

**PUBLIC COMMENT:**

**Carl Schwartz** stated that he was impressed and encouraged with the Master Plan meeting. Attended the Stop The Bleed and CPR class at the Four Seasons with Chief Senf which was a great opportunity and relationship building between the township and our community. He gave thanks to the Committee and the friendly and helpful administrative staff for doing a great job.

**Mayor Mojena** thanked our Public Works team for building the gate at Mansfield Park.

**ADJOURNMENT:**

A motion to adjourn the meeting was offered by **Deputy Mayor Sisiz** and seconded by **Committeeman Tallon**.

**Motion carried.**

**PREPARED BY:**

**RESPECTFULLY SUBMITTED BY:**

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

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