

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
January 9, 2020
Executive Session – 6:00PM
Regular Session – 7:00PM**

The Regular Meeting of the Mansfield Township Committee was held on the aforementioned date with the following in attendance: **Mayor DiGiuseppe, Deputy Mayor Frederick Cain, Committeeman Robert Higgins, Committeeman Michael Magee, Committeeman Rudy Ocello, Township Administrator Michael Fitzpatrick, Solicitor Timothy Prime & Tyler Prime, Chief Financial Officer Bonnie Grouser, Township Engineer Douglas Johnson, Deputy Clerk Ashley Jolly, and Municipal Clerk Linda Semus.**

Mayor DiGiuseppe called the meeting to order at 6:00PM, followed by the following opening statement read by **Municipal Clerk Semus**:

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 in the annual notice, which was adopted by the Mansfield Township Committee on January 3, 2019. 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 7, 2019.

EXECUTIVE SESSION

RESOLUTION 2020-1-24

RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION

WHEREAS, Section 7 of the Open Public Meetings Act, Chapter 213, P.L. 1975 [NJSA 10:4-12(B)] permits the exclusion of the public from a meeting in certain circumstances; and,

WHEREAS, this public body is of the opinion that such circumstances presently exists;

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

1. The public shall be excluded from discussion of, action on and reviewing the Minutes of the hereinafter specified matters.
2. The general nature of the subject matter to be discussed is as follows:
Personnel Matters, Potential Litigation, Contract Negotiations
3. It is anticipated at this time that the above subject matter will be made public when the matter has been resolved and approved for release by the Township Solicitor.

A motion was offered by **Committeeman Magee** and seconded by **Committeeman Ocello Magee** to adopt Resolution 2020-1-24 and convene into Executive Session. Motion carried. Township Committee entered the same at 6:02PM.

A motion was offered by **Deputy Mayor Cain** and seconded by **Committeeman Ocello** to exit Executive Session and return to the public portion of the meeting. Motion carried. Township Committee returned to the dais at 7:01PM.

Solicitor Timothy Prime stated that the purpose of Executive Session was to discuss matters of personnel, potential litigation, and contract negotiations.

The above was followed by a Flag Salute and moment of silence.

ENGINEER'S REPORT:

Township Engineer Johnson summarized the Engineer's Report as follows:

Boiler Update: Engineer will be submitting a revised scope of service cost proposal to the Township for consideration.

364 & 372 New York Ave: Engineer will be sending a memo to the new Township Attorney's regarding these properties.

2016 & 2018 NJDOT Projects: Mansfield Road East phases 1 & 2 as well as resurfacing of Mount Pleasant Road. Engineer is coordinating with NJDOT to get these projects closed out and transfer the remaining grant funds to the Township.

Margolis Warehouse: Site work for this project is on-going and is weather dependent. Engineer was in contact with NJ American Water and Pioneer Pipe regarding the water main extension on Mill Land and Sharps Lane. There will be a coordination meeting Monday, 13th of January to discuss the final milling and restoration of those roadways this coming spring. The contractor will be looking to start the sewer main extension in the next few weeks.

Prestige Academy: This site is on-going intermittent. Engineer has asked for additional survey grades to verify that the building has been constructed as per the approved plans.

Homestead Commercial Parking Lot Improvements: Engineer is working with the applicant to get the project closed out, since the construction is substantially complete.

White Pine Road Proposal: Fiscal year 2019 NJDOT monies, submitted to the Township however due to the timing, Engineers were not able to proceed. Engineer asks the Township to consider this project for future funding.

Administrator Fitzpatrick questioned the White Pine Road proposal and the possibility of a time limit. He would not want to lose the funding for this project.

Township Engineer Johnson stated for the 2020 NJDOT funding, there is a new initiative to get money spent within a calendar year of receipt of grant monies. 2019 grant money was prior to the change, however they would still like to see that money spent in a timely manner so that it does not affect potential future round funding. If possible, this item should be added to the next agenda.

Committeeman Higgins questioned how much was awarded for the White Pine Road project.

Township Engineer Johnson stated the award was \$250,000.

A motion was offered by **Committeeman Higgins** and seconded by **Deputy Mayor Cain** to accept the Engineer's Report. Motion carried.

FINANCE:

**RESOLUTION 2020-1-25
RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF BURLINGTON, NEW JERSEY, SETTING THE 2020
TEMPORARY BUDGET**

WHEREAS, Section 40A-4-19 provides that temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of adoption of the budget; and

WHEREAS, the date of this resolution is within the first thirty days of the 2020 budget year; and

WHEREAS, the total of the following temporary appropriations does not exceed 26.25% of the total amount of the appropriations made for all purposes in the 2020 budget (exclusive of Debt Service, Capital Improvement Fund and Public Assistance).

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at a meeting held January 9, 2020 that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer after adoption.

Current Fund

<u>Department</u>	<u>Amount</u>
A&E: Salary and Wages	20,000.00
A&E: Miscellaneous	5,000.00
M&C: Salary & Wage	5,555.00
CLERK: Salary & Wage	23,000.00
CLERK: Miscellaneous	8,500.00
FIN: Salary & Wage	26,000.00
FIN: Miscellaneous	7,500.00
AUDIT: Miscellaneous	5,000.00
TAX C: Salary & Wage	15,250.00
TAX C: Miscellaneous	4,000.00
TAX A: Salary & Wage	19,000.00
TAX A: Miscellaneous	5,000.00
LEGAL: Miscellaneous	30,000.00
ENG: Miscellaneous	25,000.00
PLAN: Miscellaneous	10,000.00
ZONING: Miscellaneous	1,000.00
LAND USE: Salary & Wage	11,000.00
LAND USE: Miscellaneous	4,000.00
OCE: PM: Salary & Wage	4,200.00
OCE: PM: Miscellaneous	550.00
ZONING OFFICER: Salary & Wage	1,350.00
ZONING OFFICER: Miscellaneous	300.00
LIABINS: Liability Insurance	50,000.00
WCOMP: Workers Compensation	70,000.00
EMPLOYER GROUP Health Insurance	150,000.00

UNEMPLOYMENT Insurance	315.00
POLICE: Salary & Wages	175,000.00
POLICE: Miscellaneous	30,000.00
EMGMT: Salary & Wage	1,250.00
EMGMT: Miscellaneous	4,000.00
AID TO FIRE COMPANIES: Miscellaneous	20,000.00
AID TO AMBULANCE: Miscellaneous	17,500.00
OCE: FIRE: Salary & Wage	4,800.00
OCE: FIRE: Miscellaneous	1,400.00
PROS: Other Professional	5,250.00
ROAD: Salary & Wage	35,000.00
ROAD: Miscellaneous	6,000.00
SWASTE: Miscellaneous	44,000.00
RECYCLING: Salary & Wage	2,350.00
B&G: Miscellaneous	22,000.00
VMAINT: Miscellaneous	15,000.00
PHEALTH: Salary & Wage	500.00
PHEALTH: Miscellaneous	3,000.00
EHEALTH: Salary & Wage	325.00
EHEALTH: Miscellaneous	1,500.00
ANIMAL: Miscellaneous	950.00
CONSS: Contrib. Social Services	1,300.00
RECREATION: Salary & Wage	3,000.00
REC: Miscellaneous	4,500.00
CPEVNT: Other Contractual	1,500.00
ELEC: Miscellaneous	8,000.00
SLIGHT: Miscellaneous	25,000.00
TELE: Miscellaneous	12,000.00
WATER: Miscellaneous	8,000.00
PETRO: Gasoline	7,500.00
Landfill: Miscellaneous	40,000.00
FICA: Employer Liability	50,000.00
Community Services Act: Condo Reimburse	14,500.00
COURT: Salary & Wage	50,000.00
COURT: Miscellaneous	5,500.00
PUBD: Other Professional	1,000.00
Capital Improvement Fund	10,000.00
	1,133,145.00

Utility Fund

Operating Expenses \$ 15,000.00

CFO Grouser explained this resolution authorizes the Township to establish a temporary budget not to exceed 26.25% of the total appropriations from the previous budget. This allows the Township to spend prior to the adoption of the budget.

A motion was offered by **Deputy Mayor Cain** and seconded by **Committeeman Ocello** to adopt Resolution 2020-1-25. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, OCELLO, MAGEE, HIGGINS, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-26

RESOLUTION FOR THE TRANSFER OF FUNDS IN THE CURRENT FUNDS IN THE TOWNSHIP OF MANSFIELD FOR THE BUDGET YEAR 2019

BE IT RESOLVED on this 9th day of January, 2020 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2019 budget appropriations transfers be made as follows:

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

<u>Title</u>		<u>Transfer From</u>	<u>Transfer To</u>
<u>CURRENT FUND</u>			
Tax Assessor	OE	1,000.00	
Engineering Services	OE	6,000.00	
Plan	OE	7,000.00	
Emergency Management	SW	1,750.00	
Financial Administration	SW	8,000.00	
Revenue Administration	SW	2,000.00	
Police	SW	4,000.00	
Municipal Clerk	OE		1,500.00
Vehicle Maintenance	OE		7,000.00
Electricity	OE		7,000.00
Municipal Court	OE		3,000.00
Financial Administration	OE		1,500.00
Recycling	SW		50.00
Social Security: (FICA)	OE		1,700.00
Municipal Court	SW		6,000.00
Petroleum Products: Gasoline	OE		2,000.00
TOTALS:		\$29,750.00	\$29,750.00

CFO Grouser explained that this is a budget transfer in the 2019 budget. Budget transfers are permitted the last two months of the current budget year. This particular budget transfer is from certain departments that have not used all of their funding to avoid any over expenditures.

A motion was offered by **Deputy Mayor Cain** and seconded by **Mr. Magee** to adopt Resolution 2020-1-26. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, MAGEE, HIGGINS, OCELLO, DIGIUSEPPE
NAYS: ABSTAIN: ABSENT:

ORDINANCE – FIRST READING:

ORDINANCE 2020-1
CALENDAR YEAR 2020
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO
ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Township Committee of the Township of Mansfield in the County of Burlington finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$185,033.52 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Mansfield, in the County of Burlington, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final in cap appropriations of the Township of Mansfield shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5% amounting to \$ 5,471,705.89 and that the CY 2020 municipal budget for the Township of Mansfield shall be approved and adopted in accordance with this ordinance.

BE IT FURTHER ORDAINED that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

BE IT FURTHER ORDAINED that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction.

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

CFO Grouser explained the purpose of the above ordinance.

A motion was offered by **Committeeman Higgins** and seconded by **Deputy Mayor Cain** to introduce Ordinance 2020-1. Motion carried on a Roll Call Vote, as follows:

AYES: HIGGINS, CAIN, MAGEE, OCELLO, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

RESOLUTIONS:

RESOLUTION 2020-1-27

A RESOLUTION TO MEMORIALIZE THE HIRING OF A FULL TIME DEPUTY MUNICIPAL CLERK, RECYCLING PROGRAM COORDINATOR AND CLEAN COMMUNITIES PROGRAM COORDINATOR

WHEREAS, the Deputy Clerk, Caitlin Midgette, has resigned from her position effective December 27, 2020 rendering a vacancy; and

WHEREAS, there is a need for a full time Deputy Clerk in the Municipal Clerk's Office; and,

WHEREAS, Ashley Jolly, had expressed an interest in returning to the Clerk's Office as the Deputy Clerk and was found to possess excellent qualifications for the scope of the position; and

WHEREAS, Ms. Jolly has taken all required certification courses and will be sitting for the State Examination this April to become an Registered Municipal Clerk; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their meeting held on September 6, 2017 at the Municipal Building that Ashely Jolly be hired as Mansfield Township's Deputy Clerk at a full time status effective, December 30, 2019 at a starting salary of \$45,000.00 per year, with an additional salary of \$2,000.00 upon the completion of her State Certification as Registered Municipal Clerk through the Department of Community Affairs/Rutgers together with \$1,300.00 stipend as the Recycling Program Coordinator and the annual compensation for said Clean Communities Program Coordinator of 5% of the total amount of the annual Clean Communities Grant.

A motion was offered by **Committeeman Ocello** and seconded by **Deputy Mayor Cain** to adopt Resolution 2020-1-27. Motion carried on a Roll Call Vote, as follows:

AYES: OCELLO, CAIN, MAGEE, HIGGINS, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-28

A RESOLUTION MEMORIALIZING THE APPOINTMENT OF ELAINE FORTIN AS AN ON-CALL, AS NEEDED, PART-TIME MANSFIELD TOWNSHIP ADMINISTRATIVE ASSISTANT TO THE TAX AND FINANCE OFFICES

WHEREAS, the Mansfield Township was in need of an on-call, as needed, part-time Administrative Assistant to the Tax and Finance Offices at this time; and

WHEREAS, the Township Committee found that it was in the Township's best interests that there be an individual who can cover during vacation times, sick times and to assist during each Tax Quarter if needed; and

WHEREAS, Elaine Fortin, the Township's former Tax Collector, had expressed interest in said on-call, as needed, part-time position and meets all the qualifications needed for said departments; and

WHEREAS, the compensation for the position is Twenty Eight Dollars and Sixty Three cents (\$28.63) per hour; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their regular meeting held on January 9, 2020 at the Municipal Complex at 7:00 PM that **Elaine Fortin** is hereby appointed as an on-call, as needed, part time Administrative Assistant to the Tax and Finance Offices at the rate of \$28.63 per hour, effective November 6, 2019. Said position is without health benefits, vacation, sick or holidays.

A motion was offered by **Deputy Mayor Cain** and seconded by **Mr. Magee** to adopt Resolution 2020-1-28. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, MAGEE, HIGGINS, OCELLO, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-29

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE METRO EMPLOYEE ASSISTANCE SERVICE

WHEREAS, the Metro Employee Assistance Service provides its clients with professional and confidential counseling services for employees in various matters; and

WHEREAS, the Township of Mansfield recognizes the relationship between an employee's personal well-being and the effects of the same on job performance; and

WHEREAS, it is the desire of the Township Committee of the Township of Mansfield to enter into an agreement with the Metro Employee Assistance Service to provide its employees with the opportunity to engage in as needed beneficial counseling services.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Mayor and the Township Clerk are hereby authorized to execute an agreement with the Metro Employee Assistance Service for the aforementioned employee services in the amount of \$1,500.00 with a term of February 1, 2020 to December 31, 2021.

Clerk Semus explained this is a program that is given for all employees should they need assistance with counseling for a certain number of sessions per year.

A motion was offered by **Committeeman Ocello** and seconded by **Deputy Mayor Cain** to adopt Resolution 2020-1-29. Motion carried on a Roll Call Vote, as follows:

AYES: OCELLO, CAIN, MAGEE, HIGGINS, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-30

RESOLUTION FOR THE REDEMPTION OF TAX LIEN

WHEREAS, at the Mansfield Township Tax Sale held on October 5, 2012, a lien was sold to Propel Financial 1 LLC on Block 29, Lot 22, also known as 24491 West Main Street for 2011 delinquent taxes; and,

WHEREAS, the property owner, has affected redemption of Certificate #12-00007. This lien was redeemed on April 13, 2018 and the \$10,200.00 Premium that was bid on the certificate was not included in the redemption amount that was paid to the lienholder.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, authorizes that a check be issued to Propel Financial 1 LLC, for the redemption of this lien.

<u>Lien Holder</u>	<u>Lien #</u>	<u>Amount</u>
Propel Financial 1 LLC	12-00007	\$10,200.00

CFO Grouser explained that the purpose of this resolution is to pay the premium that is due back to the lien holder.

A motion was offered by **Deputy Mayor Cain** and seconded by **Mr. Ocello** to adopt Resolution 2020-1-30. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, OCELLO, MAGEE, HIGGINS, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

**RESOLUTION 2020-1-31
REFUND OF TAX DUE TO VETERAN EXEMPTION**

WHEREAS, the homeowner Przybylski was declared to be a Disabled Veteran; and,

WHEREAS, the homeowner, therefore is 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, and State of New Jersey at their regular meeting held on January 9, 2020 hereby authorizes the Tax Collector to refund taxes to the following,

Block	Lot	Refund Due To	Amount
42.01	35	222 Wagon Wheel Lane c/o Begley Law Group	\$11,892.89

A motion was offered by **Deputy Mayor Cain** and seconded by **Mr. Magee** to adopt Resolution 2020-1-31. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, MAGEE, HIGGINS, OCELLO, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

**RESOLUTION 2020-1-32
RESOLUTION ACCEPTING THE QUOTE FROM CNS CLEANING COMPANY FOR MANSFIELD
TOWNSHIP**

WHEREAS, the Township had solicited request for proposals for providing for general janitorial services for the Mansfield Township Municipal Complex, the Police Station, the Training Center, Columbus Park and Georgetown Park; and

WHEREAS, one proposal was received and opened on Monday December 17, 2019 from CNS Cleaning Company, 501 Cambria Avenue, Bensalem, PA 19020, in the amount of \$9,408.00 for Year 1, \$9,828.00 for optional Year 2 and \$10,308.00 for optional Year 3; and

WHEREAS, the Chief Financial Officer has certified that funds are available in that amount; and

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

1. The Township Committee hereby awards a Contract to CNS Cleaning Company, for general janitorial services at the Mansfield Township Municipal Complex, the Police Station, the Training Center, Columbus Park and Georgetown Park in Mansfield Township, according to the attached quote in the amount of \$9,408.00, for a one year term beginning on February 1, 2020 through January 31, 2021 with an option of two one year term renewals; and
2. This award is made available through the following account: 01 201 26 310 124
3. The Mayor and Township Clerk, as necessary, are hereby authorized to execute a Contract and any related documents necessary to effectuate this award in a form substantially the same as that included in the specifications.

Mayor DiGiuseppe explained this resolution is to approve a contract for the cleaning of the municipal facilities. It was discovered that the current cleaning services were not adequate; therefore, after putting out the RFP, one proposal was received and the award is being recommend by this resolution.

Administrator Fitzpatrick added that this is a \$6,186.08 savings.

A motion was offered by **Mr. Magee** and seconded by **Mr. Ocello** to adopt Resolution 2020-1-32. Motion carried on a Roll Call Vote, as follows:

AYES: MAGEE, OCELLO, CAIN, HIGGINS, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

**RESOLUTION 2020-1-33
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 Veteran;

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 **2019** taxes:

Block	Lot	Property Owner	Amount
42.01	35	Przybylski Family	\$11,840.89
		Irrev Child Trust	

A motion was offered by **Deputy Mayor Cain** and seconded by **Mr. Ocello** to adopt Resolution 2020-1-33. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, OCELLO, MAGEE, HIGGINS, DIGIUSEPPE
NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-34
RESOLUTION TO CANCEL TAXES ON TOWNSHIP PROPERTY

WHEREAS, property taxes are due on the properties listed below, and

WHEREAS, these properties are now owned by the Township of Mansfield, due to the Foreclosure of Municipal Liens, and

WHEREAS, balances are due for 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at the regular meeting held on January 9, 2020, hereby memorializes the cancellation of the following by the Tax Collector for the Tax year 2019 per N.J.S.A. 54:4-3.6c.

Block	Lot	Address	Amount
4	3.02	3363 Route 206	\$3,951.46
11	3	29 Chesterfield Road	\$2,326.18
16	3	878 Bordentown Road	\$ 15.24
16	10.03	860 Bordentown Road	\$ 106.66
30	12	3195 Route 206	\$1,853.83
33.01	21	23879 Columbus Road	\$1,291.76
51.01	7.01	Mansfield Road West	\$ 123.59

CFO Grouser explained that these were property taxes that were due on properties. These properties are now owned by the Township of Mansfield, due to foreclosure on municipal liens. The balances get cancelled for 2019.

A motion was offered by **Mr. Higgins** and seconded by **Mr. Magee** to adopt Resolution 2020-1-34. Motion carried on a Roll Call Vote, as follows:

AYES: HIGGINS, MAGEE, OCELLO, CAIN, DIGIUSEPPE
NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-35
RESOLUTION APPLYING OVERPAYMENT OF TAXES

WHEREAS, taxes were paid in error on the property listed below due to the deletion of the Qfarm Lot, and

WHEREAS, there are open balances on the Mother Lots for the same Block and Lot.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at the regular meeting held on January 9, 2020, hereby memorializes the application of overpayment of taxes by the Tax Collector to the following:

FROM

TO

Block 22, Lot 7.01 Qfarm \$1,981.22
Pleasant Farm, Inc.

Block 22, Lot 7.01 \$1,981.22
Pleasant Farm, Inc.

Block 7, Lot 2.02 Qfarm \$ 23.37
Gomez, Sigifredo & Liliana

Block 7, Lot 2.02 \$ 23.37
Gomez, Sigifredo & Liliana

CFO Grouser explained that these are properties that lost the Q-Farm status. The homeowners were not aware they lost the Q-Farm status and they left open balances on the main lot (mother lot). These payments are being reapplied from the Q-Farm to the mother lot.

A motion was offered by **Mr. Magee** and seconded by **Deputy Mayor Cain** to adopt Resolution 2020-1-35. Motion carried on a Roll Call Vote, as follows:

AYES: MAGEE, CAIN, HIGGINS, OCELLO, DIGIUSEPPE

NAYS: ABSTAIN: ABSENT:

RESOLUTION 2020-1-36

RESOLUTION AWARDING A CONTRACT TO REPUBLIC SERVICES OF NEW JERSEY, LLC, 4100 CHURCH ROAD, MT. LAUREL, NJ 08054 FOR RESIDENTIAL SOLID WASTE AND RECYCLING COLLECTION SERVICES

WHEREAS, the Township of Mansfield has advertised for bids for residential solid waste and recycling collection services and bids were received, opened and reviewed on December 20, 2019; and

WHEREAS, the lowest responsible bidder was Republic Services Of New Jersey, LLC for Solid Waste Collection in accordance with the terms and conditions included in the bid specifications; and

WHEREAS, the bids were reviewed by the Township Solicitor and Purchasing Agent and same were found to be in order; and

WHEREAS, the Township Purchasing Agent has recommended that a contract be awarded to Republic Services of New Jersey, LLC, for Solid Waste Collection and in accordance with the specifications and their proposal as set forth in the annexed Schedule A; and

WHEREAS, the bid specifications indicated that the Township of Mansfield would award a contract for a three year term with an optional two year term extension; and

WHEREAS, the contract is to run from February 1, 2020 to January 31, 2023; and

WHEREAS, the availability of funds is contingent upon adoption of the temporary and permanent budgets for the years 2020, 2021 and 2022; and

WHEREAS, certification of availability of funds will be provided by the Township Chief Financial Officer, following adoption of said budgets;

NOW, THEREFORE, BE IT RESOLVED on this 9th day of January, 2020, by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that:

1. A contract for one year, with 2 one year extensions, commencing February 1, 2020, be and is hereby authorized with Republic Services of New Jersey, LLC for collection of solid waste in accordance with the terms as set forth above and in the contract documents.

2. The Township Committee hereby awards a Contract to Republic Services of New Jersey, LLC, in accordance with the specifications and their proposal as set forth in the annexed Schedule A.
3. This expenditure, subject to the adoption of temporary and permanent budgets for each contract year, shall be charged to the appropriate accounts at the time services are needed and prior to liability being incurred.
4. The Township Clerk and Mayor are hereby authorized to execute the contract.

Mayor DiGiuseppe explained this resolution awards a contract for a new trash removal contractor for the Township.

Administrator Fitzpatrick stated the contract will become effective on February 1st of this year. The Township went out to bid and only had one submittal, which was Republic. There will be one change in collection being Thursday pickup will now be moved to Friday. There will be a flyer that will be hand delivered to the homeowners effected by this change.

A motion was offered by **Deputy Mayor Cain** and seconded by **Committeeman Ocello** to adopt Resolution 2020-1-36. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, OCELLO, MAGEE, HIGGINS, DIGIUSEPPE
NAYS: ABSTAIN: ABSENT:

Clerk Semus asked for a motion to amend the agenda to add Resolution 2020-1-37.

A motion was offered by **Deputy Mayor Cain** and seconded by **Mr. Ocello** to amend the agenda to add Resolution 2020-1-37. All ayes. Motion carried.

RESOLUTION NO. 2020-1-37
RESOLUTION AUTHORIZING PARKER MCCAY, PA., JOHN C. GILLESPIE, ESQUIRE, TO
CONTINUE TO REPRESENT MANSFIELD TOWNSHIP AS TEMPORARY SPECIAL COUNSEL
CONCERNING THE TOWNSHIP'S AFFORDABLE HOUSING MATTERS AND TO CONTINUE TO
REPRESENT MANSFIELD TOWNSHIP IN DEFENSE OF LITIGATION, VILLAGE OF MAPLETON V
TOWNSHIP OF MANSFIELD

WHEREAS, John C. Gillespie Esq. of Parker McCay, PA ("PMC") was the appointed Township Solicitor for the Township of Mansfield during years 2018 and 2019; and

WHEREAS, Prime & Tuvel, LLC ("Prime Law") has been appointed as the Township Solicitor for the Township of Mansfield for calendar year 2020; and

WHEREAS, during that time period, PMC represented the Township in negotiation, preparation and submission of documents to satisfy Mansfield's constitutional obligation to provide a realistic opportunity for affordable housing in the Township ("affordable housing matters"), including the Settlement Agreement and First Amendment with Tower Gate Associates" ("Settlement Agreement"), a December, 2019, draft Housing Element and Fair Share Plan ("Affordable Housing Plan") and a Spending Plan for the Townships affordable housing trust fund ("Spending Plan"); and

WHEREAS, in order to provide for an orderly transition in the legal representation of the Township's affordable housing matters, the Township Committee desires to have PMC complete the court approval of the Settlement Agreement, Affordable Housing Plan and Spending Plan; and

WHEREAS, a "Fairness Hearing" is scheduled before the Burlington County Superior Court, Law Division, on February 5, 2020, at which said hearing, the Township is seeking approval of the terms of the Settlement Agreement, approval of the Affordable Housing Plan and the Spending Plan.

WHEREAS, the Township is also a party to certain litigation known as Villages at Mapleton v Township of Mansfield. ("Mapleton litigation") The Township Committee desires to have PMC represent the Township through the completion of the litigation.

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

1. The Township Committee hereby authorizes Parker McCay, John C. Gillespie Esq., to provide the necessary and required legal services in connection with the court approval of the Settlement Agreement, the Township's Affordable Housing Plan, and the Township proposed Spending Plan, subject to the right of termination by the Township as set forth in the contract authorized herein. Said legal services shall include the necessary preparation for and attendance at the February 5, 2020 Fairness Hearing, as the same may be adjourned or otherwise postponed, including the completion and execution of the required Court Order approving the Settlement Agreement, Affordable Housing Plan and Spending Plan aforesaid.
2. After the Fairness Hearing, and upon execution by the Court and filing of the Court Order approving the Settlement Agreement, Affordable Housing Plan and Spending Plan aforesaid, Prime Law shall assume representation of the Township through the subsequent compliance period and completion and implementation of the Settlement Agreement, Affordable Housing Plan and Spending Plan.
3. In the event that the Settlement Agreement, Affordable Housing Plan and Spending Plan are not approved at the February 5, 2020, Fairness Hearing, as the same may be adjourned or otherwise postponed, the Township Committee reserves the right to terminate this Contract and authorize Prime Law to continue legal representation of the Township's affordable housing matters at that time.
4. The Township Committee hereby further authorizes Parker McCay, John C. Gillespie Esq., to continue to provide the necessary and required legal services in connection with the Mapleton litigation. This appointment shall continue until final resolution of said litigation by settlement, court order or otherwise, subject to the right of termination by the Township as set forth in the contract authorized herein. In the event of an appeal or other action after resolution of the litigation, the Township Committee shall review and determine the future course of action and legal representation of the Township in said litigation at that time.
5. The Mayor and Township Clerk are hereby authorized to execute the Contract authorized herein, attached hereto and made a part hereof as Exhibit A together with any related documents necessary to effectuate the intent and terms of this Resolution.

Solicitor Tim Prime explained that this resolution was not previously on the agenda. It has been added based on discussions in executive session. The resolution authorizes the prior Township Attorney to continue to represent the Township on the townships affordable housing matters, as well as, litigation that already has pending motions.

A motion was offered by **Deputy Mayor Cain** and seconded by **Committeeman Higgins** to adopt Resolution 2020-1-37. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, HIGGINS, MAGEE, OCELLO, DIGIUSEPPE
NAYS: ABSTAIN: ABSENT:

BILL LIST: Regular

A motion was offered by **Committeeman Higgins** and seconded by **Committeeman Magee** to approve the bill list. Motion carried on a Roll Call Vote, as follows:

AYES: HIGGINS, MAGEE, OCELLO, CAIN, DIGIUSEPPE
NAYS: ABSTAIN: ABSENT:

MINUTES Regular & Executive:

- December 18, 2019-Regular

A motion was offered by **Deputy Mayor Cain** and seconded by **Committeeman Higgins** to approve the above listed minutes. Motion carried on a Roll Call Vote, as follows:

AYES: CAIN, HIGGINS, DIGIUSEPPE
NAYS: ABSTAIN: MAGEE, OCELLO ABSENT:

- December 18, 2019-Executive

A motion was offered by **Committeeman Higgins** and seconded by **Deputy Mayor Cain** to approve the above listed minutes. Motion carried on a Roll Call Vote, as follows:

AYES: HIGGINS, CAIN, DIGIUSEPPE
NAYS: ABSTAIN: MAGEE, OCELLO ABSENT:

DISCUSSION

- A. UPS Panel: Administrator Fitzpatrick** stated that the UPS Panel needs to have a second quote. At this point, the Township will be holding off until the second quote comes in; therefore, that item will be tabled.

- B. New York Avenue Condemnation/Demolition Update: Administrator Fitzpatrick** explained that the Township had requested the engineer to take a look at the property and give his thoughts on what direction the township should go. The engineer confirmed that the property is not in the best of shape and there is a good possibility that it could be a health/safety hazard. The Township Committee will need decide whether or not to move forward with the health/safety concern designation and further options will need to be discussed at that time as well. **Solicitor Tyler Prime** explained that he would need to look at the abandoned property ordinance to see what can be done. **Solicitor Tim Prime** stated they would report back to the Township Committee after reviewing the ordinance.

- C. Hotel/Motel Ordinance Amendment: Administrator Fitzpatrick** explained that hotels/motels within the township have resulted in over 200 emergency medical responses and over 800 police reports in the last few years straining municipal resources. These issues were brought to the townships attention by the Chief of Police. The thought was to amend the ordinance to limit the length of stay of guests, update licensing and security requirements, and mandate additional security standards. Many towns have passed these ordinances only allowing a 30 days stay, thereby eliminating individuals from living there. **Solicitor Tyler Prime** stated he would like to review a copy of the ordinance before the

township moves forward, however he agreed that many towns are passing these types of ordinances. He will have Ordinance for discussion and introduction at next meeting.

PUBLIC COMMENT:

Frank Pinto, 420 Island Road, congratulated the Mayor and Deputy Mayor in their positions. He stated his concerns are in regards to the Tower Gate project and he questioned who made the determination that TDR would not work in the Township. **Administrator Fitzpatrick** stated that to his knowledge when he started working here in 2014 conversations regarding TDR were happening at that time. The cost to install the sewer needed was very high for the downtown area and it was not in the Townships best interest to move forward. Mr. Pinto stated that is contrary to the planning documents that were adopted in 2016 and 2017, which used the TDR program as the cornerstone to those documents. **Administrator Fitzpatrick** explained that TDR was never abandoned and clarified that the sewer involved in the conversations for TDR was not doable. Mr. Pinto continued saying TDR was abandoned and it would've been after the 2017 Route 130 study because it was still mentioned in there. He again questioned when TDR was abandoned and who made the decision to do same. He also questioned why the Planning Board was not made aware of the decision to abandon the TDR program. **Committeeman Higgins** stated TDR was never abandoned. The bypass in particular will not happen until a developer comes in however, it is still in play. Mr. Pinto continued saying the attorney at the time, Mr. Gillespie, must have misspoke because he stated TDR would not work in this town due to the lack of sewer. **Committeeman Magee** stated in reality that probably is the reason why TDR would not work. **Administrator Fitzpatrick** reiterated that TDR was not abandoned, but it has not been discussed enough to know whether or not it would work. Mr. Pinto stated moving forward there needs to be discussions with the Planning Board because the current planning documents include TDR as a major component. If TDR is not a reality it needs to be worked out of those documents. He continued saying maybe a TDR program based closer to town center could function on standalone treatment facilities. **Committeeman Magee** stated he agrees that any dense development in Mansfield is a package plan. Mr. Pinto mentioned the Reed Farm that is still approved for an offsite treatment center. **Committeeman Magee** stated he believes that was 18 million dollars. Mr. Pinto continued saying there needs to be some reexamination of the planning documents in order to protect the township from its future affordable housing obligations. If the Tower Gate property moves forward and there is a protection from builders remedy lawsuit until 2025, the township should plan now for the next round. **Committeeman Higgins** stated the township is addressing fair share housing. The township has come up with a spending plan and luckily was able to reduce the number of affordable units, as well as, the ability to receive benefits for rentals. **Solicitor Tim Prime** stated if the fairness hearing goes well, the township will be protected against builders remedy lawsuits through 2025. He confirmed that the Township negotiated a reduction in the number of affordable units that were required to be provided. Mr. Pinto stated he wants to be sure the township is not liable to these types of lawsuits in the future. He mentioned Tower Gate currently has a woodland management plan on file with the DEP, which identified threatened and endangered species on the property that could be effected by the activities at this location. He continued stating Tower Gate does not care about the wildlife; they just waited for the most beneficial time to develop the property. He referenced a letter from the Friends of Crystal Lake Park that was sent to the Judge for the upcoming fairness hearing; noting a possible conflict of interest with respect to the Planning Board Attorney Thomas Coleman. He believes Mr.

Coleman should have stepped aside from participating in the negotiations. Mr. Pinto addressed the Committee and asked them not to take what the Township Professionals say as gospel. He asked the Committee to pay attention to past decisions made by past Township Committee's and Planning Boards in order to keep continuity over the years and ensure important planning issues are properly addressed. Mr. Pinto then questioned if the new Township Attorney is to be copied on any new submission with respect to the fairness hearing. **Solicitor Tim Prime** confirmed he would be kept up to date and will be attending the fairness hearing.

Committeeman Higgins explained that there was a letter from Mr. Coleman's office in regards to conflict of interest. **Solicitor Tim Prime** confirmed that Mr. Coleman has recused himself and has recommended substitute counsel for the Tower Gate project. **Committeeman Higgins** continued saying Mr. Coleman has explained everything that has happened from inception to this point in time, including the explanation with the Judge at the hearings. At that point in time it was determined by the Judge that there was no conflict of interest. **Solicitor Tim Prime** confirmed same and stated in an abundance of caution he has recused himself.

Bob Tallon, 2454 Axe Factory Road, thanked Mr. Pinto for his comments. He mentioned the County Growth and Preservation Plan, the reexamination of the Master Plan in 2016, and the Route 130 Plan. He mentioned there were meetings with the County wherein representatives from the township came up with designs around the town center and the bypass road, which was going to be a receiving area. The Route 130 Plan dated 2017 stated the Kinkora Trail was outside of the study area, which he said was untrue. He explained the different legs of the trail and the importance of the viewscales. He read from the County Growth and Preservation Plan regarding Crystal Lake Park and reiterated the importance of the area as a wilderness area. It is his opinion that the Tower Gate property is not the appropriate location for this type of development. **Administrator Fitzpatrick** questioned if DEP would be looking at this property prior to development. **Solicitor Tim Prime** stated DEP review is part of the Planning Board process. In addition, the court cannot approve the housing plan if the Tower Gate development is not deemed to be an environmentally suitable site. Mr. Tallon explained the citizens are very concerned and it's his hope that the DEP shuts down the development. He continued to quote pages from the County Plan that would not support this type of development in the location proposed.

Don McGarrity, 2867 Kinkora Road, questioned the water rights. He explained common real estate law states when a person owns a block of land that person owns up to infinite and down to the center of the earth. In looking at the water tower, if Warren Buffet owned his property the water tower would not be over there because he's buying water rights. **Solicitor Tim Prime** stated that he is unsure of the question. Mr. McGarrity stated that part of the aquifer belongs to all of the citizens. **Solicitor Tim Prime** explained there are state public water allocation permits for any public water system and they allow pumping out of the aquifer on a monthly annual basis. The aquifers are state property.

John McCalahan, 53 Oak Lane, New Egypt, he stated that the numbers for the builders remedy lawsuit seem higher than surrounding communities. He questioned how the numbers are calculated. **Solicitor Tim Prime** mentioned two court cases that set up the methodology for how to calculate each town's regional share of its affordable housing obligation. It is not

an exact formula, it is an analysis. The Princeton and South Brunswick cases give pages of methodology on how these numbers are determined. The numbers are critically examined by the Township's Planner, the Court Master, Fair Share Housing Center, and the Court. Mr. McCalahan questioned who calculated the numbers for Mansfield Township. **Solicitor Tim Prime** stated it was a combination of the Township Planner, the Attorney at the time Mr. Gillespie, the negotiations with Fair Share Housing, and the Developer. Mr. McCalahan questioned if Tower Gate were to walk away what would be the Townships plan for affordable housing. **Solicitor Tim Prime** was unsure at this time, but the number for affordable housing would need to be found some place else. Mr. McCalahan questioned the concern for traffic and whether that location can house 1,200 people safely. **Committeeman Magee** stated those issues will be addressed at site plan. The road is a County road therefore the County will have input on the traffic, DOT will have input in regards to Route 130 and DEP will address any environmental concerns. The waivers that are a part of the settlement agreement are typical in this type of settlement because of the litigation that is involved. Further discussion ensued on the process of the litigation and the reason for all of the waivers. Mr. McCalahan questioned the items on the agenda at the time of the settlement agreement and the notification in regards to the public on such items. **Solicitor Tim Prime** explained the open public meetings act allows the Township to discuss litigation in executive session. The matter than gets voted on in public. **Committeeman Higgins** clarified that there was a deadline to act on this imposed by the Courts.

Steven Knezik, 323 Island Road, explained that he is an environmentalist and he is very concerned about what is going to happen to, what is currently, a forest on Tower Gates property. There are many huge old growth trees in that forest and it would be truly upsetting to seem them cut down. Natural resources need to be protected.

Joe Papai, Third Street, Hedding, stated he has lived here since 1957. Over that period of time he has seen lots of flooding issues in this area. The Tower Gate property and the County Park is a plateau; it drops down about 50-75 feet. Toward the south of Route 130 it drops down to Kinkora Road. During heavy rain Route 130 is constantly flooded where Kinkora Road runs onto Route 130. He questioned where the developer would be diverting the water. **Solicitor Tim Prime** explained there will be a stormwater management plan as part of the Planning Board review of the project. Mr. Papai is very concerned about the flooding issues and he does not want to be required to purchase flood insurance at 74 years of age. **Committeeman Higgins** stated that he sits on the Planning Board and if this project moves forward he is hopeful that Mr. Papai will attend the Planning Board meeting to explain his concerns and issues.

Katherine Tallon, 53 Oak Lane, New Egypt, she works for the organization Craft's Creek Watershed and they had a grant to do a study in the Township regarding stormwater and the stormwater basins currently in the Township. It was found that none of them are operating as they were designed. Going forward, she asks the Committee to do their own research because there are a lot of stormwater basins that are failing. Ms. Tallon moved on to discussing the Township Parks. She explained that she wrote a letter and took photographs of which she presented to the Township Committee of the issues she has found with the parks. She stated that there are several safety issues and maintenance concerns she has with the parks. She

suggested some grant opportunities that possibly the township could utilize to assist with the concerns she has with same.

Don Knezick, 323 Island Road, stated that he has served as the Township Forrester and the Township has a tree removal ordinance, which is pretty strict. Unfortunately, the Planning Board does not have the tree removal ordinance on its checklist; therefore, the Planning Board will frequently approve a plan without going to the Environmental Commission and the tree removal ordinance gets ignored. He discussed an issue he had recently with the daycare currently under construction on Route 206 and the tree's that in his opinion should not have been removed. Mr. Knezick stated the tree removal ordinance should be a part of the checklist for Planning Board applications. **Mayor DiGiuseppe** questioned why this was not brought to the Planning Board's attention. Mr. Knezick stated that he did communicate with the Environmental Commission and the Planning Board, but he is asking the Township Committee to make this item a part of the ordinance. **Solicitor Tim Prime** asked to review the tree removal ordinance because generally the tree removal ordinances do not deal with applications that are before the planning and zoning board they are for individual lot restrictions. This may be something that is outside of the Planning Board's jurisdiction. Mr. Knezick gave some history on the tree removal ordinance and why it was put in place in order to direct development in the proper places.

Bob Tallon, 2454 Axe Factory Road, stated the Environmental Commission has been discussing about adding items to the checklists. The commission would like to update their ERI (environmental resource inventory). This was mentioned in the reexamination of the master plan. The study completed by a specialist on behalf of the watershed association proves that the stormwater basins are failing. **Mayor DiGiuseppe** stated that she and Committeeman Ocello are liaisons to the Environmental Commission and will be at the next meeting.

Colleen Herbert, 2 Millennium Drive, stated how happy she is to see everyone come out; especially the young people. She thanked them for coming out and encouraged them to keep coming back and to stay in touch with their community.

Frank Pinto, 420 Island Road, stated he understands DEP has final say over certain aspects of the Tower Gate project, but citizens cannot lessen their concern hoping the DEP can save this from happening. The Township is viewed as the first line of defense for a project like this and it should not fall back on a state agency. Mr. Pinto stated he understands the project is a result of a lawsuit, however, the settlement agreement in his opinion was very one sided. He believes many of the waived items could have been negotiated.

Leah Delflippo, 2225A Old York Road, questioned the hotel/motel ordinance and whether section 8 is concerned low income housing. She is hopeful that the DEP will go against this development and if that happens, another property should be chosen to develop low income housing instead of waiting for another builders remedy lawsuit. She agrees with Ms. Tallon in regards to the parks. Her child was disappointed with Hedding Park in particular.

Katherine Tallon, 53 Oak Lane, New Egypt, stated as the Director of the Craft's Creek Watershed Association, she thinks the township needs to be more proactive. There are a lot of

threatened and endangered species and plant life. Not only should the endangered species be saved, but accurate levels of animals and plants that aren't endangered or in critical statuses need to be preserved as well and should be taken into consideration. She would like to work more closely with the Environmental Commission to accomplish same.

There being no further comments, the public comment portion of the meeting was closed.

MAYOR AND COMMITTEE COMMENTS

Committeeman Magee thanked everyone for coming.

Committeeman Higgins thanked everyone and he appreciates everyone's comments.

Committeeman Ocello thanked everyone and wished all a Happy New Year.

Deputy Mayor Cain thanked everyone for coming out and asked all to come out every month.

Mayor DiGiuseppe thanked everyone and assured everyone's comments will be taken into consideration. She assured the Forrester the tree removal ordinance will be looked at by the Township Attorney's.

ADJOURNMENT

A motion was offered by **Committeeman Magee** and seconded by **Deputy Mayor Cain** to adjourn the meeting. Motion carried. Meeting adjourned at 8:47PM.

Prepared by:

Respectfully submitted by:

Ashley Jolly, Deputy Clerk

Linda Semus, Municipal Clerk, RMC, CMR

APPROVED: