

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
BUDGET MEETING MINUTES
February 19, 2020
3:00pm**

The special meeting was called to order on the above shown date with the following in attendance **Mayor DiGiuseppe, Deputy Mayor Frederick Cain, Committeeman Michael Magee, Committeeman Rudy Ocello, Township Administrator Michael Fitzpatrick, Chief Financial Officer Bonnie Grouser, and Municipal Clerk Linda Semus. Committeeman Robert Higgins** was not in attendance.

Mayor DiGiuseppe called the meeting to order at 3:00PM, followed by the following opening statement read by **Municipal Clerk Semus** and the flag salute:

Notice has been proved for this special meeting and has been posted on the official bulletin board of the Township of Mansfield, noticed in the Burlington County Time and Trenton Times on February 11, 2020 and filed with the Municipal of the Township of Mansfield, notice of which contains the date, time, place and purpose of this meeting as so noted under NJSA 10:4-8 amended in 1981 and including sections 10:4-18 which addresses regular meetings of the public bod which is addressed under annual notice.

PUBLIC COMMENT:

There were no comments from the public. Public comment section was closed.

BUDGET DISCUSSION:

Jeffrey Jones, Township Superintendent

- In need of a new articulated arm flail which would be about \$25,000.00. He was able to find a 1998 New Holland Tractor with flail for \$24,900.00, which he would like to purchase so he will still have the other two tractors (without the arm) available for use.
- Currently the PW department has a 1998 Dump Truck with a plow that is rotting and falling apart. A new dump truck with a plow would cost roughly \$50,000.00. This item could possibly wait one more year; however he defers to the Township Committee regarding same.
- Country Walk Park would cost \$27,000.00 to maintain because as \$20,000.00 mower would be required and at least 3 more summer employees. He has estimated 4 employees about 6 hours to do the park.
- **Mayor DiGiuseppe** questioned if the requests are in addition to the current budget. **Mr. Jones** stated that was correct.
- Trees for open space is in regards to the dying trees along the Township's open space and the residents are complaining that the dying trees need to be removed. This is an unanticipated expense.
- Sprinkling Veterans Park and replacing shrubs is another unanticipated expense. When the old complex was sold the water that supplied the sprinkler system was cut off. The sprinklers will need to be rerouted from the Recreation Building.
- Water Fountains at Columbus Park are broken and need to be replaced or removed completely.
- Fuel Caddy will need to be purchased because of the shared service with Northern for fuel, PW needs a way to fill their lawn mowers every morning. He anticipates this to cost roughly \$5,000.00.
- Additional monies for leaf bags may come out of the recycling grant.
- Demo of 29 Georgetown-Chesterfield Road would cost roughly \$15,000.00 if it does not sell at auction.
- Resurfacing the tennis and basketball courts in Country Walk and Mapleton Parks would cost an estimated \$10,000.00.
- Power washing the exterior of the Municipal Building would cost \$4,000.00
- Heating and air conditioning unit for the building would cost an estimated \$100,000.00
- All agreed the water fountains will be removed from all parks.
- **CFO Grouser** stated \$40,000 was budgeted last year for Country Walk Park. There were budget transfers that left \$5,216 remaining.
- **CFO Grouser** explained Mr. Jones budget items are as follows: streets and roads, recycling, buildings and grounds as well as parks. The budget for those items is currently \$206,500.00 and the additional would be roughly \$252,500.00.
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Chief Ronald Mulhall

- These requests are in addition to the current operating and salary and wage budget for 2019.
- Requesting to fill a part time spot and to have that amount added to the salary and wage line. The range was \$18.50 to \$21.00 per hour for an officer to work up to 20 hours per week.
- Class II officer has the ability to carry and act as an officer while in uniform. Under statute one 40 hour Class II officer is permitted as well as one up to 20 hours.
- He is requesting an increase to the operating budget of \$3,000 to cover the expected expense of a hiring process, which would be advertising and testing for a new hire.
- He is expecting one of the sergeants to retire and the cost to promote one of the current officers to sergeant is \$2,000 for the oral exam and this is up to 5 candidates. If the number of candidates is over 5 then it will increase \$400 per candidate.
- Three vehicles have been ordered has a capital funding from 2019 and of the remaining vehicles there is an average mileage of 113,000. If approved for funding he is requesting 2 or 3 vehicles
- Last year he received approval for 3 vehicles at \$150,000.
- Last item is the body worn cameras, which was also discussed in 2019 however was not pursued.
- There seems to be an expectation to have these cameras on officers now and he feels this would be in the Townships best interest.
- The body cameras with state contract pricing and the newest model would be a total of \$65,000. The year one payment must be 10% of the overall.
- The package for body cameras includes warranty coverage and the cameras are refreshed at 2.5 years and again at 5 years. The contract would be finished with brand new cameras.
- If the newest model is not available under the state contract, he would drop back to the older model that is available under state contract, and upgrade at a later date.
- **Committeeman Ocello** questioned if Chief Mulhall was still interested in a garage. There are steel metal buildings that can be built.
- **Chief Mulhall** stated that he was still interested in the garage, however he did not add it to this request.
- During the last accreditation the Assessor's mentioned that an outdoor storage area outside of the Police Departments footprint is needed.

Court Administrator Lori Hall-David

- **Court Administrator Hall-David** appeared with **Judge Dennis McInerney**.
- Since the merger with Southampton she is out of storage space. She looking to purchase the datum storage unit, to house more filing.
- **Judge McInerney** stated many records are required to be kept for 10 years.
- Currently the Court has two rooms upstairs that are almost full and a storage room downstairs just for Southampton that is completely full.
- She has space in the main office, however she does need to purchase the datum system.
- **Mayor DiGiuseppe** questioned if the money that comes in from Mansfield/Springfield Courts would cover the cost.
- **CFO Grouser** stated it is recognized as a revenue. So if the Committee would like to increase the Court budget line item to purchase this, or there could be a combination of capital projects.
- Between 2018-2019 Springfield had total of 10,050 tickets. Since adding on Southampton from July until the end of the year (2019) the tickets were increased to 16,800 tickets.
- Mansfield had 9,528 total combined tickets and criminal complaints; therefore there is an open filing for 48,154 cases just for Mansfield.
- Southampton had 5,030 for an open of 26,355 cases.
- Springfield 3,027 for an open of 14,096 cases.
- The Court case load has doubled to triple since July.
- **Court Administrator Hall-David** referred to the budget that was prepared for the County AFC.
- She asking for counter/clerical help.
- Interpreting costs have increased dramatically.
- Sign language interpreters have also been utilized.
- Reference materials also need to be updated.

- Mailers being used would be about 1.5 boxes per month. Last year only 12 boxes of mailers were used total.
- They are asking for an increase in office supplies because of the increase in volume of tickets and activities.
- **Mayor DiGiuseppe** questioned if the money that the Township is getting from the two added municipalities is covering what the Court needs to request for the budget.
- **Judge McInerney** stated the Township does receive certain revenues from Springfield and Southampton. He believes the revenues that the Township receives does cover these increases.
- **CFO Grouser** stated the Township received \$115,000 per year from Springfield and \$120,000 per year from Southampton.
- **Judge McInerney** explained they are asking for a modest increase in the operating budget for this year, as well as, an increase in salaries. It is a 3% increase based on the increase of activity.
- **Mayor DiGiuseppe** questioned the \$21,000
- **Judge McInerney** explained that would be in capital expenditures.

Douglas Borgstrom Fire Prevention and OEM

- **Mr. Borgstrom** stated that fire prevention is his first item to discuss.
- He is looking for \$61,000 to continue what has been done since 2000 when the fire prevention bureau was started.
- The Fire Department has had difficulty responding, and he has talked about the need of hiring full time firefighters during the day since 2014.
- He estimates a full time firefighter with a starting salary of \$40,000 with benefits about \$75,000 total.
- The need for a full time firefighter during the day is for continuity.
- The amount of federal and state regulations requires someone who is steady.
- He is looking for firefighters to come on an as needed basis. They would not receive benefits.
- There are a lot of career firefighters that work in other towns on 24 hour shifts.
- It is possible to get good seasoned firefighters for about \$20 per hour.
- PPE (personal protective equipment) and uniforms is around \$3,500 to outfit a firefighter head to toe.
- A municipal fire department is needed if they would like to hire full time fire fighters.
- It is possible to adjust chapter 21 of the municipal code to create a municipal fire department that uses the volunteer department in the same aspect that it is currently used, but there will be a career component that will manage the career personnel.
- Asking for the Fire Department to receive the \$90,000 that they received last year.
- He will be applying for grants as well.
- **Mayor DiGiuseppe** questioned the difference in the fire company having a contract executed with the Township.
- **Mr. Borgstrom** stated they are recognized by Ordinance as being the fire department for Mansfield Township. The hiring of any employee cannot be managed by a volunteer fire company.
- One full time employee and two per diems are currently being requested.
- All of the volunteers will remain volunteers; they will not become full time firefighters.
- Discussion on the differences between urban and rural community fire departments ensued.
- **Committeeman Magee** mentioned shared service or regionalization concepts and questioned if there is any benefit in reaching out to surrounding towns that have paid fire departments.
- **Mr. Borgstrom** stated that fire protection is required per our state constitution on a municipal level. In order to explore shared services regionalization it would be done on a municipal level, however he does not see that happening.
- If the township had a municipal fire department the township could apply for a safer grant through the federal government.
- An engine is needed to be replaced at \$650,000
- Looking to replace the Fire Chief's Tahoe.
- The old lighting in the fire house engine room needs to be replaced and would cost about \$14,000.
- **Mr. Borgstrom** questioned if the cleaners the township utilizes could also clean the hallways, bathrooms, and offices of the fire house.
- **Mayor DiGiuseppe** stated the contract would need to be extended.
- **Administrator Fitzpatrick** stated a new company has just started taking over the cleaning services. If the Committee desires, we could add that on.
- **Mr. Borgstrom** stated every other week or even once a month cleaning would be helpful.

CFO Grouser stated she is requesting additional services to be performed by the townships audit company, Bowman & Company. She is asking for assistance with the annual financial statement. **Mayor DiGiuseppe** stated she agrees to give permission and clarified that in accordance with state requirements, when submitting the annual financial statement to the State, the CFO must make clear that the auditor performed the annual statement. The cost of same would be roughly \$7,000. **Administrator Fitzpatrick** confirmed that many towns have their auditors completing the annual financial statement. All agreed to permit the auditors to complete the annual financial statement.

Jeffrey Burd Tax Assessor

- A minimal increase in education and conference.
- He has cut back on office supplies.
- Excluding the tax map maintenance there is maybe another \$1,100 total.
- He would like to bring in more filing cabinets for the office for storage. Apparently this money was previously allocated.
- There is money in the budget for tax map maintenance.

Mayor and Committee Comments:

The ordinance for the millennium building was discussed in regards to purchasing the heating and air conditioning unit. The total budget for 2019 was discussed as well as the Townships current budget position.

Motion for Adjournment:

A motion to adjourn the budget meeting was offered by **Committeeman Cain** and seconded by **Committeeman Magee**. All ayes. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Ashley Jolly
Deputy Clerk

Linda Semus, RMC, CMR
Municipal Clerk