

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
BUDGET MEETING MINUTES  
January 27, 2021  
6:00pm**

The special meeting was called to order on the above shown date with the following in attendance **Mayor Magee, Deputy Mayor Robert Tallon, Committeeman Higgins, Committeeman Golenda, Committeeman Rudy Ocello, Township Administrator Michael Fitzpatrick, Chief Financial Officer Bonnie Grouser, Deputy Clerk Jolly and Municipal Clerk Linda Semus.**

**Mayor Magee** called the meeting to order at 6:00PM, followed by the following opening statement read by **Municipal Clerk Semus** and followed by the flag salute: **It was noted that this meeting is being conducted during the current National Emergency with remote participation in accordance with guidance provided by the New Jersey Division of Local Government Services, Department of Community Affairs, as set forth in the Public Notice of this meeting.**

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 January 15, 2021 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.

**BUDGET DISCUSSION:**

**CFO Grouser** thanked everyone for attending the first budget meeting. She wanted to remind everyone that the budget is a process and this meeting is the first step. She wanted to make sure everyone was aware that the COLA Ordinance 2021-2 was introduced during the January 20<sup>th</sup> meeting to increase the appropriations from prior year to this year by 3.5%. That gives a dollar amount that the Township can increase the in capital appropriations for this year's budget; that amount is \$204,000.00. There is left over cap (about \$13,000) from the 2019 budget. Additionally there is left over cap from the 2020 budget. Adding the COLA Ordinance and the two cap banks the Township has about \$274,000.00 to increase the budget from last year.

**Committeeman Higgins** questioned if the budget is increased by \$275,000 and assuming every penny on the increase would generate 1,000 based on the facts there would be a 2.75 increase on the local purpose tax based on the increase of expenditures.

**Linda Hannawacker, Tax Collector**

- \$1,200 for the cost of a new copier machine
- \$5,000 in education and training
- \$3,000 for printing and data processing for estimated tax bills

**Committeeman Golenda** questioned if the printing and binding was \$3,000.

**Ms. Hannawacker** clarified that it is printing and data processing for estimated tax bills.

**Committeeman Higgins** questioned CFO Grouser on how much the police union will take out of the \$274,000.

**CFO Grouser stated the contractual for the Police would be about \$50,000.**

**Committeeman Higgins** then questioned how a 3% increase to employees would affect the 274,000.

**CFO Grouser** stated a 3% increase would be about \$40,000 inclusive of benefits. In subtracting the police contractual and the 3% there would be \$184,408.

**Chief Ronald Mulhall, Police Department**

- 2 Chevrolet Tahoe's total cost of \$55,000 per vehicle
- 2<sup>nd</sup> Special Law Enforcement Officer, Class II, Part Time 20 hours per week
- There are two sergeants eligible for retirement. One is set to retire on February 1<sup>st</sup> and the second will most likely be retiring this calendar year. He would like to be able to fill the position of patrolmen since the department will promote from within the sergeants position.

Some discussion ensued regarding the condition of the vehicles.

**Committeeman Higgins** questioned if any of the vehicles were bondable or part of the operating budget.

**CFO Grouser** stated that the SUV's are bondable however police cars are not.

**George Senf, EMS**

- Increase in medical supplies
- Increase in maintenance
- Previously the Township carried health/accident insurance for the squad and fire department however last year that policy was taken away. He is asking to reinstate this policy as it is a benefit for the staff.
- A command radio is needed for the command vehicle as it was not supplied by the County.
- A new ambulance is being requested as well and there are several different options to consider. Currently EMS has two 2008's, one 2012 and one 2017 ambulance.

**Committeeman Ocello** questioned what ambulances Mansfield owns.

**Mr. Senf** clarified that Mansfield owns all of them (4 total). Two are stationed at the EMS building on Fieldcrest Drive and the others are stored in Wrightstown.

**Committeeman Ocello** questioned if the EMS budget could be shared with other Townships.

**Mr. Senf** explained that everything is really directed towards Mansfield Township. The squad has a separate budget for supplies it buys for other Townships except for mutual aid on a case by case basis.

**Committeeman Ocello** also wanted to clarify that the insurance being requested is an additional policy to what is already provided.

### **Alex Broder & Doug Borgstrom, Fire**

- Asking for the full \$90,000 permitted by law to continue day to day operations and to enhance recruitment and volunteers.
- The Fire Department would budget \$24,000 out of the 90,000 for the fire fighter incentive program.
- Replacement of the Fire Chiefs vehicle is being requested at the cost of approximately \$60,000
- Replacement of the 20 year old Class A Pumper at the cost of \$700,000
- Due to previous denials the budget and operations of the fire company have been affected
- There have been increased maintenance cost and decrease in fuel efficiency.
- Not following the replacement cycle is most concerning if apparatus are not replaced maintenance costs will continue to increase and the apparatus will eventually wear out and fail causing a risk to firefighters.
- Lastly the 25 year old pumper would also need to be replaced very soon.

**Committeeman Golenda** questioned the maintenance cost on the truck that is needing replacement.

**Mr. Broder** stated \$36,000 has been put into that piece of equipment and each year those amounts increase.

Some discussion took place regarding the hiring of an individual for the Fire Department.

**Mr. Broder** gave information regarding the standards for replacement of certain apparatus.

### **Doug Borgstrom, Fire Prevention**

- Currently there are 3 part time inspectors to do inspections on resales and rentals
- There is a slight increase request for salary and wage because of the amount of time spent doing inspections.
- He is asking to hire a Fire Chief and a Fire Fighter full time.
- PPE and testing for any new hires
- Replacement of 2002 inspection vehicle

**Mr. Borgstrom** discussed the need to have a Fire Chief and Fire Fighter available during the daytime hours especially with the added growth of warehouse development. He added that 3 people on a fire truck would be sufficient.

### **Doug Borgstrom, Emergency Management**

- Increase in salary and wage is being requested for the coordinator and deputy coordinator.
- Increase in supplies
- Asking for Polaris Ranger for emergency management operations with Police and EMS.

### **Brandon Metz, Public Works**

- For the parks budget he is asking for a \$92,000 increase to repair the tennis and basketball courts.

- \$53,000 for 5 new lawn mowers

**Administrator Fitzpatrick** discussed the deterioration of the parks.

- For Buildings and Grounds he added \$24,000 for the repainting of the municipal building and the roof repairs.
- \$14,000 to enclose the public works yard at the municipal complex
- For Streets and Roads he added \$10,000 for removal of dead trees
- \$30,000 for patch work to repair the cracks in the roads
- \$9,000 for basin work to be completed by the PW department
- \$8,000 for a line striper
- \$5,000 for safety signs and equipment
- \$3,500 for training

**Administrator Fitzpatrick** added that R&V has a program where they do a road assessment (blue print) of the roads as far as what roads will need to be fixed; this would cost approximately \$25,000. The Township needs some type of blue print on how to repair the roads. He strongly suggests the Township Committee take a look at this.

**Committeeman Higgins** discussed the need to increase the Public Works Department as well as, helping out the Fire Department however, there is a spending cap.

- He added he would like to start a road trust with some of the PILOT money.
- For employees and staffing he would like 2 additional full time employees, keep 2 part time and reduce summer help from 4 to 2. This would give PW 5 full time employees, so he can have a parks department and a road department in PW.
- \$755,000 for new vehicles is needed to get the department up and running. He listed all of the vehicles that are needed.
- \$175,000 is needed for the purchase of a pole barn to store all the new equipment.

**Tom Colavecchio, Tax Assessor C/O CFO Grouser**

- A Clerical Assistant is being requested to work 7 hours per week roughly \$7,800 per year.
- Increase in operating budget of roughly \$5,000

**Paul Narwid, Recreation**

- \$3,000 for over seeding of the civic club soccer field
- \$2,500 for COVID sanitation supplies
- \$2,000 to remove the infield of the Babe Ruth field to convert the field to multi use
- He explained how COVID has taken away the renting of the indoor facility which is their source of revenue.

**Deputy Mayor Tallon** questioned if the over seeding could be done by the Public Works Department.

**Mr. Narwid** clarified if the Public Works Department is able to do it that could work.

**PUBLIC COMMENT:**

**Colleen Herbert, 2 Millennium Drive** – She explained that it's her opinion that the Township needs to ensure the Fire Department has the equipment necessary to protect the people in the community. She is hopeful that this will be a priority. She questioned CFO Grouser what the budget was and what it is looking to be now.

**CFO Grouser** explained that it is too preliminary in the budget process to answer that question at this point.

**Ms. Herbert** questioned the anticipated revenue from the warehouses.

**CFO Grouser** the Township is currently billing the Margolis warehouse phase 1 buildings one and two about \$400,000.

Brief discussion took place on which warehouse will be next to begin pay roll back taxes.

**Ms. Herbert** added that R&V should do the road blue print as a courtesy and she thanked the Township Employees for all their hard work.

**John O'Callaghan, 53 Oak Lane, New Egypt** – He questioned the increases in services and the increase in the township population especially if the pulte/centex property is developed. He questioned if the increases discussed took all of that into account.

**Committeeman Higgins** added that the above was just the start of discussions. The Township Committee will need to give the CFO direction on how to put the budget together. There are still limitations based on state law.

Some additional discussion took place regarding the budget spending cap and the monies coming in from the warehouses.

**Joseph VanMater, 24694 Mt. Pleasant** – He questioned if the budget would be posted.

**Mayor Magee** explained that the budget is a public document and will be available for the public to review after it is introduced.

It was explained that there will also be a public hearing prior to adoption.

**Leah DiFilippo, 2225 Old York Road** – She thinks the budget should be focused on improving the public works department. She questioned if special events is still going to receive it's typical allotment in the budget.

**CFO Grouser** confirmed that normally \$3,000 is put in the budget for special events.

The Township Committee confirmed this allotment.

**Carl Schwartz, 40 Fitzgerald Lane** – He mentioned that it may be helpful to have these discussions with the various departments throughout the year. Also, he thinks it would be helpful to have a 3 to 5 year plan from the departments. He spoke about the conditions of the roads, especially in Four Seasons, it seems the solutions do not last past 1 to 2 years.

**Administrator Fitzpatrick** added that R&V is going to address those concerns.

**Mr. Schwartz** questioned who pays for the EMS medical insurance.

**Committeeman Ocello** added that the Township eliminate the extra insurance policy.

**Mr. Schwartz questioned the police secured area they had requested previously.**

Committeeman Ocello added that would be a part of the Public Works area.

**Margaret Zola, Legends – She questioned the work being done on the Bradley Farm and if the Township is aware of same.**

**Mayor Magee** clarified that he is not familiar with what is going on over there other than flood line verification. He is not aware of any applications submitted to the Township at this time in regards to this property.

**Committeeman Higgins** explained that most of that property is zoned residential and he is not aware of what is going on at that property.

**Ms. Zola** explained that she is very concerned and believes that the warehouses do not lower taxes.

Some brief discussion took place in regards to the interest in developing several properties in the Township.

**Ms. Zola** questioned when the application for the Mansfield Road West and East project would be heard.

**Mayor Magee** stated that it would be heard on February 22<sup>nd</sup>.

There were no further comments from the public.

#### **MAYOR AND COMMITTEE COMMENTS:**

The Township Committee discussed when the next budget discussion meeting would take place.

It was decided that the next discussion would be held on February 11<sup>th</sup> at 6:00pm.

#### **MOTION FOR ADJOURNMENT:**

A motion to adjourn was offered by Committeeman Ocello and seconded by Deputy Mayor Tallon. All ayes motion carried.