

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY
April 21, 2021**

The regular meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Michael Magee, Deputy Mayor Robert Tallon, Committeeman Rudy Ocello, Committeeman Robert Higgins, Committeeman Daniel Golenda, Township Solicitor Tim Prime, Township Engineer Doug Johnson, Township Administrator, Michael Fitzpatrick, CFO Bonnie Grouser, Deputy Clerk Ashley Jolly and Clerk Linda Semus.**

Clerk Semus read the following: 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.

“Public notice of this meeting pursuant to the Open Public Meetings Act NJSA 10:4-6 to 10:4-21 has been satisfied. Notice of this meeting was properly given via Resolution 2021-1-8. 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, 2021.

PROCLAMATION: (Read into open session by Clerk Semus and made a part of the record of the township)

*TOWNSHIP OF MANSFIELD
COUNTY OF BURLINGTON*

Proclamation

***WHEREAS,** Elizabeth Grace Banas, a resident of Mansfield Township and a member of Girl Scout Troop 25112 in Columbus, New Jersey, has fulfilled requirements in the areas of leadership, service, and career exploration to earn the Girl Scout Gold Award, and*

***WHEREAS,** because of her extraordinary accomplishments, Elizabeth Grace Banas has earned the Gold Award, the highest honor in Girl Scouts.*

***WHEREAS,** As a recipient of the Girl Scouts' highest honor, she has distinguished herself as a leader willing to go the extra mile for what she believes in, and*

***NOW, THEREFORE, BE IT RESOLVED** that the Mansfield Township Committee, on behalf of the Township, the Officials, Employees, and Citizens thereof, hereby wish to express their sincere congratulations to Elizabeth Grace Banas and to convey deep pride in the example she sets for the youth of our community, and*

***BE IT FURTHER RESOLVED** that it is the desire and intent of the Township Committee of the Township of Mansfield to publicly acknowledge Elizabeth Grade's determination, good skills and enthusiasm toward Scouting and to see that such recognition is permanently made a part of the record of this Township.*

*Given under their hand and seal of the Township of Mansfield this
21st day of April, 2021*

PRESENTATION BY: Averie Elliot – Girl Scout Dog Park Project

Ms. Elliot explained to the Township Committee that she is going for her Gold Award from the Girl Scouts and provided a bit of her background information. She presented her idea of creating a dog park in one of the Township Parks. The project would be wholly funded on donations through social media platforms such as Facebook.

Administrator Fitzpatrick added that Ms. Elliot had already presented her idea/project to the recreation committee and they were in favor of it.

The Township Committee members thanked Ms. Elliot for her presentation and all agreed that Country Walk Park would be the best area for the dog park. Administrator Fitzpatrick will work with Ms. Elliot on the details of the project.

ENGINEERS REPORT:

Engineer Johnson went through several items in his April report:

Trees along Aaronson Road: The Department of Public Works had contacted R&V regarding the removal of trees along Aaronson Road adjacent to the Mansfield Realty Warehouse construction site. The Township is allowing the trees to be removed by the contractor at no expense to the Township. The contractor is coordinating with the developer to confirm authorization to remove trees.

Drainage Manchester Court: R&V was notified of a drainage issue at the rear of 1 and 3 Manchester Court. The site was visited with DPW to investigate the issue and recommend a solution. R&V prepared a sketch to install a new underdrain to alleviate the drainage for review and consideration by the Township.

Window Installation at Municipal Complex: The Township had requested the investigation of replacement windows at the Municipal Building to allow outside air into the building. The contractor provided a quote to perform the work, however prior to moving forward R&V is reaching out to other qualified contractors to get additional quotes.

2019 Burlington County Municipal Park Grant: The Township submitted a grant application to the County for improvements to the Mansfield Community Park. R&V in conjunction with General Recreation, Inc. provided an engineer's estimate and conceptual layout to the Township for the grant application. The Township has received notification of award in the amount of \$100,000. R&V will coordinate with the Township for scoping changes due to the allotted funding.

FY 2021 Community Development Block Grant (CDBG) Program: The Township submitted an application on December 16, 2020 and is awaiting notification of award from the County.

Creation of Digital Tax Maps for State Compliance: Work on updating the tax maps is underway. Required documents have been received from the County and it is anticipated to have the tax map updates completed on or about July 2021.

Zoning Map Update: An updated zoning map has been provided to the Township for review and comment.

Margolis Warehouse Distribution Facility (Phase 2): Earthwork operations are on-going with storm sewer installation to begin in the coming weeks. Work will be on-going.

Margolis Warehouse Distribution Facility (Phase 2) Bridge: Work for the bridge foundations has begun and will be on-going.

Engineer Johnson wanted to note that he would be willing to volunteer his time to assist Ms. Elliot should she need engineering for her Dog Park project.

A motion to accept the Engineers report was offered by **Committeeman Higgins** and seconded by **Mayor Magee**. All ayes. Motion carried.

CONSENT AGENDA: Note: Consent Agenda Items are considered to be routine and Expenditures are supported by Certification of Availability of Funds. Any items requiring discussion will be removed from the Consent Agenda.

RESOLUTION 2021-4-10

A RESOLUTION APPOINTING POLICE OFFICER JONATHAN T. COSTELLO

WHEREAS, a vacancy exists in the rank of patrolman within the Mansfield Township Police Department; and

WHEREAS, a selection process was conducted to find the most qualified person to hire in this capacity and **JONATHAN T. COSTELLO** has met all the qualification for said position;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Mansfield Township, County of Burlington, State of New Jersey at their Regular Meeting held on April 21, 2021 that **Jonathan T. Costello**, is so hired, at the recommendation of Chief of Police, Ronald G. Mulhall, Jr. at Probation Step in the amount of \$46,923.00, with benefits, and with certification of funds by the Mansfield Township CFO/Treasurer. Appointment to said position is hereby effective as of May 3, 2021.

BE IT FURTHER RESOLVED that said appointment is subject to the successful completion of all required background evaluations, and upon clearance by Virtua At Work relative to Pre-employment testing requirements.

RESOLUTION 2021-4-11

A RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING TERENCE J. PETRONI AS A FULL-TIME PUBLIC WORKS' EMPLOYEE FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, there is a vacancy for a full-time Public Works employee position for the Township of Mansfield; and

WHEREAS, applications were received and interviews conducted for said position by the Public Works Foreman Township Administrator, and the Township Human Resource Manager. It was unanimously agreed that Terrance J. Petroni best met the requirements needed to perform the duties of said position.

WHEREAS, Mr. Petroni has been employed by the Township for 8 years as a part-time public works' employee and has demonstrated exceptional work ethics and skills.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield at their Regular Meeting held on April 21, 2021 hereby appointments Terrance J. Petroni as a full-time Public Works

employee, with an hourly wage of \$22.00 per hour and a 35 hour work week, effective April 26, 2021 with all benefits associated with said full time position.

RESOLUTION 2021-4-12

A RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING KENNETH FRIEDRICH AS A FULL-TIME PUBLIC WORKS' EMPLOYEE FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, there is a vacancy for a full-time Public Works employee position for the Township of Mansfield; and

WHEREAS, applications were received and interviews conducted for said position by the Public Works Foreman Township Administrator, and the Township Human Resource Manager. It was unanimously agreed that Kenneth Friedrich best met the requirements needed to perform the duties of said position.

BE IT FURTHER RESOLVED that said appointment is subject to the successful completion of all required background evaluations, and upon clearance by Virtua At Work relative to Pre-employment testing requirements.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield at their Regular Meeting held on April 21, 2021 hereby appointments Kenneth Friedrich as a full-time Public Works employee, with an hourly wage of \$20.00 per hour and a 35 hour work week, effective April 26, 2021 with all benefits associated with said full time position.

RESOLUTION 2021-4-13

A RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING SHANA I. GOSIK AS A FULL-TIME TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, there is a vacancy for a full-time Technical Assistant to the Construction Official position within the Construction Office of The Township of Mansfield; and

WHEREAS, applications were received and interviews conducted for said position by the Construction Official, Township Administrator and the Township Human Resource Manager. It was unanimously agreed that Shana I. Gosik best met the requirements needed to perform the duties of said position.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield at their Regular Meeting held on April 21, 2021 hereby appoints Shana I. Gosik as a full-time Technical Assistant to the Construction Official, with a salary of \$40,000.00 and a 35 hour work week, effective April 26, 2021 with all benefits associated with said full time position

RESOLUTION 2021-4-14

A RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING A PART-TIME MANSFIELD TOWNSHIP ADMINISTRATIVE ASSISTANT TO THE TAX ASSESSOR

WHEREAS, the Mansfield Township Tax Assessor is in need of a part-time Administrative Assistant at this time; and

WHEREAS, said part-time position is not to exceed seven (7) hours per week; and

WHEREAS, the compensation for the position is \$7,500.00 per year; and

WHEREAS, Jeannie E. Pompei, who has been employed by the Township since July 18, 2018 and has demonstrated exceptional work ethics and skills; and

WHEREAS, Ms. Pompei had expressed interest in assuming the duties and position of Administrative Assistant to the Tax Assessor and was found to meet the qualifications that best meet the needs of the department;

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 April 21, 2021 at the Municipal Complex at 7:00 PM that **Jean E. Pompei** is hereby appointed as a part time Administrative Assistant to the Tax Assessor at the compensation of \$7,500.00 per year and not to exceed seven (7) hours per week, effective April 26, 2021.

RESOLUTION 2021-4-15

A RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY

WHEREAS, the Township Committee has found that various equipment that is surplus are no longer needed for public use by the township, and

WHEREAS, the Township Committee believes that it would be advantageous to dispose of its surplus property, and

WHEREAS, N.J.S.A. 40A:12-13 and 40A:12-13.1 permit the Township to dispose of surplus property no longer needed and to authorize such action by Resolution of the municipality; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the following equipment be disposed of:

Dell Computer Desktop:	Tag Number: 517 (Fire)
Dell Computer Laptop:	Tag Number: 611 (Fire)
Dell Dimension E-520:	Tag Number: No Tag Number given (Fire)
Star TSP100 Furture prnt Validator:	Tag Number: 388 (Finance)
Star TSP100 Furture prnt Validator:	Tag Number: 412 (Finance)
Dell Monitor:	Serial Number: CN-005428-72872-586-81US
Dell Monitor:	Serial Number: CN-OU493146633-580-53ML
NEC Monitor:	Serial Number: LCD5V-VK
Dell Monitor:	Serial Number: CN-OD5428-72872-586-92CS
Dell Computer Tower:	Tag Number: 319
Dell Keyboard:	Serial Number: CN04N45437172-469-OVCE
Asus Monitor:	Serial Number: C9LMTF272013
Harmon/Kardon Speakers:	No Tag
Dell Monitor & Keyboard:	No Tag

Dell Keyboard (2):	No Tag
Cyber Power 625VA:	No Tag
Surge Master Power Cord:	No Tag
Gateway Computer Tower:	Tag Number: 0378
Dell Computer Tower:	Tag Number: 364
Intel Computer Tower:	Tag Number: 569

RESOLUTION 2021-4-16

A RESOLUTION AUTHORIZING RELEASE OF RETAINAGE FOR THE FISCAL YEAR 2016 NJDOT TRUST FUND RECONSTRUCTION OF MANSFIELD ROAD EAST (PHASE I) PROJECT

WHEREAS, the Township Engineer, Remington and Vernick Engineers, have issued a letter dated March 24, 2021, confirming that Richard T. Barrett Paving Company (“Contractor”) has completed the Fiscal Year 2016 NJ DOT Trust Fund Reconstruction of Mansfield Road East Phase I Project (“Project”); and

WHEREAS, send letter recommend the release of the retainage for the Project in the amount of \$2,878.17 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, that the retainage in the amount of \$2,878.17 is hereby released and payment to the 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.

RESOLUTION 2020-4-17

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 2016 NJDOT TRUST FUND RECONSTRUCTION OF MANSFIELD ROAD EAST (PHASE II) PROJECT

WHEREAS, the Township Engineer, Remington and Vernick Engineers, has issued three letters dated March 25, 2021, confirming that Richard T. Barrett Paving Company (“Contractor”) has completed the Fiscal Year 2016 NJ DOT Trust Fund Reconstruction of Mansfield Road East (Phase II) 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 \$76,992.03;

WHEREAS, send letters further recommend the release of the retainage for the Project in the amount of \$6,443.89 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 for the Project is hereby released and the two year maintenance bond for the Project is hereby accepted.

Section 2. The final contract amount for the Project is hereby adjusted to \$76,992.03; 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.

RESOLUTION 2021-4-18

A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY

WHEREAS, the Township Committee has found that certain motor vehicles and are no longer needed for public use by the township, and

WHEREAS, the Township Committee believes that it would be advantageous to dispose of its surplus property, and

WHEREAS, N.J.S.A. 40A:12-13 and 40A:12-13.1 permit the Township to dispose of surplus property no longer needed for public use by auction and to authorize such action by Resolution of the municipality;

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

1. The following motor vehicles are hereby declared to be surplus property and no longer needed for public use:

2014 Chrysler Town & Country	VIN: 2C4RC 1BG4E R3974 34
2006 Dodge Charger	VIN: 2B3KA 53H36 H4103 79
2000 Ford Ranger	VIN: 1FTYR 14V5Y PB515 22
2016 Nissan Altima	VIN: 1N4AL 3APXG C1313 46
2006 Chevy Impala	VIN: 2G1WT 58K56 94338 57

2. The Chief Of Police and Township Clerk are directed to arrange for the public auction of the vehicle through GovDeals, a service used by various government agencies, allowing them to sell surplus and confiscated items via the internet.

The Township Clerk shall assure that proper public notice of the auction is made, as required by law.

RESOLUTION 2021-4-19

A 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 is 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 taxes for 2021:

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
42.21	7	Robert C Ward	\$ 971.84
(Effective 04/12/21)			
42.31	61	Scott Heintzelman	\$3,693.06
(Effective 04/02/21)			

RESOLUTION 2021-4-20

A RESOLUTION FOR THE REFUND OF HOMESTEAD REBATE

WHEREAS, a Homestead Rebate Credit for the year 2017 taxes was applied to the properties listed below in 2021; and

WHEREAS, the homeowners were declared as 100% Disabled Veterans and are exempt from paying taxes; and the refund is due to the homeowner;

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 April 21, 2021 hereby authorizes the refunding of the following by the Tax Collector.

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Address</u>	<u>Amount</u>	10.06	3
		Mark Pospischil	5 Durham Drive	\$415.79		
42.08	1	LeRoy Johnson	1 Fireside Circle	\$345.29		

RESOLUTION 2021-4-21

RESOLUTION FOR THE REFUND OF TAX OVERPAYMENTS FROM REVISED ASSESSMENT

WHEREAS, Property Taxes for Preliminary Taxes (1st & 2nd Qtrs.) 2021 were overpaid on the properties listed below; and

WHEREAS, the Tax Assessor revised the assessment for Common Area on Open Space from \$100 to zero (0); and

WHEREAS, an overpayment was due to a payment by Meadows at Mansfield Comm. Assoc. and a refund is due.

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 April 21, 2021 hereby authorizes the refunding of the following to Meadows at Mansfield Comm. Assoc. by the Tax Collector.

<u>Block</u>	<u>Lot</u>	<u>Property Owner</u>	<u>Amount</u>
24.03	9	Meadows at Mansfield	\$1.67
Total			\$1.67

A motion to adopt all of the above resolutions was offered by **Committeeman Higgins** and seconded by **Committeeman Ocello**. Motion carried on a roll call vote recorded as follows:

AYE: Higgins, Ocello, Golenda, Tallon, Magee

NAY: None ABSENT: None

BILL LIST: Regular & Escrow

A motion to adopt the bill list was offered by **Committeeman Ocello** and seconded by **Deputy Mayor Tallon**. Motion carried on a roll call vote recorded as follows:

AYE: Ocello, Tallon, Golenda, Higgins (except as noted), Magee (except as noted)

NAY: None ABSENT: None ABSTAIN: Higgins & Magee check no. 11559

MINUTES: April 1, 2021

A motion to approve the above minutes was offered by **Committeeman Golenda** and seconded by **Committeeman Ocello**. Motion carried on a roll call vote recorded as follows:

AYE: Golenda, Ocello, Higgins, Tallon, Magee

NAY: None ABSENT: None

REPORTS:

A motion to approve department head reports from the Clerk, Court, Construction, Police, EMS, Zoning, Tax and Recreation was offered by **Committeeman Ocello** and seconded by **Committeeman Golenda**. All ayes. Motion carried.

DISCUSSION:

A. Field Use Permit: South Jersey Mystics, for Community Park and Civic Club from May 2021 through October 2021

Clerk Semus added that the above was discussed and approved by the Recreation Committee.

A motion to approve the above field use permit was offered by **Deputy Mayor Tallon** and seconded by **Committeeman Golenda**. All ayes. Motion carried.

B. Farmers Market hosted by the Special Events Committee:

Administrator Fitzpatrick has had discussions with Committeeman Golenda and the Special Events Committee regarding this event. It would take place in the parking lot behind the old complex. The event would be every Thursday from 5:00 pm – 7:30pm for the months of June through October. The Special Events Committee will charge the vendors to sell items at the market.

After some brief discussion the Township Committee agreed to the above event.

A motion to approve the above event was offered by **Committeeman Higgins** and seconded by **Committeeman Ocello**. All ayes. Motion carried.

PUBLIC COMMENT:

Joseph Van Mater, Mount Pleasant Road – He believes the Farmers Market is a great idea and he thanked the committee for all of their work.

Tom Knezick, 25346 Mount Pleasant Road – He appreciates all of the current Police presence on the roadways and he thanked the committee as well.

There were no further comments from the public.

A motion to close public comment was offered by **Deputy Mayor Tallon** and seconded by **Mayor Magee**. All ayes. Motion carried.

MAYOR & COMMITTEE UPDATES:

Committeeman Ocello – He thanked the Police Department for being more present on the roads especially near the town of Columbus. He also thanked the residents for the participation.

Committeeman Golenda – He explained that he and Deputy Mayor Tallon are drafting a letter to send to the County explaining their concerns for the truck traffic in town. He thanked the Police Department for doing their part to assist. He added that he wanted to discuss the cost benefits of PILOT programs and he wanted to provide the residents of a better understanding on the benefits of a short term versus long term PILOT's. More information will be provided to the public on same.

Committeeman Higgins – He also thanked the Police Department and the residents.

Deputy Mayor Tallon – He thanked the residents for their continued participation and the Police Department. He added he is looking into re-examination of the Township's Master Plan because of the current development and environmental impacts.

Mayor Magee – He explained that the traffic in town center has been a concern for some time. He thanked the Police Department and the residents for their participation.

MOTION FOR ADJOURNMENT:

At 7:49 PM, a motion to adjourn the meeting was offered by **Committeeman Ocello** and seconded by **Committeeman Higgins**. All ayes. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Ashley Jolly, Deputy Clerk

Linda Semus, RMC, CMR

Approved: May 19, 2021