

**Township of Mantua
Workshop Meeting Agenda
November 18, 2019
Mantua Township Municipal Building
6:00 P.M.**

Call to order:

Pledge to the flag:

Observance of a Moment of Silence:

Sunshine Law:

As required by the New Jersey Open Public Meetings Act, adequate notice of this meeting has been provided by adopting a schedule of regular meetings for the year 2019. The schedule is posted on the bulletin board in the Municipal Building and was mailed to the Gloucester County Times and Courier-Post newspapers on January 2, 2019. Notice was also filed with the Township Clerk.

Roll Call:

Mr. Shawn Layton, Mr. John Legge, Mrs. Eileen Lukens, Mr. Robert Zimmerman, Mr. Peter Scirrotto, Mrs. Jennica Bileci, Township Administrator, Mrs. Pamela LeVine, Deputy Township Clerk, Mr. James Pierson, Solicitor, Jon Bryson, Engineer, Steven Alexander, Superintendent of Public Works, Chief Darren White

Approval of Minutes:

October 21, 2019

Motion _____ **Second** _____

Engineering Report:

Jon Bryson, Township Engineer

**Department of
Public Works Report:**

Steve Alexander, Superintendent of Public Works

Police Department Report:

Chief Darren White

Pursuant to Resolution R-32-2019, there is a time limit of five (5) minutes per person

Public Participation:

Motion to Open _____ **Second** _____

Motion to Close _____ **Second** _____

**ORDINANCE O-15-2019:
Adoption**

AN ORDINANCE OF THE TOWNSHIP OF MANTUA RELEASING AFFORDABLE HOUSING DEED RESTRICTIONS ON PROPERTY LISTED ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF MANTUA AS BLOCK 61, LOT 1, C1052 ALSO KNOWN AS 1052 TRISTRAM CIRCLE

Statement:

This Ordinance will release the deed restriction as requested by the property owner from the encumbrances of the affordable housing deed restrictions.

Motion _____ Second _____

RESOLUTION R-164-2019:

A RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO STEEPLECHASE IRRIGATION FOR IRRIGATION REPAIRS AND UPGRADES AT CHESTNUT BRANCH PARK IN THE AMOUNT OF \$9,255.00

Statement:

This Resolution will approve a contract with Steeplechase irrigation for irrigation upgrades at Chestnut Branch Park in the amount of \$9,255.00.

Motion _____ Second _____

RESOLUTION R-165-2019:

A RESOLUTION OF THE MANTUA TOWNSHIP COMMITTEE AUTHORIZING A SOLAR PERMIT PROJECT FEE BE REFUNDED FOR THE PROPERTY KNOWN AS 160 BRIDGETON PIKE, MANTUA, NJ 08051 IN THE AMOUNT OF \$320.00

Statement:

This Resolution will appoint refund a solar permit fee in the amount of \$320.00.

Motion _____ Second _____

RESOLUTION R-166-2019:

A RESOLUTION OF THE MANTUA TOWNSHIP COMMITTEE AUTHORIZING A HOUSING INSPECTION FEE BE REFUNDED FOR THE PROPERTY KNOWN AS 126 PENDRAGON WAY, MANTUA, NJ 08051 IN THE AMOUNT OF \$60.00

Statement:

This Resolution will refund a housing inspection fee in the amount of \$60.00.

Motion _____ Second _____

RESOLUTION R-167-2019:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING TAX REFUNDS

Statement:

The Township of Mantua will refund various property taxes which have been requested to be refunded in accordance with state law for a variety of legal and approved reasons, ranging from overpayments or tax judgments.

Motion _____ Second _____

Statement:

This Resolution will adopt a cyber risk management plan for Tier 2 compliance with the MEL cyber insurance.

Motion _____ **Second** _____

RESOLUTION R-172-2019:

A RESOLUTION APPROVING THE RELEASE OF A PERFORMANCE BOND IN THE AMOUNT OF \$675,175.50 FILED BY TINDALL HOMES AT MANTUA LLC FOR THE PROJECT KNOWN AS THE LEGENDS AT MANTUA AND ACCEPTING A MAINTENANCE BOND IN THE AMOUNT OF \$197,662.24 TO BE HELD BY THE TOWNSHIP OF MANTUA FOR A PERIOD OF TWO YEARS

Statement:

This Resolution will release the Performance Bond for the project known as the Legends at Mantua and accept a maintenance bond for a period of two years as recommended by the Township engineer.

Motion _____ **Second** _____

RESOLUTION R-173-2019:

A RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING RONALD SNYDER FOR THE POSITION OF FIRE SUB-CODE OFFICIAL FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will appoint Ron Snyder to the position of Fire Sub Code for the Township of Mantua.

Motion _____ **Second** _____

RESOLUTION R-174-2019:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA TO MAKE CERTAIN BUDGET TRANSFERS BETWEEN APPROPRIATION RESERVES PURSUANT TO N.J.S.A.40A:4-58

Statement:

This Resolution is pursuant to State law that allows for the transfer of appropriated funds in the municipal budget which are unused to be transferred to other line items.

Motion _____ **Second** _____

RESOLUTION 175-2019:

A RESOLUTION AWARDDING A CONTRACT IN THE AMOUNT OF \$24,881.00 TO RELIABLE CONTRACTING LLC. FOR CURBING AND SIDEWALKS IN THE TOWNSHIP OF MANTUA

Statement:

This Resolution will authorize a contract with Reliable Contracting for sidewalk repair and replacement on Norris Street and Mantua Blvd.

BILL LIST APPROVAL
November 18, 2019
(Three signatures are required)

Mayor Pete Scirrotto

Deputy Mayor Robert Zimmerman

Committeeman Layton

Committeeman John Legge

Committeewoman Lukens

I, Jennica Bileci, Township Clerk, do hereby attest to the signatures above are true and original and apply only to the bill/claims list presented at the meeting held on the date above.

Jennica Bileci, Township Clerk

Township of Mantua
Minutes of Workshop Meeting
November 18, 2019
Mantua Township Municipal Building
6:00 P.M.

On the above date the Township Committee of the Township of Mantua held a Workshop Committee Meeting in the Mantua Township Municipal Building, 401 Main Street, Mantua, New Jersey 08051.

Mayor Scirrotto called the meeting to order. The time was 6:00 p.m. Mayor Scirrotto asked everyone to rise for the Flag Salute and remain standing to observe a moment of silence.

Mayor Scirrotto delivered the Sunshine Notice as required by the New Jersey Open Public Meetings Act.

Mr. Shawn Layton, Mr. John Legge, Mrs. Eileen Lukens, Mr. Robert Zimmerman, Mr. Peter Scirrotto, Mrs. Jennica Bileci, Township Administrator/Clerk, Mrs. Pamela LeVine, Deputy Township Clerk, Mr. James Pierson, Solicitor, Jon Bryson Engineer, Steven Alexander, Superintendent of Public Works - Absent, Chief Darren White

Approval of Minutes: October 21, 2019

Deputy Mayor Zimmerman made a motion to approve, 2nd Committeeman Legge
Roll Call: All were in Favor

Engineering Report: Mr. Bryson noted that the 2019 Local Road Program has been completed and that a punch list will be done for the contractor to finalize the completion of the project. Mr. Bryson also noted that the Reconstruction of East Warren is completed except for some cement work that still remains and a punch list. The concrete work should be completed this week and then the punch list.

Department of Public Works Report: There was no report given, a Mr. Alexander was not present.

Police Department Report: Chief White noted that the speed signs and community service has been consistent.

The Chief noted that he has received quotes from All Traffic Solutions in order to have addition signs to be placed on Main Street and at the areas where they have been receiving recent complaints. In addition, the Chief discuss that he along with the captain, lieutenants, attended a Wenonah senior luncheon to interact with some of their residents and talk about safe medication disposal.

Chief White made mention that next year's patrol schedule is complete with the changes taking place in January, and that the Firearm qualifications are completed. In addition the chief noted that the order for the department's handgun replacements is complete. Darren discussed that the new handguns could take anywhere from eight months to a year to be received from Germany. The retired weapons will be turned in for a credit to the

Township and/or the office may purchase their retiring weapon. In addition, the Chief made mention that Officers will again be participating in Movember and that all participating officers donate money that is then donated.

Chief White noted that the TTY phone has been installed in the vestibule for afterhours contact with the dispatch center for deaf and hard of hearing individuals.

The Chief discussed that there were no issues with Halloween and Mischief Night, and that the officers handed out candy and that the department also participated in a large trunk or treat event at Lowes.

Pursuant to Resolution R-32-2019, there is a time limit of five (5) minutes per person

Public Participation: Deputy Mayor Zimmerman made a motion to open 2nd Committeeman Legge. Roll Call: All were in Favor

Rosemarie Corl – 96 Briar Patch Lane, spoke about the rising taxes within the township and asked if Committee would please do what they can to consider lowering the taxes. She also went onto mention that the local schools will be trying to raise taxes with several items needed at the local school level.

Deputy Mayor Zimmerman made a motion to close 2nd Committeeman Legge. Roll Call: All were in Favor

ORDINANCE O-15-2019: AN ORDINANCE OF THE TOWNSHIP OF MANTUA RELEASING AFFORDABLE HOUSING DEED RESTRICTIONS ON PROPERTY LISTED ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF MANTUA AS BLOCK 61, LOT 1, C1052 ALSO KNOWN AS 1052 TRISTRAM CIRCLE

Deputy Mayor Zimmerman made a motion to open to the Public, 2nd by Committeeman Legge, All were in Favor

Deputy Mayor Zimmerman made a motion to close to the Public, 2nd by Committeeman Legge, All were in Favor

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

ORDINANCE O-16-2019: AN ORDINANCE OF THE TOWNSHIP OF MANTUA AND ZONING MAP PURSUANT TO THE TOWNSHIP OF MANTUA'S PERIODIC REVIEW OF ITS MASTER PLAN

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

ORDINANCE O-17-2019: AN ORDINANCE OF THE TOWNSHIP OF MANTUA AMENDING CHAPTER 296 "PEDDLING AND SOLICITING" OF THE CODE OF THE TOWNSHIP OF MANTUA CREATING A "DO NOT KNOCK REGISTRY"

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-162-2019: RESOLUTION OF THE TOWNSHIP OF MANTUA APPROVING STATE CONTRACT NO. FOR REPLACEMENT PC'S IN THE MANTUA TOWNSHIP POLICE DEPARTMENT

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-163-2019: A RESOLUTION OF THE TOWNSHIP OF MANTUA APPROVING A STATE CONTRACT NO. 17-FLEET-00776 FOR SOLAR SPEED SIGNS IN THE AMOUNT OF \$6,654.20

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-164-2019: A RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO STEEPLECHASE IRRIGATION FOR IRRIGATION REPAIRS AND UPGRADES AT CHESTNUT BRANCH PARK IN THE AMOUNT OF \$9,255.00

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-165-2019: A RESOLUTION OF THE MANTUA TOWNSHIP COMMITTEE AUTHORIZING A SOLAR PERMIT PROJECT FEE BE REFUNDED FOR THE PROPERTY KNOWN AS 160 BRIDGETON PIKE, MANTUA, NJ 08051 IN THE AMOUNT OF \$320.00

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-166-2019: A RESOLUTION OF THE MANTUA TOWNSHIP COMMITTEE AUTHORIZING A HOUSING INSPECTION FEE BE REFUNDED FOR THE PROPERTY KNOWN AS 126 PENDRAGON WAY, MANTUA, NJ 08051 IN THE AMOUNT OF \$60.00

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-167-2019: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING TAX REFUNDS

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-168-2019: RESOLUTION APPOINTING KEVIN FLEM AS A SPECIAL LAW ENFORCEMENT OFFICER CLASS II WITHIN THE MANTUA TOWNSHIP POLICE DEPARTMENT

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

Mayor Scirrotto swore in Special Law Enforcement Officer Class II Kevin Flem.

RESOLUTION R-169-2019: RESOLUTION OF THE TOWNSHIP OF MANTUA AUTHORIZING A SHARED SERVICE AGREEMENT WITH THE COUNTY OF GLOUCESTER and THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY FOR SERVICES TO PROMOTE ECONOMIC GROWTH AND SUSTAINABILITY IN THE ROUTE 322- ROWAN WEST CAMPUS REGIONAL REDEVELOPMENT AREA

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-170-2019: A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE REQUIREMENTS

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R -171-2019: A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER TWO REQUIREMENTS

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-172-2019: A RESOLUTION APPROVING THE RELEASE OF A PERFORMANCE BOND IN THE AMOUNT OF \$675,175.50 FILED BY TINDALL HOMES AT MANTUA LLC FOR THE PROJECT KNOWN AS THE LEGENDS AT MANTUA AND ACCEPTING A MAINTENANCE BOND IN THE AMOUNT OF \$197,662.24 TO BE HELD BY THE TOWNSHIP OF MANTUA FOR A PERIOD OF TWO YEARS

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Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION R-174-2019: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA TO MAKE CERTAIN BUDGET TRANSFERS BETWEEN APPROPRIATION RESERVES PURSUANT TO N.J.S.A.40A:4-58

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

RESOLUTION 175-2019: A RESOLUTION AWARDING A CONTRACT IN THE AMOUNT OF \$24,881.00 TO RELIABLE CONTRACTING LLC. FOR CURBING AND SIDEWALKS IN THE TOWNSHIP OF MANTUA

Deputy Mayor Zimmerman made a motion to adopt, 2nd by Committeeman Legge, All were in Favor

Remarks from the Township Committee:

Committeeman Layton Congratulated Mayor Scirrotto as well as Committeewoman Lukens for their win in the recent election.

Committeeman Legge also congratulated both the Mayor and Committeewoman Lukens on their win.

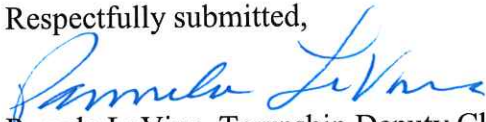
Deputy Mayor Zimmerman also congratulated both the Mayor and Committeewoman Lukens on their win. Deputy Mayor Zimmerman noted that the Holiday event is scheduled for November 30, 2019 at the Chestnut Branch Park beginning at 4:00 p.m. The trees at both McCarson Park as well as Chestnut Branch Park will already be lit. Deputy Mayor Zimmerman also noted that the senior holiday lunch will be this Wednesday at the Peking Buffet if anyone on committee would like to stop by.

Administrator Bileci noted that the Township has completed is Best Practice Survey which consisted of a variety of areas and questions. In addition our Bond rating has come in very high so we were able to get our state funding received.

Mayor Scirrotto made a motion to pay the bills; 2nd by Committeeman Legge. All were in favor

Mayor Scirrotto made a motion to adjourn; 2nd by Committeeman Legge. All were in favor.

Respectfully submitted,



Pamela LeVine, Township Deputy Clerk