

**Township of Mantua
Workshop Meeting Agenda
February 13, 2023
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 2023. The schedule is posted on the bulletin board in the Municipal Building and was mailed to the South Jersey Times and Courier-Post newspapers on January 2, 2023. Notice was also filed with the Township Clerk.

Roll Call: Committeeman Layton, Committeeman Legge, Committeewoman Lukens, Deputy Mayor Scirrotto, Mayor Zimmerman, Mrs. Jennica Bileci, Township Administrator, Mrs. Pamela LeVine, Deputy Township Clerk, Mr. Stuart Platt, Solicitor, Chief Darren White

Approval of Minutes: December 11, 2022

Approval of Minutes: January 2, 2023

Motion _____ **Second** _____

Roll Call Vote: ___ **Mr. Layton**
___ **Mrs. Lukens**
___ **Mr. Legge**
___ **Mr. Scirrotto**
___ **Mayor Zimmerman**

Proclamation: Recognizing February as Heart Month

Engineering Report: Erika Covely, Township Engineer

Department of Public Works Report: Glenn deMers, Superintendent of Public Works

Police Department Report: Chief Darren White

Pursuant to Resolution R-32-2023, there is a time limit of five (5) minutes per person

Public Participation: **Motion to Open** _____ **Second** _____

Motion to Close _____ **Second** _____

ORDINANCE O-1-2023: AN ORDINANCE OF THE TOWNSHIP OF

First Reading

MANTUA AMENDING CHAPTER 217 “HOUSING STANDARDS” OF THE CODE OF THE TOWNSHIP OF MANTUA
Statement:

This Ordinance will amend the Housing Inspection fees for the Township of Mantua.

Motion _____ **Second** _____

Roll Call Vote: ____ **Mr. Layton**
____ **Mrs. Lukens**
____ **Mr. Legge**
____ **Mr. Scirrotto**
____ **Mayor Zimmerman**

RESOLUTION R-38-2023:

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING THE HIRING OF THOMAS CIRONE TO THE RANK OF PATROL OFFICER WITH THE MANTUA TOWNSHIP POLICE DEPARTMENT

Statement:

This Resolution will approve the hiring of Thomas Cirone to the rank of patrol officer with the Mantua Township Police Department.

Motion _____ **Second** _____

Roll Call Vote: ____ **Mr. Layton**
____ **Mrs. Lukens**
____ **Mr. Legge**
____ **Mr. Scirrotto**
____ **Mayor Zimmerman**

Swearing In Ceremony:

Patrol Officer Thomas Cirone

RESOLUTION R-39-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING THE HIRING OF GREGORY SWEENEY JR TO THE RANK OF PATROL OFFICER WITH THE MANTUA TOWNSHIP POLICE DEPARTMENT

Statement:

This Resolution will approve the hiring of Gregory Sweeney Jr. to the rank of patrol officer with the Mantua Township Police Department.

Motion _____ **Second** _____

Roll Call Vote: ____ **Mr. Layton**
____ **Mrs. Lukens**
____ **Mr. Legge**
____ **Mr. Scirrotto**
____ **Mayor Zimmerman**

Swearing In Ceremony:

Patrol Officer Gregory Sweeney, Jr.

Resolution No. 40-2023 – 59-2023 are considered to be routine by the Township Committee and will be acted upon in one motion. There will be no separate discussion of these items unless a Township Committee member so requests. In this event, the item will be removed from the Consent Agenda and considered in the normal sequence of the agenda.

Motion to authorize Consent Agenda _____ Second _____
All In Favor: _____

RESOLUTION R-40-2023

RESOLUTION OF THE TOWNSHIP OF MANTUA
EXECUTING A MUTUAL AID ASSISTANCE
AGREEMENT BETWEEN PARTICIPATING UNITS

Statement:

This Resolution will authorize the Township of Mantua to enter into the Gloucester County Mutual Aid and Assistance Agreement with participating units to facilitate rapid, short-term deployment of emergency support prior to, during and after an incident.

RESOLUTION R-41-2023:

A RESOLUTION AUTHORIZING WITHDRAWAL FROM THE
AFFORDABLE HOUSING TRUST FUND

Statement:

This Resolution will authorize the withdrawal of up to Twenty \$20,000.00 from the Affordable Housing Trust Fund as payment for attorney's fees and costs to Fair Share Housing Center pursuant to the terms of its settlement agreement with Fair Share Housing Center dated June 13, 2022.

RESOLUTION R- 42-2023:

A RESOLUTION OF THE TOWNSHIP COMMITTEE
ACCEPTING THE 2021 MUNICIPAL AUDIT REPORT AND
AUTHORIZING THE SIGNING OF THE GROUP AFFIDAVIT FORM

Statement:

The Township Committee of the Township of Mantua desires to accept the audit of 2021 for the municipality and have signed the Group Affidavit form. The Township did not receive any audit findings for 2021.

RESOLUTION R-43-2023:

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE
CONTRACT FOR SPECIAL OPRA COUNSEL FOR THE TOWNSHIP
OF MANTUA

Statement:

This Resolution will authorize a professional service contract with the Law Office of Timothy Scaffidi to serve as OPRA Special Counsel for the Township of Mantua.

RESOLUTION R- 44-2023:

RESOLUTION APPROVING THE 2023 SAFETY CONTRACT
BETWEEN THE TOWNSHIP OF MANTUA AND THE
GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL

JOINT INSURANCE FUND AND AUTHORIZING THE SIGNATURES OF THE MANTUA TOWNSHIP SAFETY COMMITTEE AND DEPARTMENTS PARTICIPATING IN THE SAFETY INCENTIVE PROGRAM

Statement:

This Resolution will authorize the Township of Mantua to participate in the 2023 safety program in the Trico JIF.

RESOLUTION R-45-2023:

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPOINTING JENNICA BILECI AS THE FUND COMMISSIONER TO THE SOUTHERN NEW JERSEY REGIONAL EMPLOYEE BENEFITS FUND

Statement:

This Resolution will appoint Jennica Bileci, Township Administrator as the Fund Commission in the SJ Health Insurance Fund.

RESOLUTION R-46-2023:

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING A PETTY CASH FUND

Statement:

This Resolution will authorize the Finance Department to have a petty cash drawer.

RESOLUTION R-47-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPOINTING TARA IANNAcone TO THE MANTUA TOWNSHIP BOARD OF HEALTH COMMISSION

Statement:

This Resolution will appoint Tara Iannacone to serve on the Mantua Township Board of Health Commission.

RESOLUTION R-48-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA SUPPORTING THE APPLICATION FOR THE FY 2023 LOCAL RECREATION IMPROVEMENT GRANT (LRIG) APPLICATION FUNDED BY THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Statement:

This Resolution will authorize the Township of Mantua to apply for the Local Recreation Grant funded by the State of New Jersey.

RESOLUTION R-49-2023:

RESOLUTION AUTHORIZING AND APPROVING THE SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA AND THE BOROUGH OF WENONAH FOR UNIFORM FIRE OFFICIAL SERVICES

Statement:

This Resolution will authorize a shared service agreement with the Borough of Wenonah for uniform fire official services.

RESOLUTION R-50-2023: RESOLUTION OF THE TOWNSHIP OF MANTUA APPROVING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA AND THE BOROUGH OF WENONAH FOR CONSTRUCTION CODE AND PROPERTY MAINTENANCE SERVICES

Statement:

This Resolution will renew the shared service agreement with the Borough of Wenonah for construction code and property maintenance services.

RESOLUTION R- 51-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING CHANGE ORDER NO. 1 FOR THE PROJECT KNOWN AS FY 2021 RECONSTRUCTION OF EAST MERCER AVENUE

Statement:

This Resolution will approve Change Order No. 1 which increases the contract for the 2021 Reconstruction of East Mercer Avenue by \$31,488.63 with Paving Plus LLC.

RESOLUTION R- 52-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING CHANGE ORDER NO. 1 FOR THE PROJECT KNOWN AS MONTGOMERY AVE STORM SEWER

Statement:

This Resolution will approve Change Order No. 1 which increases the contract for the project Montgomery Drive Storm Sewer improvements by 5,500.00 with Gerald A. Barrett LLC.

RESOLUTION R- 53-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING CHANGE ORDER NO. 1 FOR THE PROJECT KNOWN AS REPLACEMENT OF BATHROOMS AT CHESTNUT BRANCH PARK

Statement:

This Resolution will approve Change Order No. 1 which increases the contract for the project known as Chestnut Branch Park Bathrooms in the amount of \$ 7,710.75.

RESOLUTION R- 54-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING CHANGE ORDER NO. 1 FOR THE PROJECT KNOWN AS REPLACEMENT OF BATHROOMS AT CHESTNUT BRANCH PARK PHASE 2

Statement:

This Resolution will approve Change Order No. 1 which increases the contract for the project known as Chestnut Branch Park Bathrooms Phase 2 in the amount of \$ 11,045.00

RESOLUTION R-55-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA CANCELLING TAXES FOR A TOTALLY DISABLED VETERAN FOR THE PROPERTY KNOWN AS BLOCK 16 LOT 8 189 JACKSON ROAD, MANTUA, FOR THE PRORATED FIRST QUARTER, 2023

Statement:

This Resolution will cancel taxes for a totally disabled veteran for the prorated first quarter, 2023.

RESOLUTION R-56-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING TAX REFUNDS

Statement:

This Resolution will authorize various tax refunds.

RESOLUTION R-57-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING SCOTT HELLERMAN AS PARK DIRECTOR FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will appoint Scott Hellerman as the Park Director for the Township of Mantua.

RESOLUTION R-58-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING VARIOUS MEMBERS TO THE MANTUA TOWNSHIP LAND USE BOARD

Statement:

This Resolution will appoint various members to the Mantua Township Land Use Board as a result of vacancies on the Board.

RESOLUTION R-59-2023: RESOLUTION OF THE TOWNSHIP OF MANTUA RE-APPOINTING MUNICIPAL COURT ADMINISTRATORS FOR THE MANTUA JOINT MUNICIPAL COURT

Statement:

This Resolution will appoint Sarah Powell and Carla Rios as the Co- Court Administrators for the Mantua Regional Court.

Motion to adopt Resolutions R 40-2023 through R-59-2023 _____Second _____

Roll Call Vote: _____ **Mr. Layton**
_____ **Mrs. Lukens**
_____ **Mr. Legge**
_____ **Mr. Scirrotto**
_____ **Mayor Zimmerman**

Remarks from the Township Solicitor:

Remarks from the Township Administrator:

Approval of the Bill List: Motion _____ Second _____

**Roll Call Vote: _____ Mr. Layton
 _____ Mrs. Lukens
 _____ Mr. Legge
 _____ Mr. Scirrotto
 _____ Mayor Zimmerman**

Adjourn: Motion _____ Second _____

Announcements:

BILL LIST APPROVAL
February 13, 2023
(Three signatures are required)

Mayor Robert Zimmerman

Deputy Mayor Pete Scirrotto

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

RESOLUTION R 32-2023

**MANTUA TOWNSHIP
GLOUCESTER COUNTY**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MANTUA
TO PROVIDE RULES AND REGULATIONS FOR PUBLIC
PARTICIPATION AT TOWNSHIP COMMITTEE MEETINGS**

WHEREAS, under the New Jersey Open Public Meetings Act (Act), N.J.S.A. 10:4-6 *et seq.*, all public meetings are open to the public;

WHEREAS, pursuant to the Act (N.J.S.A. 10:4-12(a)), Township Committee is required to set aside a portion of each public meeting for public comment on issues which may be of concern to the public, the length of which portion to be determined by Township Committee;

WHEREAS, the Township Committee has historically allowed members of the public to address the Committee in order to permit and encourage public participation at such meetings;

WHEREAS, the Township Committee of the Township of Mantua wishes to ensure that all of its citizens have the opportunity to attend Township Committee meetings and offer comment;

WHEREAS, the Committee has determined that the enactment of rules and regulations for the conduct of such meetings and public participation would help clarify the process and encourage the public to participate in Township business;

WHEREAS, the Township Committee of the Township of Mantua highly values the input of its citizens in making important decisions which affect the residents of our community;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mantua, in the County of Gloucester and State of New Jersey that the following rules shall be applied to all public comment portions of the meeting:

(1) The public is invited to attend and observe all public meetings of the Township Committee. Persons shall be heard at any public meeting as provided herein.

(2) At any public meeting for which a member of the public has properly requested to address Committee, such person may address the Committee as to the purpose set forth in the request to speak. After acknowledgment from the Mayor, each person to address Committee must state his or her name and residence or business address. Members of the public are limited to a five minute time limit to address Committee. The time limit does not apply (1) to persons invited by the Committee to address the respective governing body, or (2) to the extent said person is responding to a question posed by Committee member. The Mayor may restrict or limit the time allotted to a person whose remarks are repetitive or not germane to the matter under consideration by Committee. At meetings with unusually large attendance, the Mayor may impose such additional rules or time limitations as are deemed appropriate from time to time based on business before the Committee and the number of persons wishing to speak.

(3) Members of the public are not permitted to ask questions of, or debate with, Committee unless permitted to do so by the Mayor. All remarks shall be addressed to the Committee as a body and not to any member thereof.

(4) No member of the public, or any other person in attendance at a meeting of Committee, shall engage in any personally offensive or abusive remarks or conduct. No person shall behave in any manner that is unruly, disruptive, or may endanger the health, safety, or welfare of said person or other members of the public, or otherwise act in a manner not in compliance with these rules. Any person violating the rules herein is subject to removal from the meeting if he or she refuses to comply after being advised to do so.

(5) Other Rules of Conduct and Decorum for public participation during Committee Meetings for addressing the Mayor and Committee during public hearings on ordinances or resolutions which require public hearings or during the public portion of the Committee Meetings are as follows:

a. All members attending Township Committee Meetings must treat each other; the Mayor and Committee Members; and Township Employees with respect.

b. Shouting out from the audience without being recognized to speak is strictly prohibited.

c. No person shall, at any time, engage in any personally offensive or abusive remarks or behavior to the Mayor, Committee, Township Employees or any other member of the public.

d. No person shall engage in any express or implied speech that involves any other person's race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity.

e. The Mayor may restrict, limit or prohibit any speech, remarks or questions that are repetitive or not germane to any matter not within the jurisdiction of the Township Committee. The Mayor may, at his/her discretion, limit the public portion segment at a particular Committee meeting to thirty (30) minutes.

f. Persons making public comment may not yield their time to another speaker and each individual is limited to speaking once during a particular public comment period for a period of time not to exceed five (5) minutes.

g. The Chief of Police or such other member of the Police Department as he/she may designate, shall be designated as the Sergeant-at-Arms of the Township Committee Meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Mayor for the purpose of maintaining order and decorum at the Township Committee Meetings and enforcing these rules.

h. The Township Solicitor shall be the Parliamentarian.

i. Meetings shall be conducted in accordance with these Rules and Roberts Rules of Order for items not covered in these regulations.

j. Members of the public who make comments that are germane to an ordinance or resolution that is under consideration or during the general public portion of the Committee Meeting for matters which are within the jurisdiction of the Township Committee shall be allowed to do so in an uninterrupted manner unless the member is not adhering to these Rules of Conduct and Decorum.

k. The Mayor, and Committee reserve the right to answer questions and respond to comments. Again, members of the public are not permitted to ask questions of, or debate with, Committee unless permitted to do so by the Mayor.

1. Again, all remarks shall be addressed to the Committee as a body and not to any member thereof.

THIS RESOLUTION IS DULY ADOPTED at the Regular Meeting of the Township Committee of the Township of Mantua held on this the 2nd day of January, 2023.