

**Township of Mantua  
Workshop Meeting Agenda  
October 16, 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, Ms. Erika Covely, Township Engineer, Mr. deMers, Superintendent of Public Works, Chief Darren White

**Approval of Minutes:**

September 11, 2023

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Roll Call Vote:**

**Proclamation:**

**Recognizing October as Breast Cancer Awareness 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 0-15-2023:  
Adoption

AN ORDINANCE APPROPRIATING THE SUM OF \$40,000.00 TO BE USED FOR THE COMPLETION OF VARIOUS CAPITAL IMPROVEMENTS AND THE ACQUISITION OF VARIOUS CAPITAL EQUIPMENT WITHIN THE TOWNSHIP OF MANTUA, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY

**Statement:**

This Ordinance will authorize \$40,000.00 to be used from the capital improvement fund for equipment in the Public Works Department.

**Motion to open to Public:** Motion\_\_\_\_\_ Second\_\_\_\_\_

**Motion to Close to Public:** Motion\_\_\_\_\_ Second\_\_\_\_\_

**Motion to Adopt:** Motion\_\_\_\_\_ Second\_\_\_\_\_

**Roll Call:**

RESOLUTION R-159-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING THE PROMOTION OF ADAM HASSELMAN TO THE RANK OF CORPORAL WITH THE MANTUA TOWNSHIP POLICE DEPARTMENT

**Statement:**

This Resolution will approve the promotion of Adam Hasselman to the rank of Corporal with the Mantua Township Police Department.

**Motion** \_\_\_\_\_ **Second**\_\_\_\_\_

**Roll Call Vote:**

**Swearing In Ceremony:** Corporal Adam Hasselman

*Resolution No. 160-2023 through No 175-2023 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-160-2023:

A RESOLUTION OF THE TOWNSHIP OF MANTUA ENFORCING A HALLOWEEN CURFEW IN THE TOWNSHIP OF MANTUA COMMENCING OCTOBER 30, 2023, UNTIL OCTOBER 31, 2023

AND SETTING TIMES FOR TRICK-OR-TREATING FOR OCTOBER 31, 2023

**Statement:**

This Resolution establishes a curfew for Halloween and establishes the hours for trick-or-treating. The curfew will be 8:00 p.m. on October 30<sup>th</sup> and October 31<sup>st</sup> and the hours for trick or treating will be from 3 p.m. to 8 p.m.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-161-2023:

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING THE PUBLIC SALE OF CERTAIN TOWNSHIP OWNED PROPERTIES PURSUANT TO N.J.S.A. 40A:12-13(a)

**Statement:**

This Resolution will authorize the Township to sell properties no longer needed for public use at a private land sale on November 9, 2023.

RESOLUTION R-162-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPOINTING PAULA BROWN AS MANTUA TOWNSHIP DEPUTY COURT ADMINISTRATOR FOR THE TOWNSHIP OF MANTUA

**Statement:**

This Resolution will appoint Paula Brown as a Deputy Court Clerk for the Mantua Regional Court.

RESOLUTION R-163-2023:

A 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 will transfer appropriations in budget accounts in the 2023

RESOLUTION R-164-2023:

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

**Statement:**

This Resolution will refund taxes for various properties due to over payments.

RESOLUTION R-165-2023: RESOLUTION OF THE TOWNSHIP OF MANTUA AUTHORIZING THE TRANSFER OF THE EXISTING MUNICIPAL LOSAP PROGRAM TO THE MANTUA TOWNSHIP FIRE DISTRICT

**Statement:**

This Resolution will transfer the administration of the LOSAP program to the Mantua Township Fire District.

RESOLUTION R-166-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING SUBMISSION OF A STRATEGIC PLAN FOR THE MANTUA HARRISON MUNICIPAL ALLIANCE GRANT

**Statement:**

This Resolution will authorize the Township to accept a grant from the County of Gloucester in the amount of \$10,000.00 for funding for Municipal Alliance.

RESOLUTION R-167-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA REQUESTING THE APPROVAL OF ITEMS OF REVENUE FOR THE DRIVE SOBER GET PULLED OVER 2023 GRANT AND APPROPRIATION (N.J.S.A. 40A:4-87) OF THE SAME

**Statement:**

This Resolution will authorize the Township to insert the 2023 Get Sober get Pulled over Grant in the amount of \$4,480.00 to offset the cost for police salaries in our police Department.

RESOLUTION R-168-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA REQUESTING THE APPROVAL OF ITEMS OF REVENUE FOR THE BULLETPROOF VEST PROGRAM AND APPROPRIATION (N.J.S.A. 40A:4-87) OF THE SAME

**Statement:**

This Resolution will authorize the Township to insert the 2023 Bullet Proof Vest Grant in the amount of \$3,112.50 to offset the cost for purchasing bullet proof vests for the officer in our police Department.

RESOLUTION R-169-2023: RESOLUTION APPROVING THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE BUDGET RECEIVED FROM THE STATE OF NEW JERSEY FOR THE CLEAN COMMUNITIES PROGRAM IN THE AMOUNT OF \$37,297.65.

**Statement:**

This Resolution will authorize the Township to insert the 2023 Clean Communities Grant in the amount of \$37,297.65 into the 2023 budget.

RESOLUTION R-170-2023: RESOLUTION APPROVING THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE BUDGET RECEIVED FROM THE STATE OF NEW JERSEY FOR THE STORMWATER ASSISTANCE GRANT IN THE AMOUNT OF \$15,000.00.

**Statement:**

This Resolution will authorize the Township to insert the Stormwater Assistance Grant in the amount of \$15,000.00 into the 2023 budget.

RESOLUTION R-171-2023: RESOLUTION AWARDDING A CONTRACT TO WINZINGER INC FOR DEBRIS REMOVAL SERVICES UNDER NON-FAIR AND OPEN PROCESS

**Statement:**

This Resolution will authorize the Township to enter into a contract for debris and land clearing services at the Public Works Compost facility with Winzinger Inc in the amount of \$35,377.85.

RESOLUTION R-172-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING THE PURCHASE OF DIESEL LAWNMOWER FOR THE PARK DEPARTMENT THROUGH THE EDUCATIONAL SERVICES COMMISSION OF NJ (ESCNJ) COOPERATIVE CONTRACTS # ESCNJ 22/23-12

**Statement:**

This Resolution will authorize the Township to purchase a new diesel lawn mower from Laurel Lawnmower in the amount of \$66,794.24.

RESOLUTION R- 173-2023: RESOLUTION APPROVING AN AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA AND SCHAFFER PYROTECHNICS FOR A FIREWORKS DISPLAY TO OCCUR ON NOVEMBER 30,2023 AT THE MANTUA TOWNSHIP WINTER FESTIVAL HOLIDAY EVENT

**Statement:**

This Resolution approves the contract for the fireworks display that will occur at the Mantua Township Winter Festival at Chestnut Branch Park. The contract amount is not to exceed \$4,000.00.

RESOLUTION R -174-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING THE RENEWAL IN THE SOUTHERN NEW JERSEY REGIONAL EMPLOYEE BENEFITS FUND

**Statement:**

This Resolution will authorize the Township to participate in the Southern New Jersey Regional Employee Benefits Fund effective January 1, 2024 through December 31, 2026.

RESOLUTION R-175-2023:

RESOLUTION OF THE TOWNSHIP OF MANTUA APPROVING A SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA AND THE BOROUGH OF GLASSBORO FOR CHIEF FINANCE OFFICER AND QUALIFIED PURCHASING AGENT SERVICES

**Statement:**

This Resolution will authorize the Township to enter into a shared service agreement with the Borough of Glassboro for CFO/QPA services.

**Motion to adopt Resolutions R 159-2023 through R-175-2023** \_\_\_\_\_ **Second** \_\_\_\_\_

**Roll Call Vote:** \_\_\_\_\_ **Mr. Layton**  
\_\_\_\_\_ **Mrs. Lukens**  
\_\_\_\_\_ **Mr. Legge**  
\_\_\_\_\_ **Mr. Scirrotto**  
\_\_\_\_\_ **Mr. Zimmerman**

**Remarks from Township Committee:**

**Remarks from Township Administrator:**

**Approval of the Bill List:**    **Motion** \_\_\_\_\_    **Second** \_\_\_\_\_

**Roll Call Vote:** \_\_\_\_\_ **Mr. Layton**  
\_\_\_\_\_ **Mrs. Lukens**  
\_\_\_\_\_ **Mr. Legge**  
\_\_\_\_\_ **Mr. Scirrotto**  
\_\_\_\_\_ **Mr. Zimmerman**

**Adjourn:**                            **Motion** \_\_\_\_\_    **Second** \_\_\_\_\_

**BILL LIST APPROVAL**  
**October 14, 2023**  
**(Three signatures are required)**

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**Mayor Robert Zimmerman**

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**Deputy Mayor Pete Scirrotto**

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**Committeeman Layton**

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**Committeeman John Legge**

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**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.

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**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.

l. 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.