

**Township of Mantua
Workshop Meeting Agenda
December 18, 2023
Mantua Township Municipal Building
4:00 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. This Notice was also published in the South Jersey Times on November 15, 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:

November 13, 2023

Motion _____ **Second** _____

Roll Call Vote:

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 _____

Roll Call:

RESOLUTION R-186-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING THE HIRING OF AARON ROMANO TO THE RANK OF PATROL OFFICER 8th CLASS WITH THE MANTUA TOWNSHIP POLICE DEPARTMENT

Statement:

This Resolution will approve the hiring of a new police officer in the Township of Mantua.

Motion _____ Second _____

Roll Call: _____

Swearing In Ceremony:

Patrol Officer Aaron Romano

RESOLUTION R-187-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA SUPPORTING THE WILL OF THE PEOPLE IN OPPOSITION TO THE CONSTRUCTION OF THE GLASSBORO-CAMDEN LIGHT RAIL PROJECT

Motion _____ Second _____

Roll Call: _____

Resolution No. 188-2023 through No 205-2023 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-188-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING DAVE SMITH AS A SLEO III OFFICER FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will approve the hiring of a new School Resource Officer in the Mantua Township Police Department.

RESOLUTION R-189-2023:

RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING MARIE FREY AS A SLEO III OFFICER FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will approve the hiring of a new School Resource Officer in the Mantua Township Police Department.

RESOLUTION R-190-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING KAYLA RHODES AS A SLEO II OFFICER FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will appoint Kayla Rhodes as a Class 2 officer in the Township of Mantua.

RESOLUTION R-191-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE APPOINTING ANDREW GLASER AS A SLEO II OFFICER FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will appoint Andrew Glaser as a Class 2 officer in the Township of Mantua.

RESOLUTION R-192-2023: RESOLUTION AUTHORIZING AN AFFORDABLE HOUSING DOWN PAYMENT ASSISTANCE LOAN REPAYMENT AGREEMENT WITH THE OWNER OF AN AFFORDABLE HOUSING UNIT LOCATED 1154 TRISTRAM CIRCLE LOCATED WITHIN MANTUA TOWNSHIP

Statement:

This Resolution will authorize the Township to extend a loan to the property owner toward the down payment on the price of the home in the amount of in order to allow the buyer to procure a First Purchase Money Mortgage as part of our affordable housing program.

RESOLUTION R-193-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA, COUNTY OF GLOUCESTER, STATE OF NEW JERSEY CANCELLING RECEIVABLE BALANCES AND UNEXPENDED BALANCES IN THE GRANT FUND

Statement:

This Resolution will cancel any grant receivable balances for 2023.

RESOLUTION R-194-2023: A RESOLUTION AWARDED A BID IN THE TOTAL AMOUNT OF \$120,508.30 TO PAVING PLUS, LLC FOR THE RECONSTRUCTION OF WEST MERCER AVENUE

Statement:

This Resolution will award a contract to Paving Plus in the amount of \$120,508.30 for the Reconstruction of West Mercer Avenue.

RESOLUTION R-195-2023: A RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA AND THE COUNTY OF GLOUCESTER FOR THE USE OF THE MANTUA TOWNSHIP COMMUNITY CENTER FOR IT'S NUTRITION SITE

Statement:

The Township wishes to renew the lease agreement with Gloucester County for the Gloucester County Nutritional Site located at 111 Mercer Street.

RESOLUTION R-196-2023: A RESOLUTION AUTHORIZING THE CANCELLATION OF 2023 TAXES WHICH ARE \$10.00 AND BELOW AND TRANSFERRING ALL OVERPAYMENTS TO 2024

Statement:

This Resolution will cancel any balances under \$10.00 dollars for 2023 taxes and transfer any overpayments to 2024.

RESOLUTION R- 197-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA TO CANCEL OLD OUTSTANDING CHECKS

Statement:

This Resolution will cancel any uncashed checks from balances under \$10.00 dollars for 2023 taxes and transfer any overpayments to 2024.

RESOLUTION R-198-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA REJECTING PUBLIC LAND SALE BIDS

Statement:

This Resolution will reject bids due to a technical issue concerning the Mantua Township website and notice through the website was not properly effectuated.

RESOLUTION R-199-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA CONFIRMING THE SALARIES OF THE BOARD OF COMMISSIONERS OF THE MANTUA TOWNSHIP FIRE DISTRICT 1

Statement:

This Resolution will confirm the salaries of the Board of Fire Commissioners which is a requirement under N.J.S.A. 40A:14-88.

RESOLUTION R-200-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA APPROVING THE HIRING OF MELISSA GILDEIN AS THE ASSISTANT CHIEF FINANCE OFFICER FOR THE TOWNSHIP OF MANTUA

Statement:

This Resolution will appoint an Assistant Chief Finance Officer for the Township of Mantua.

RESOLUTION R-201-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA CONFIRMING BIDS AT PUBLIC LAND SALE ON DECEMBER 7, 2023

Statement:

This Resolution will confirm the bids and approve the sale of properties at the public land sale that occurred on December 7, 2023.

RESOLUTION R-202-2023: RESOLUTION OF THE TOWNSHIP COMMITTEE AUTHORIZING THE PURCHASE OF 2024 FORD ESCAPE FOR THE MANTUA TOWNSHIP CONSTRUCTION DEPARTMENT UNDER STATE CONTRACT NO. 23-FLEET-41909 IN THE AMOUNT OF \$28,890.00, FROM CIOCCA FORD OF WILMINGTON

Statement:

This Resolution will approve the purchase of a 2024 Ford Escape for the Mantua Township Construction Department under State Contract.

RESOLUTION R-203-2023: RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) 2023 POLICE INTERCEPTOR SUV UNDER THE CRANFORD POLICE DEPARTMENT COOPERATIVE PRICING CONTRACT NUMBER #47-CPCPS, IN THE TOTAL AMOUNT OF \$48,224.70

Statement:

This Resolution will approve the purchase of (2) Police SUV's from Gentilini Motors under the Cranford Cooperative Pricing Agreement.

RESOLUTION R-204-2023: A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA REFUNDING CERTAIN OVERPAYMENT FOR PROPERTY TAXES FOR BLOCK 146.08 LOT 8 73 CANDLEWOOD DRIVE IN THE AMOUNT OF \$2,405.07

Statement:

This Resolution will refund a tax overpayment to Corelogic for a totally disabled veteran for the property known as 73 Candlewood Drive.

RESOLUTION R-205-2023: 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 make the necessary transfers in between line items.

Motion to adopt Resolutions R-188-2023 through R-205-2023 _____ Second _____

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

RESOLUTION R-206-2023: RESOLUTION AUTHORIZING A CLOSED SESSION OF THE TOWNSHIP OF MANTUA TO DISCUSS PERSONNEL MATTER PURSUANT TO N.J.S.A 10:4-12 (8)

Statement:

This Resolution will authorize the Township to enter into a closed session to discuss a personnel matter.

Motion _____ Second _____

Roll Call: _____

RESOLUTION R-207-2023:

**RESOLUTION OF THE TOWNSHIP OF MANTUA REGARDING
POLICE OFFICER DISCIPLINARY MATTER**

Statement:

This Resolution will hereby adopt the findings and recommendations of the hearing officer in a police officer disciplinary matter.

Motion _____ Second _____

Roll Call: _____

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
December 18, 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.

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.