

TOWNSHIP OF SPRINGFIELD
COUNCIL MEETING AGENDA
7:30 PM
DECEMBER 9, 2015

1. Meeting called to order by the Mayor
2. Reading of the Sunshine Notice
3. Salute to the Flag
4. Roll Call: Mr. Frank, Mr. Hlubik, Mr. Marinello, Mr. McDaniel, Mr. Sobotka
5. Minutes submitted for approval:
November 23, 2015 Regular Session
6. Public Comment on Agenda Items*
7. Resolutions
 - No. 2015-12-01 – Resolution Approving Participation with the State of New Jersey in a Safe and Secure Communities Program Administered by the Division of Criminal Justice, Department of Law and Public Safety
 - No. 2015-12-02 – Resolution Authorizing Transfers Between Budget Appropriations
8. Monthly Reports Submitted for Approval
9. Bills Submitted for Approval
10. Correspondence
11. Solicitor's Report
12. Manager's Report
13. Township Officials' Business
 - EMS discussion
 - Auditor/Accounting Discussion
 - Columbus Market status
 - Appointments for 2016
 - Employee Decorum Policy
14. Public Comment*
15. Adjournment

**TOWNSHIP COUNCIL MEETING
DECEMBER 9, 2015**

The meeting of the Springfield Township Council was called to order by Mayor McDaniel with Council Members Mr. Frank, Mr. Hlubik and Peter Sobotka present. Absent was Mr. Marinello. Also present were Township Manager Paul Keller, Engineer Dan Guzzi and Township Solicitor Brian Guest.

The Sunshine Notice was read:

"Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Springfield Township Council in the following manner on January 7, 2015:

- a. Posting written notice on the official bulletin board at the Municipal Building, Jobstown, NJ
- b. Transmitting written notice to the Register News and the Burlington County Times
- c. Filing written notice with the Clerk of Springfield Township
- d. Mailing written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charges fixed for such services."

Mayor McDaniel led the salute to the Flag.

Mr. Sobotka made a motion seconded by Mr. Frank to approve the minutes of November 23, 2015 regular session. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

Seeing no one for public comment, Mr. Sobotka made a motion seconded by Mr. Frank to close public comment. All were in favor. Motion carried.

RESOLUTIONS

Motion made by Mr. Sobotka and seconded by Mr. Frank to approve Resolution Nos. 2015-12-01. All were in favor. Motion Carried.

RESOLUTION 2015-12-01

NEW JERSEY SAFE AND SECURE COMMUNITIES PROGRAM RESOLUTION OF PARTICIPATION

A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN A SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY

WHEREAS, the Township of Springfield wishes to apply for funding of approximately \$25,000.00 with a match of \$90,898.00 for an approximate project total cost of \$115,898.00 for a project under the Safe and Secure Communities Program, and

WHEREAS, the Springfield Township Council has reviewed the application and has approved said request, and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Township of Springfield, for the purpose described in the application;

THEREFORE, BE IT RESOLVED by the Springfield Township Council that

1. As a matter of public policy the Springfield Township wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General will receive funds on behalf of the applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.

4. The Division of Criminal Justice shall initiate allocations to the applicant as authorized by law.

Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution Nos. 2015-12-02. All were in favor. Motion Carried.

RESOLUTION 2015-12-02

**A RESOLUTION AUTHORIZING TRANSFERS
BETWEEN BUDGET APPROPRIATIONS**

WHEREAS, transfers are permitted between budget appropriations during the last two months of the fiscal year;

BE IT RESOLVED by the Township Council of the Township of Springfield, County of Burlington, State of New Jersey, that transfers between 2015 budget appropriations be made as follows:

Account Description	From	To
Group Insurance	\$5,000.00	
Police-Other Expenses	\$3,000.00	
Uniform Construction Code-Salaries & Wages		\$5,000.00
Vehicle Maintenance		\$3,000.00
TOTALS	\$8,000.00	\$8,000.00

MONTHLY DEPARTMENTAL REPORT

CLERK REPORT OF LICENSES

November 2015

Dog Licenses Issued - 0
 Licenses assessed late fee 0
 Total Licenses Issued Year to Date -417
 Kennel licenses sold this month 0
 Replacement dog licenses sold this month - 0
 Service Dog 0
 Police Dog

Total amount collected -00-

**TREASURER'S REPORT – CURRENT ACCOUNT
November 2015**

Year to Date Revenue	\$ 12,155,486.98
Year to Date Expended	\$ 3,102,982.30
Total Available Revenues	\$ 9,052,504.68

**CONSTRUCTION OFFICIAL'S REPORT
November 2015**

Building Permits & Application Fees	\$13,541.00
Development Fees	\$ 3,853.00
CCO Fees	\$ 850.00
Plan Review	00
Re-Inspection	\$ 100.00
Total	- \$18,344.00

**POLICE REPORT
NOVEMBER 2015**

The Springfield Township Police Department responded to a total of **444** complaints. They are sorted in the following manner:

- 378 General Police Complaints
 - 0 Domestic Incidents
 - 2 Criminal Investigations
- 34 MVAs
- 10 Medical Emergencies
- 15 Activated Alarms
- 0 Abandoned 911 Calls
- 5 Assists to Outside Departments
- 3 Assists to Our Department
- 145 Motor Vehicle Stops
- 11 Arrests
 - 7 Warrants
 - 3 DWI
 - 1 Criminal

Tickets Issued: 84

Mileage 9690

**ZONING REPORT
November 2015**

Violations – 9
Site Visits - 1

**TAX COLLECTOR
NOVEMBER, 2015**

2015 TAX PAYMENTS	\$	2,143,554.03
PRIOR YEAR TAX PAYMENTS		
FUTURE PAYMENTS	\$	9,945.28
INTEREST ON TAXES	\$	2,311.35
TOTAL TAX PAYMENTS	\$	2,155,810.66

MISC. COLLECTIONS

200' LIST FEES	\$	0.00
DUPLICATE TAX SALE CERTIFICATE		50.00
TOTAL MISC. FEES		50.00

NSF RETURNED CHECK

**TOTAL RECEIPTS FOR THE \$ 2,155,860.66
MONTH:**

Motion made by Mr. Sobotka and seconded by Mr. Frank to file the reports.

Mr. Frank mentioned that on the Zoning Officer's report some of these items are on the report every month and he asked that if a matter has been resolved that it be removed from the report.

Mr. McDaniel wondered if the calls that were listed on the EMS report were the only calls received for that month. He is concerned that there are not enough members to respond promptly.

Mr. Frank noticed on the police report that an incident on Smithville Road one of our officers noticed that Flynn's Towing was pulling a car out of the ditch and the officer noticed the driver was impaired and this resulted in a DUI. Mr. Frank asked if the towing company would have an obligation to report the accident to the police and Mr. Morris responded that there is no requirement. Mr. Frank stated that he feels that a tow company that is contracted with the Township should make that call and Mr. Morris responded that you could add that to the contract next time around. Mr. McDaniel asked if we are asking the driver to make a determination of impairment and Mr. Frank responded that if they respond to a person that is off the road and into a ditch or onto some property then they should have to call the police because there is a possibility for property damage. Mr. Morris added that an incentive could be that the tow contractor not lose their spot on the list if they call it in. Mr. Keller stated that he could have the Police Chief talk to the contractors. All were in favor. Motion carried.

BILLS

VENDOR	CHECK NO.	AMOUNT PAID
CURRENT		
AGX Designs LLC	10864	\$200.00
Allens Oil & Propane, Inc.	10865	\$29.49
Artic Coolers Inc.	10866	\$237.00
Auto Shine Car Wash	10867	\$66.50
Banc3 Inc.	10868	\$290.00
Ruth Ann Bice	10869	\$314.70
Burlington Cleaners	10870	\$148.75
Burlington County Treasurer	10871	\$14,961.56
Casa Payroll Service	10872	\$198.00
Central Jersey Waste & Rec Inc.	10873	\$7,125.00
Certified Speedometer Service	10874	\$182.50
Patricia A Clayton	10875	\$25.88
Columbus Gas	10876	\$599.16
Comcast	10877	\$142.85
Cooper Power Systems Inc.	10878	\$165.00
Copi-Rite Inc.	10879	\$12.81
Courier Times, Inc.	10880	\$219.14
Deer Park Direct	10881	\$63.10
Denis C. Germano, Esq.	10882	\$2,347.50
Direct Energy Business	10883	\$657.84
Draeger Safety Diagnostics Inc	10884	\$267.00
Eastern Armored Services, Inc.	10885	\$388.00
H. Eggleston & Son, LLC	10886	\$1,007.50
Expel Exterminating Experts Inc	10887	\$140.00
Greenscape Landscape	10888	\$3,120.00
Heritage Business Systems Inc.	10889	\$75.00
Hurley's Auto Repair	10890	\$1,273.98
JCP&L	10891	\$1,126.78
J. Paul Keller	10892	\$866.66
Michael A. Malloy	10893	\$629.40
Mansfield Township	10894	\$19,166.70
Mark Flynn LLC	10895	\$210.62
Municipal Clerks Assoc of NJ	10896	\$100.00
Mr. Bob Portable Toilets	10897	\$420.92
Mr. Painter	10898	\$950.00
National Time Systems, Inc.	10899	\$117.20
Newtworks Plus	10900	\$866.66
New Jersey American Water Co.	10901	\$270.65
NJ-IAAO	10902	\$150.00
NJSHBP	10903	\$30,993.01
Norther Burlington Cnty Reg School	10904	\$349,375.00
Parker McCay, PA	10905	\$2,938.17
Pedroni Fuel Company	10906	\$1,659.84
Pitney Bowes Postage by Phone	10907	\$600.00
Martin Poinsett	10908	\$200.00
PSE&G	10909	\$2,879.68
R W Tire Corp	10910	\$487.96

Judith M Schetler	10911	\$314.70
Servicemaster Building Service	10912	\$590.00
Sirak Auto Slupply, Inc.	10913	\$27.23
Peter Sobotka	10914	\$69.00
Southampton Township	10915	\$2,000.00
Springfield Township-Capital	10916	\$2,663.00
Springfield Township Board of Ed	10917	\$289,354.08
Staples Advantage	10918	\$268.62
Stokleys, Inc.	10919	\$32.00
The Rodgers Group LLC	10920	\$1,760.00
Third District Fire Company	10921	\$750.00
US Postal Service	10922	\$50.00
Verizon Wireless	10923	\$572.87
Vital Communications Inc.	10924	\$688.95
Xtel Communications, Inc.	10925	\$387.99

CAPITAL FUND ACCOUNT

Arawak Paving Co. Inc.	7159	\$580,348.08
Dante Guzzi Engineering	7160	\$9,159.11
McManimon Scotland & Baumann LLC	7161	\$600.00
Mt Holly Fire District No. 1	7162	\$135,000.00

DEVELOPERS ESCROW

Banc3 Inc.	7304	\$2,646.25
Dante Guzzi Engineering	7305	\$3,507.92
Denis C. Germano, Esq.	7306	\$2,460.00
HNJ/Huen Electric	7307	\$3,028.55
Adam and Lisa Caul	7308	\$284.50

DOG ACCOUNT

Burlington Cty Treas-Animal	7164	\$60.00
MGL Printing Solutions	7165	\$283.00
N. J. Dept. of Health	7166	\$1.20

COAH ACCOUNT

Active Environmental Tech Inc.	7162	\$7,020.18
Parker McCay, P.A.	7163	\$2,720.50
Superior Court of New Jersey	7164	\$70,000.00

RECREATION

Junior Greyhound Athletic Assoc.	7155	Voided printing error
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POLICE EXTRA DUTY ACCOUNT

Communications Construction	7101	\$150.00
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TOTAL \$1,565,065.24

Motion made by Mr. Frank and seconded by Mr. Sobotka to pay the bills except for the Attorneys. All were in favor. Motion carried.

Motion made by Mr. Sobotka and seconded by Mr. Hlubik to pay the Attorneys. All were in favor except Mr. Frank who abstained. Motion carried.

CORRESPONDENCE

1. Vijay Thaker – Resignation from Zoning Board. Mr. McDaniel stated that he would talk to Mr. Thaker to see if he would be willing to stay on the Board until Council could find a replacement and Council agreed that would be a good idea.
2. Cost Estimate – Smithville and Applegate Roads. Mr. Guzzi explained that this is a number of additional repairs to the Applegate Rd. and since this was not on the initial bid they got estimates from the contractor. Mr. Guzzi stated that instead of doing all the individual patches the contractor gave an estimate for milling the top layer and repaving the road at about the same price. Mr. Guzzi stated that it is within the 20 percent for change orders. Mr. Guzzi asked if Council wants to do the whole road or the patches. Mr. Frank asked if the work on the pipe and headwall has been done and Mr. Sobotka responded it has been done already. Mr. Sobotka saw a sign somewhere that you should not salt or sand porous asphalt and was wondering what that meant and Mr. Guzzi responded that it is a type of asphalt used to satisfy impervious coverage and it is not something you want to use. Mr. Guzzi stated that they would mill about 2 inches and repave and if Council gives the okay tonight to do this then they should be out next week to do Mt. Pleasant and Applegate Rd. Mr. Sobotka asked if there was a time of completion and is the contractor within that time frame and Mr. Guzzi responded that he is. He added that if we give him an answer on this they will be here on December 14th. Mr. Guzzi stated that they need to get this done before Christmas or the plants might close down. Mr. McDaniel asked about any driveway issues if we mill and repave and Mr. Guzzi responded that it would not be an issue because it will be the same elevation. Mr. Frank is concerned that there is not a lot of base below what we are talking about milling and Mr. Guzzi responded that it would still be better than what is out there now and it will be functional for a period of time. Mr. Frank made a motion seconded by Mr. Sobotka to proceed. All were in favor. Motion carried.

Mr. Guzzi stated that they are working on some punch list items on Smithville and Jobstown-Juliustown Rd. Mr. Sobotka stated that someone complained about the striping and Mr. Guzzi responded that he would make sure this is on the punch list. Mr. Hlubik stated that on Jobstown-Juliustown Rd. where the paving meets the old paving is very uneven and Mr. Guzzi responded that was definitely on the list. Mr. Guzzi stated that the contractor came in quickly to pave but has been tough to get back out to do the follow up work. Mr. McDaniel asked if we could add a time frame for follow up into next year's contract and Mr. Guzzi stated that it could be added to the contract.

Mr. McDaniel mentioned that the Township has just purchased one of the properties at the corner and we are working on getting the second house to then put affordable housing and redesign the intersection. Mr. Frank stated that we need to start designing how that intersection will turn and Mr. Guzzi responded that you could do a design concept to force the County to move on their part of that project. Mr. Guest stated that Mr. Serlin has submitted that Order to Show Cause so that we could file the Declaration of Taking. Mr. Frank stated that all the design work for

the redesigning of the road for the bike path should come out of the grant and Mr. Keller responded that we may not be able to charge it all but some of it. Mr. Frank stated that we could also charge to the open space as well so it is not coming out of the general fund.

Mr. Frank made a motion seconded by Mr. Sobotka to authorize Mr. Guest to issue an opinion as to the sources of funding from Open Space, County Grant and Affordable Housing Trust for these purposes and Mr. Guzzi to begin survey and design conception work. Mr. McDaniel asked about the demolition and site work. Mr. Guzzi responded that when you do the road work the site work would be part of that bid and the only thing that would be separate would be the demolition of the house. Mr. Keller stated that we can get quotes for the demolition and charge that to the affordable housing trust fund. Mr. Frank does not feel we will have enough money to do all the site work from the affordable housing trust fund and there are two other pots of money in the open space and bike path grant that we may need to apply to some of these expenses to. Mr. Hlubik stated that before we do any site work shouldn't the developer need to have some input and Mr. Guzzi responded that the design of the road will really drive the development of the affordable housing. Mr. Frank reiterated that we have the affordable housing trust fund, the County grant money and open space money and since the main reason for the redesign of the road is to make a safe intersection for the bike path we should be able to use the grant and open space money as well. Council also discussed needing to have a description of the road way that will be abandoned and that there may need to be a drainage easement.

Mr. McDaniel stated that another issue on the bike path is that it has to be 10 feet wide and we should work with the County to make sure that the Township conforms with the County guidelines.

Mr. McDaniel stated that he will be up at the DEP with the Columbus Market regarding an issue with a stream crossing since they just bought the Willard property and are looking to expand their business to make a Peddler Village type area.

Mr. Sobotka asked about the Juliustown Park path and Mr. Guzzi responded that we put in the new grant application to pave that portion of the path. Mr. Guzzi added that in the alternative if we do not get the grant money then we may need to see about preventing vehicles from crossing that path.

All were in favor. Motion carried.

Mr. Sobotka asked what the township can do if the contractor doesn't show up next week and Mr. Guzzi stated that the contractor will be out as long as there are no other weather issues.

SOLICITOR REPORT

Mr. Guest did not having anything to report.

Mr. Sobotka asked how soon we will be able to move on the other property at the corner and Mr. Guest responded that as soon as the Judge signs the Order we can take the property. Mr.

McDaniel asked what the process is after that and Mr. Guest responded that it would be for Board of Commissioners to determine value which could take months.

Mr. Guest thanked Council for the opportunity to serve the Council and Township.

MANAGER'S REPORT

Mr. Keller had nothing to add to his written report.

Mr. Frank made a motion seconded by Mr. Sobotka to accept all the reports. All were in favor. Motion carried.

TOWNSHIP OFFICIAL'S BUSINESS

Mr. Sobotka distributed the top taxpayers in the Township that was prepared by the Assessor and he stated that if you look at the Farmers Market that amount would increase with the improvements. Mr. Guest responded that you would see an incremental increase. Council discussed that if they expand onto the new property that may increase the assessment for that property.

Mr. McDaniel asked if anyone has any suggestion for appointment to Planning Board and Mr. Frank suggested someone from the Johnson Family.

Mr. McDaniel brought up that the Auditor contract from last year included the 2015 audit to be done in 2016 and Mr. Keller added that the Auditor would get paid when he completes the audit. Mr. Frank stated that it also mentions the next year's budget so what we really need is to appoint a new auditor for 2016 work , the 2016 audit and work on the 2017 budget. Mr. Frank asked if we got any response to the RFP and Mr. Keller responded that we got one from Bowman. Mr. Keller stated that Council could just appoint someone additional to do interim accounting work. Mr. Keller will check out the logistics of appointing Bowman and will report back to Council.

Council discussed meeting dates for 2016 and decided on same schedule.

Mr. McDaniel stated that the EMS does not appear to be enough people involved and he questions whether we just keep rolling as we are or consider other options. Mr. McDaniel stated that we did have a proposal from Mansfield from last year we can consider. Mr. McDaniel added that we seem to get a few members and get them trained and they leave. Mr. Sobotka asked if the Comcast was turned back on and MR. Keller responded that he spent hours to resolve the issue and no one from the EMS was at the building when Comcast came out. Mr. Keller added that the EMS did not even know the service was disconnected for months so he assumes no one was even in the building for months. Mr. Frank asked how we notified the squad of the Comcast connection and Mr. Keller responded that he spoke to Ms. Jarvis and she guaranteed him she would be there and did not show up. Mr. Keller rescheduled for January but does Council want to bother reconnecting and paying that expense if no one is going to ever be there to use the service. Mr. Frank feels we either move on from the EMS or we agree to support them and that should include supplying a phone and internet. Mr. Hlubik asked what the total cost to support the EMS is every year and Mr. Keller responded it is about \$62,000 without including the purchase of the ambulances which would add about \$30,000 for 5 years. Mr. McDaniel asked if Mansfield would agree to provide the service for \$40,000 a year would we be in a better position. Mr. Hlubik asked about Lourdes and Mr. Frank responded that he felt they are out of the ambulance business. Mr. McDaniel stated that the reason he keeps mentioning Mansfield is because it makes sense since they already cover

the surrounding towns. Mr. Frank stated the danger of going with Mansfield is we become hostage to their rates and they have a history of using the fact that they are the only game in town. Mr. McDaniel asked about covering the farm fair and tractor pulls and Mr. Keller responded that they would deal with the County for that not the Township. Mr. Frank asked if we do this with an RFP and Mr. McDaniel asked if we could do a shared service with Mansfield Township and Mr. Guest responded that you could probably do it as a shared service where you are contributing to them or you may also be able to do it as a professional service. Mr. McDaniel stated that as soon as we contact Mansfield Ms. Van Hise will be back with her supporters to fight it. Mr. Sobotka stated that we need to confirm a price and Mr. Frank added that we need to see Mansfield's financial reports. Mr. Sobotka asked what we would do with the building and Mr. Keller responded that we have a lot of storage out there. Mr. Frank asked if that site is remediated to any standard and Mr. Keller stated that we just got a report and it seems to be fine but he is not certain if it is to a standard for development. Mr. Frank thought maybe if it is developable it could be used for Affordable Housing. Mr. Frank added that the upper surface water only is contaminated so no one is drawing on that for drinking water. Mr. McDaniel stated that he felt it would be better suited for commercial development. Mr. Hlubik asked if we would do a contract for one year's service and Mr. Keller stated that you would get a quote for 5 years with the option to renew each year. Mr. Sobotka stated the quote we got from Mansfield prior was for days only so the price could be closer to \$100,000. Mr. Keller stated he would send an email to Ms. Van Hise that we are soliciting quotes and Mr. McDaniel suggested reaching out to Mr. Perryman to say that we are looking at this option and would like get any input the EMS has as far as the process. Council discussed that the EMS only responded to three calls last month and each of those were answered by one person.

Mr. McDaniel stated that he added Employee Decorum Policy to the agenda because he received a complaint from a resident who came in to pay his taxes and was told he could not be helped and that the office is understaffed. Mr. McDaniel suggested a letter to employees setting a policy of not telling residents that they can't be helped or that the office is understaffed. It was discussed that employees regularly look up tax records for residents in the Tax Collector's absence however this particular tax payer was unable to give an address, block and lot or owner information so that the staff could look up his records. Council agreed that such a policy is unnecessary at this time.

PUBLIC COMMENT

Hearing no one further for public comment, Mr. Sobotka made a motion seconded by Mr. Frank to close public comment. All were in favor. Motion carried.

Mr. Sobotka made a motion seconded by Mr. Frank adjourn the meeting. The meeting was adjourned at 9:36 PM. All were in favor. Motion carried.

Respectfully submitted,

Patricia A. Clayton
Township Clerk