

TOWNSHIP OF SPRINGFIELD
COUNCIL MEETING AGENDA
7:30 PM
APRIL 24, 2019

1. Meeting called to order by the Mayor McDaniel
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:
April 10, 2019 Regular Session
6. Resolution No. 2019-04-08 – Resolution Conducting Annual Budget Examination
7. Resolution No. 2019-04-09 – Resolution Authorizing 2019 Municipal Budget to be
Read by Title Only
8. Public Hearing on 2019 Municipal Budget
9. Resolution No. 2019-04-10 – Resolution to Adopt 2019 Municipal Budget
10. Ordinances for First Reading
No. 2019-05 – Bond Ordinance Providing for Various Capital
Improvements in and by the Township of Springfield, in the
County of Burlington, New Jersey, Appropriating \$1,000,000
Therefor and Authorizing the Issuance of \$950,000 Bonds or
Notes of the Township to Finance Part of the Cost Thereof
11. Resolutions
No. 2019-04-11 – Resolution Assigning Engineering Contracts
No. 2019-04-12 – Resolution of the Township Council of Springfield
Authorizing Agreements for Certain Professional Services
(Affordable Housing Administrative Agent)
12. Correspondence
13. Township Officials' Business
 - Approval of Raffle Licenses for the Springfield Township Home & School
Assoc.
14. Public Comment*
15. Adjournment

**TOWNSHIP COUNCIL MEETING
APRIL 24, 2019**

The meeting of the Springfield Township Council was called to order by Mayor McDaniel with Council Members David Frank, John Hlubik, Anthony Marinello and Peter Sobotka present. Also present were Manager Paul Keller and Auditors Michael Cesaro and Evan Palmer.

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 4, 2019:

- a. Posting written notice on the official bulletin board at the Municipal Building, Jobstown, NJ
- b. Transmitting written notice to the Burlington County Times and the Trenton 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. Frank made a motion seconded by Mr. Hlubik to approve the April 10, 2019 regular session minutes. All were in favor. Motion carried.

RESOLUTIONS

Motion made by Mr. Sobotka and seconded by Mr. Hlubik to approve Resolution No. 2019-04-08. Roll Call: Mr. Frank – yes; Mr. Hlubik - yes; Mr. Marinello – yes; Mr. Sobotka – yes and Mr. McDaniel - yes. Motion carried.

RESOLUTION 2019-04-08

RESOLUTION CONDUCTING ANNUAL BUDGET EXAMINATION

WHEREAS, N.J.S.A.40A.4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

WHEREAS, N.J.A.C.5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

WHEREAS, pursuant to N.J.A.C.5:30-7.2 through 7.5 the Township of Springfield has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the local government meets the necessary conditions to participate in the program for the 2019 budget year;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Springfield that in accordance with N.J.A.C.5:30-7.6a & b and based upon the Chief Financial Officer's certification the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A.40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A.40A:4-45.3 et seq. are fully met (Complies with the "CAP" law.)
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C.5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated.
 - b. Items of appropriation are properly set forth.
 - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law,

except that failure to meet the deadlines of N.J.S.A.40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Director of the Division of Local Government Services upon adoption.

Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2019-04-09. Roll Call: Mr. Frank – yes; Mr. Hlubik - yes, Mr. Marinello - yes; Mr. Sobotka – yes and Mr. McDaniel - yes. Motion carried.

RESOLUTION NO. 2019-04-09

**RESOLUTION AUTHORIZING 2019 MUNICIPAL BUDGET
TO BE READ BY TITLE ONLY**

WHEREAS, N.J.S. 40A:4-8 provides that the budget be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of hearing a complete copy of the approved budget as advertised has been posted in the municipal building and copies have been made available by the Clerk to persons requiring them; and

WHEREAS, these two conditions have been met;

NOW, THEREFORE, BE IT RESOLVED, that the budget shall be read by title only.

Motion made by Mr. Frank and seconded by Mr. Sobotka to open the public hearing on the 2019 budget. All were in favor. Motion carried.

Hearing no one for public comment on the 2019 budget Mr. Frank made a motion seconded by Mr. Sobotka to close the public hearing. All were in favor. Motion carried.

Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2019-04-10.

Mr. Cesaro and Mr. Palmer were representing the Bowman and Co. LLC as auditors for the Township.

Mr. Sobotka asked why the change drawer created for the police department last meeting was not listed as a revenue and Mr. Cesaro responded that would be handled as an accounting measurer and not listed as revenue. Mr. Cesaro added that money received for police reports, etc. would be considered as miscellaneous revenue, not anticipated.

Mr. McDaniel asked where the auditors seeing the budget going to in the next 5 years. Mr. Cesaro responded that there is no crystal ball but it is important to build up surplus which hadn't been done in past two years. Mr. Marinello asked why that did not happen and Mr. Cesaro responded court funds were down significantly over the past two years and interest collection is down for taxes and since surplus is down interest on that goes down as well. Mr. Cesaro added that construction revenues were actually up some. He added that the Township can't anticipate more then was collected in the prior year. Mr. Cesaro stated mounts left over for surplus were about \$50,000 less in 2018 and surplus has been used to keep taxes increases low over the past couple of years.

Mr. McDaniel asked why social security is up 14% and Mr. Cesaro responded this would be based on obligations. Mr. McDaniel asked if that went up 14% would that indicate that salary increases were up 14%. Mr. Cesaro responded that social security has changed and for officers depending on when they were hired, at one time they didn't pay anything into social security then in the 1990s that changed and a portion was paid.

Mr. Marinello asked whether any problems with the budget are spending issues or revenue issues and Mr. Cesaro responded it could be both. Mr. Cesaro added it is a combination of an increase in spending and a reduction in revenue. Mr. Cesaro added that if you are spending to provide services and those are the services the community wants then the question is are they willing to pay for it. Mr. Keller added that we really have nowhere to cut spending. It was discussed that this year we had replacement salaries and a payout of sick leave to the records clerk and there was discussion of there being an extra pay period in this year that may be a reason for the increase. Mr. Marinello asked if it is more beneficial to hire another officer then paying our higher paid officers overtime. Chief Trout explained the shift coverage and indicated that overtime has gone down now that he has two extra officers, one full-time one part-time, on each shift side. Mr. Sobotka stated that we are at 1.4 million on the police now so if you are going to save money it should be looked at. Mr. McDaniel asked if there are ever more than two officers on and Chief Trout responded daily they have an overlap person one who is full-time and one who is part-time. If coverage is needed to cover training, absences etc. he adjusts the overlap officers to cover. Mr. Frank asked about the percentage of time there is actually an extra officer if their shift is adjusted to cover absences and training and Chief Trout responded that it is actually 50 percent of the time due to the increase in training requirements.

Mr. Sobotka asked if the auditors are recommending not changing the budget as presented and trying to maintain the tax collection rate. Mr. Cesaro responded that the way the budget is structured this year with the increase it is reasonable to assume that the Township can return funds to surplus. Mr. Sobotka asked if the tax collection rate goes down what happens since the Township would still need to pay the schools and county and Mr. Cesaro responded there is a cushion budgeted for the anticipation of uncollected taxes.

Mr. McDaniel stated that we will be discussing borrowing later and Mr. Cesaro explained how much borrowing the Township can do and how close the Township is to that amount. Mr. McDaniel asked how a PILOT would affect the valuation and Mr. Cesaro responded that he would leave that to the assessor but he did explain some ways in which that is handled. Mr. Frank asked for valuation purposes is it considered at the full amount in one year or increments each year and Mr. Cesaro responded you would need to see how the tax assessor handles it. Mr. Frank asked if it is possible to artificially change the valuation if it is taken off the tax structure and Mr. Cesaro referred Council to the Assessor.

Roll Call: Mr. Frank - yes; Mr. Hlubik - yes, Mr. Marinello - yes; Mr. Sobotka - yes and Mr. McDaniel - yes. Motion carried.

RESOLUTION 2019-04-10

RESOLUTION TO ADOPT 2019 MUNICIPAL BUDGET

BE IT RESOLVED by the Township Council of the Township of Springfield, County of Burlington, that the budget herein before set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of \$2,524,027.51 for municipal purposes and \$77,146.00 for Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy.

2019 MUNICIPAL BUDGET

**of the Township of Springfield
County of Burlington
for the fiscal year 2019**

Revenue and Appropriation Summaries

<u>Summary of Revenues</u>	Anticipated	
	2019	2018
1. Surplus	575,000.00	675,000.00
2. Total Miscellaneous Revenues	967,972.49	965,962.78
3. Receipts from Delinquent Taxes	100,000.00	100,000.00
4. a) Local Tax for Municipal Purposes	2,524,027.51	2,334,514.13
b) Addition to Local District School Tax		
Total Amount to be Raised by Taxes for Support of Municipal Budget	2,524,027.51	2,334,514.13
Total General Revenues	4,167,000.00	4,075,476.91

<u>Summary of Appropriations</u>	2019 Budget	Final 2018 Budget
1. Operating Expenses: Salaries & Wages	1,155,533.42	1,097,994.00
Other Expenses	1,606,719.07	1,575,400.78
2. Deferred Charges & Other Appropriations	299,455.00	339,184.00
3. Capital Improvements	55,000.00	40,000.00
4. Debt Service (Including for School Purposes)	749,334.00	722,900.00
5. Reserve for Uncollected	300,958.51	299,998.13

Taxes		
Total General Appropriations	4,167,000.00	4,075,476.91
Total Number of Employees	20	20

Balance of Outstanding Debt				
	General			
Interest	249,334.00			
Principal	500,000.00			
Outstanding Balance	8,490,000.00			

ORDINANCES FOR FIRST READING.

Motion made by Mr. Frank and seconded by Mr. Sobotka to introduce Ordinance No. 2019-05.

Mr. McDaniel asked if we had any discussion with the engineers regarding the road program and Mr. Keller responded the engineer is doing an analysis including the parking lot. Mr. McDaniel stated the engineer should have a discussion with the Chief to see what they might need for parking back there and Mr. Keller added there is a drainage issue as well. Mr. Keller stated that it would leave about \$800,000 for the construction. Roll call: Mr. Frank – yes; Mr. Hlubik – yes; Mr. Marinello – yes; Mr. Sobotka – yes and Mr. McDaniel – yes. Motion carried.

ORDINANCE NO. 2019-05

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE TOWNSHIP OF SPRINGFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, APPROPRIATING \$1,000,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$950,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF

RESOLUTIONS

Motion made by Mr. Frank and seconded by Mr. Hlubik to approve Resolution No. 2019-04-11. Mr. Sobotka asked why Mr. Richter separated from his previous firm and it was discussed that the reason is not known for the separation but both Boards are very satisfied with the services of Mr. Richter. All were in favor. Motion carried.

RESOLUTION 2019-04-11

RESOLUTION ASSIGNING ENGINEERING CONTRACTS

WHEREAS, the Springfield Township Planning Board and Zoning Board of Adjustment appointed “Jeffrey S. Richter – Banc3, Inc.” as the engineer for their respective Board; and

WHEREAS, Mr. Richter has left Banc3, Inc. but desires to continue performing these Board appointments;

and

WHEREAS, the Township contact Banc3, Inc. and it confirmed that it does not wish to continue to serve the Springfield Boards and is willing to assign its rights, responsibilities and obligations under the appointments and subsequent contracts with Springfield;

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Springfield accepts the assignment of the contracts with “Jeffrey S. Richter – Banc3, Inc.” to “Jeffrey S. Richter – ACT Engineers” for the remainder of the contracts at the same terms and conditions as originally accepted by the Township.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are authorized to execute all documents necessary to fulfill the purpose of this Resolution.

Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2019-04-12. It was discussed that Habitat will do the work to fill those units and any reporting requirements will be done by CGP&H. All were in favor. Motion carried.

RESOLUTION NO. 2019-04-12

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF
SPRINGFIELD TOWNSHIP AUTHORIZING AGREEMENTS
FOR CERTAIN PROFESSIONAL SERVICES**

WHEREAS, it is necessary that the Township of Springfield make certain professional staff appointments in order to provide for the effective operation of Township government; and

WHEREAS, the services to be performed are regulated by law and the persons to be appointed are practicing recognized professionals; and

WHEREAS, the Local Public Contracts Law, requires that notice with respect to contracts for “Professional Services” awarded without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED by the Township Council of the Township of Springfield that the following are hereby appointed to the positions designated and for terms effective April 24, 2019 and ending April 24, 2020, unless otherwise specified, or when their successors have been duly appointed:

Affordable Housing	CGP&H LLC
Administrative Agent	

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized to execute agreements for professional services.

CORRESPONDENCE

1. George Morris, Esq. – Stipulation of Dismissal
2. Board of Chosen Freeholders regarding County Highway Master Plan. Mr. Frank reviewed the maps and he did not see anything that stood out in Springfield and he would

recommend the other Councilmembers taking a look at it because they have some interesting stuff on bike paths.

Motion made by Mr. Frank and seconded by Mr. Marinello to receive and file the correspondence. All were in favor. Motion carried.

TOWNSHIP OFFICIAL'S BUSINESS

Motion made by Mr. Sobotka and seconded by Mr. Marinello to approve the Raffle Licenses submitted by Springfield Township Home and School Assoc. All were in favor. Motion carried.

Mr. Sobotka stated that last meeting there was mention about Mansfield and Springfield going in on a grant for Mt. Pleasant Rd. and Mansfield received a grant and they will be doing their portion this year. Council discussed that this is a surprise since when we asked them to go in on a joint grant they indicated they had other priorities and were not interested this year.

Mr. Sobotka asked about the findings for the remediation and Mr. Frank responded that there was a meeting with the Engineers and the Township is not required to be remove anything but if we decide to develop it residentially and remediation would be necessary then the cost would be about \$80,000. Mr. Frank stated that Habitat really wants to move forward quickly with the three houses and it would realistically take about six months to clean up and Council would have to look at the cost of \$80,000 to clean it up and determine if they could get the five lots. Mr. McDaniel added that we are not guaranteed 5 lots we might only get one additional lot. There was discussion of saving a portion of the property to possibly develop later if needed. Mr. McDaniel stated that might be difficult to do because of requirements that Habitat has for funding. Mr. Frank added that we could clean it and offer it to adjoining property owners to increase their lot sizes. Mr. McDaniel mentioned an email that Habitat sent that said they have waited a year to settle this matter but they did not want to delay any longer. It was discussed that Habitat would have to cooperate as to what part of the property they want for their project. It was discussed that the only way the Township would not have to clean it would be if the Township kept it and did nothing with it. Mr. Sobotka asked is \$80,000 is a cheap price for affordable housing and Mr. Marinello stated that we could go with another developer. Mr. Sobotka stated that in the past we have had some issues getting other developers involved. Mr. Hlubik asked for an explanation for the cost of remediation and Mr. Frank stated that it is due to the volume of the material. Mr. Frank will get a sketch to Habitat with a proposal to save a lot for the Township to possible develop another one or two units.

Mr. Sobotka asked if the people that will live in the Habitat houses will put boulders in the front of their house to prevent someone from driving into the house and Council discussed that they have no way of knowing how someone will choose to landscape their property.

Mr. Marinello stated that the Memorial Day Ceremony will be May 27th at 10 am and will honor Reading Gilbert who was a Township resident that served in WWI and they would like to honor him in addition by dedicating Gilbert Road for him. There was discussion of whether Gilbert Road may have already been named in honor of someone and how Council would determine that. Mr. Marinello added that he would like to make a proposal that in the future we name any roads after fallen service members. Mr. Sobotka stated in some Townships they name creeks after fallen members of the service. Mr. Frank is okay with the naming of roads in this manner but we would need to do that by Ordinance if allowed. Mr. McDaniel stated that Mr. Makuka asked him about putting something in the municipal building or in the park to honor fallen service members. Mr. Hlubik stated that some towns have an honor roll and it was discussed there is already one in the Juliustown Park. Mr. McDaniel asked if we have any record of how many there are. Mr. Marinello stated that the reason he mentioned the dedication of the road is because it was already named Gilbert Rd and nothing would need to

be changed. Mr. Frank would support new roads being named after fallen service members from the Township or to raise funds to build an honor roll in Veteran's Park. Mr. McDaniel sees a problem with the Ordinance because in the future it may be forgotten the Ordinance is even there and it was discussed that if it were part of the land use ordinance it would be picked up by the Engineer's review. Mr. Frank stated that he is not in favor of the Gilbert Road dedication but the honor roll at the park and Mr. Hlubik agreed that an honor roll would be a more appropriate way to honor the fallen service persons. Mr. Frank made a motion seconded by Mr. Hlubik to resolve to support the efforts of the Memorial Day Committee to proceed with an honor roll at the Veteran's Park. All were in favor. Motion carried.

Mr. McDaniel stated the Historical Society is proposing some ideas of what could go on the wall in the meeting room. He stated they wanted three trees on for Jacksonville, Jobstown and Juliustown and Council discussed whether it would look better with one tree. Motion made by Mr. Frank and seconded by Mr. Marinello to authorize the Mayor to continue to negotiate with the Historical Society regarding the matter. All were in favor. Motion carried.

PUBLIC COMMENT

Mr. Frank stated for the record that there were no members of the public present for comment.

Mr. Frank made a motion seconded by Mr. Hlubik to adjourn the meeting. All were in favor. Motion carried and the meeting was adjourned at 9:04 PM.

Respectfully submitted,

Patricia A. Clayton
Township Clerk