

TOWNSHIP OF SPRINGFIELD  
COUNCIL MEETING AGENDA  
7:30 PM  
DECEMBER 11, 2019

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 13, 2019 Regular and Executive Sessions
6. Public Comment on Agenda Items
7. Resolutions
  - No. 2019-12-01 - Resolution Adopting Technology Risk Management Standards in Compliance with the New Jersey Municipal Excess Liability Joint Insurance Fund's Cyber Risk Management Plan's Tier One Requirements
  - No. 2019-12-02 - Resolution Adopting Technology Risk Management Standards in Compliance with the New Jersey Municipal Excess Liability Joint Insurance Fund's Cyber Risk Management Plan's Tier Two Requirements
  - No. 2019-12-03 - Resolution Awarding Contract for Snow Plowing and Mowing Operations to Exotic Outdoor Landscape Design and Construction, Inc.
  - No. 2019-12-04 - Resolution Authorizing Transfers Between Budget Appropriations
  - No. 2019-12-05 - Resolution Authorizing Deposit/Signing of Springfield Township for Municipal Bank Accounts
8. Monthly Reports Submitted for Approval
9. Bills Submitted for Approval
10. Unfinished Business
11. Correspondence
12. Solicitor's Report
13. Manager's Report
14. Public Comment\*
15. Township Officials' Business
  - Review of JIF recommendations for 2020
16. Adjournment

**TOWNSHIP COUNCIL MEETING  
DECEMBER 11, 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 Solicitor Dana A. Stefanoni, Esquire.

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 November 13, 2019 regular and executive session minutes. All in favor except Mr. Marinello who abstained. Motion carried.

### **PUBLIC COMMENT ON AGENDA ITEMS**

Hearing no comments, Mr. Sobotka made a motion seconded by Mr. Frank to close public comment on agenda items. All were in favor. Motion carried.

### **RESOLUTIONS**

Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2019-12-01. Mr. Keller advised Council that the Township is already in compliance. There was discussion that Council would be informed as a matter of policy regarding any attacks. There was additional conversation as to whether these standards should include notification to Council and Mr. Keller responded that this is to make sure the Township is in conformance with the standards the JIF has established which would protect the Township. All were in favor. Motion carried.

#### **RESOLUTION 2019-12-01**

#### **RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE REQUIREMENTS**

**WHEREAS**, the Township of Springfield is a member of the BURLCO JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

**WHEREAS**, through its membership in the BURLCO JIF, the Township of Springfield enjoys cyber liability insurance coverage to protect the Township of Springfield from potential devastating costs associated with a cyber related claim; and

**WHEREAS**, in an attempt to prevent as many cyber related claims as possible, the NJ MED developed and released to its members the NJ MEL Cyber Risk Management Plan; and

**WHEREAS**, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of Springfield; and

**WHEREAS**, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of Springfield to claim a reimbursement of a paid insurance deductible in the event the member files a claim against the Township of Springfield's cyber insurance policy, administered through the BURLCO JIF and the Municipal Excess Liability Joint Insurance Fund;

**NOW, THEREFORE BE IT RESOLVED**, that the Township of Springfield does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with the Tier 1 of the NJ MEL Cyber Risk Management Plan;

- System and data back-up
- Security and system patching
- Defensive software
- Security Awareness Training
- Incident Response Plan

**AND, BE IT FURTHER RESOLVED**, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

Motion made by Mr. Frank and seconded by Mr. Hlubik to approve Resolution No. 2019-12-02. Mr. Keller advised Council we are also in compliance with these standards as well. All were in favor. Motion carried.

#### **RESOLUTION 2019-12-02**

#### **RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER TWO REQUIREMENTS**

**WHEREAS**, the Township of Springfield is a member of the BURLCO JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund

(NJ MEL); and

**WHEREAS**, through its membership in the BURLCO JIF, the Township of Springfield enjoys cyber liability insurance coverage to protect the Township of Springfield from potential devastating costs associated with a cyber related claim; and

**WHEREAS**, in an attempt to prevent as many cyber related claims as possible, the NJ MED developed and released to its members the NJ MEL Cyber Risk Management Plan; and

**WHEREAS**, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1 & Tier 2 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Township of Springfield; and

**WHEREAS**, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Township of Springfield to claim a reimbursement of a paid insurance deductible in the event the member files a claim against the Township of Springfield's cyber insurance policy, administered through the BURLCO JIF and the Municipal Excess Liability Joint Insurance Fund;

**NOW, THEREFORE BE IT RESOLVED**, that the Township of Springfield does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with the Tier 2 of the NJ MEL Cyber Risk Management Plan;

- Server Security
- Limiting Access Privileges
- Acceptable Use of Internet and Email
- Protection of Data
- Passwords Policy
- Appropriate level of Technology Support
- Leadership has Expertise to Support Technology Decision Making

**AND, BE IT FURTHER RESOLVED**, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

Motion made by Mr. Sobotka and seconded by Mr. Frank to approve Resolution No. 2019-12-03. Mr. Keller stated that this contract was negotiated and the cost will increase but not as much as was the result of the last round of bids received. Mr. Keller advised Council that this

individual is local and will lease the salt storage facility from Mr. Eggleston. Mr. Keller added that the increase would be approximately five percent and that is due to the capital investment this contractor will need to make and again he noted that it is well below the last bid the Township received. Mr. Sobotka asked about the frequency of grass cutting and Mr. Keller responded that the Township will set that schedule. Roll Call – Mr. Frank – yes; Mr. Hlubik – yes; Mr. Marinello- yes; Mr. Sobotka – yes; Mr. McDaniel - yes. Motion carried.

### **RESOLUTION 2019-12-03**

#### **RESOLUTION AWARDING CONTRACT FOR SNOW PLOWING AND MOWING OPERATIONS TO EXOTIC OUTDOOR LANDSCAPE DESIGN AND CONSTRUCTION, INC.**

**WHEREAS**, the Township twice solicited bids for two different public works open-ended contracts, the first for grass cutting and the second for various road maintenance including, but not limited to, snow plowing, tree removal and pothole repair projects; and

**WHEREAS**, both attempts to secure a reasonable price to perform the required work through the public bidding process resulted in bids well over the Township's estimate and budgetary caps for performing such work; and

**WHEREAS**, the Township Council passed Resolution 2019-11-03 rejecting all bids received and authorizing the Township Manager and Township Solicitor to engage in negotiations with potential vendor(s) for the purpose of the bid pursuant to N.J.S.A. § 40A:11-5(3) at rates consistent with standard rates for the region to ensure that there is vendor(s) ready and available to perform the services on as needed basis;

**WHEREAS**, following negotiations the Township Manager recommended that both contracts for Snow Plowing and Lawn Mowing Operations be awarded as one contract to Exotic Outdoor Landscape Design and Construction, Inc.;

**WHEREAS**, the Township Council reviewed and considered the recommendation of the Manager;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Springfield, County of Burlington, State of New Jersey that Exotic Outdoor Landscape Design and Construction, Inc. of Columbus, New Jersey be hereby awarded the contract for Snow Plowing and Mowing Operations from January 1, 2020 until December 31, 2022 in compliance with the terms of the agreement attached to this Resolution.

**BE IT FURTHER RESOLVED** that the payments and services under this contract shall be in accord with the specifications and the proposal submitted to the Township and attached to this Resolution.

**AND BE IT FURTHER RESOLVED** that award of any contract pursuant to negotiations shall only become effective upon approval upon the adoption of a Resolution of a two-thirds affirmative vote of the authorized membership of the governing body (4 votes).

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Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2019-12-04. Roll Call – Mr. Frank – yes; Mr. Hlubik – yes; Mr. Marinello- yes; Mr. Sobotka – yes; Mr. McDaniel - yes. Motion carried.

**RESOLUTION 2019-12-04**

**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 2019 budget appropriations be made as follows:

Title	Account Number	From	To
Trash Disposal	9-01-32-465-000-001	\$ 9,000.00	
Gasoline	9-01-31-460-000-001	\$ 12,000.00	
Recycling Carts/Buckets	9-01-41-701-000-202	\$ 5,632.00	
Group Insurance	9-01-23-220-000-001		\$ 6,300.00
Finance-Salaries & Wages	9-01-20-130-000-101		\$ 3,332.00
Polcie-Salaries & Wages	9-01-25-240-000-101		\$ 17,000.00
TOTAL		\$ 26,632.00	\$ 26,632.00

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Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2019-12-05. All were in favor. Motion carried.

**RESOLUTION 2019-12-05**

**RESOLUTION AUTHORIZING DEPOSIT/SIGNING OF SPRINGFIELD TOWNSHIP FOR THE MUNICIPAL BANK ACCOUNTS**

RESOLVED, that the below bank accounts opened and that funds of the Township of Springfield Municipal Bank Accounts deposited in said bank accounts be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertakings of other orders for the payment of money when signed on behalf of this corporation by any two of the following: Chief Financial Officer Dianne Kelly, Treasurer Yolaika Medina, Township Manager J. Paul Keller, Mayor Dennis McDaniel or Deputy Mayor Anthony Marinello; and

RESOLVED, that the township clerk be and hereby is authorized to certify to the below bank, the foregoing resolution and the provisions thereof are in conformity with the charter and laws of the State of New Jersey.

I, HEREBY CERTIFY TO 1<sup>st</sup> Constitution Bank that a meeting of the Township Council of the Township of Springfield, County of Burlington, New Jersey, a body corporate and politic under the laws of the State of New Jersey duly called (a quorum being present) and held at the Municipal Building, 2159 Jacksonville-Jobstown Rd, in the Township of Springfield, County of Burlington, State of New Jersey on the 11<sup>th</sup> day of December, 2019 the above resolution was duly adopted and is now in full force and effect.

ACCOUNT NO.	NAME OF ACCOUNT/BANK	TYPE OF ACCOUNT	NO. OF SIGNATURES REQUIRED
9760117776	Current Fund	Checking	2
9760117784	Capital Fund	Checking	2
9760117792	COAH Dev. Fee	Checking	2
9760117806	Developer Escrow Planning Board	Checking	2
9760117814	Dog Account	Checking	2
9760117822	Law Enforcement	Checking	2
9760117830	Payroll Account	Checking	2
9760117849	Police Extra Duty	Checking	2
9760117857	Open Space	Checking	2
9760117865	Recreation Account	Checking	2

**MONTHLY DEPARTMENTAL REPORT**

**CLERK REPORT OF LICENSES**

**November 2019**

Dog Licenses Issued 1  
Licenses assessed late fee  
Total Licenses Issued Year to Date -299  
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 2019**

Year to Date Revenue	\$12,681,302.04
Year to Date Expd.	\$3,690,744.19

**POLICE REPORT  
November 2019**

The Springfield Township Police Department responded to a total of 530 complaints.  
They are sorted in the following manner:

452	General Police Complaints
0	Domestic Incidents
6	Criminal Investigations
31	Motor Vehicle Accidents
25	Medical Emergencies
13	Activated Alarms
2	Abandoned 911 Calls
1	Assists to Outside Departments
0	Assists to Our Departments
77	Motor Vehicles Stops
8	Arrest
3	Warrant
1	DWI
4	Criminal

Tickets Issued: 56

Mileage 7074

**TAX COLLECTOR  
NOVEMBER 2019**

**TAXES**

<b>2019</b>	TAX PAYMENTS	\$ 1,043,897.53
PRIOR	TAX PAYMENTS	\$ 18.38
FUTURE	TAX PAYMENTS	\$ 12,692.87
	INTEREST ON TAXES	\$ 2,990.64
	<b>TOTAL TAXES</b>	<b><u>\$ 1,059,599.42</u></b>



**LIENS**

MUNICIPAL LIEN	REDEMPTIONS		
MUNICIPAL LIEN	RECORDING FEES COLL		
MUNICIPAL LIEN	LIEN SEARCH FEES COLL		
	<b>TOTAL LIENS</b>	<b>\$</b>	<b>-</b>

**MISC.**

200' LIST FEES			
DUPLICATE TAX BILL FEES		\$	5.00
TAX SEARCH			
MISC			
TAX SALE COSTS - PRIOR TO SALE			
RETURN (NSF) CHECK FEES			
<b>TOTAL MISC. PAYMENTS</b>		<b>\$</b>	<b>5.00</b>

**RETURN ITEMS**

RETURNED CHECKS		\$	1,986.65
<b>TOTAL</b>		<b>\$</b>	<b>1,986.65</b>

**TOTAL RECEIPTS FOR THE MONTH:**

**\$ 1,057,617.77**

**CONSTRUCTION OFFICIAL'S REPORT  
November 2019**

Permit Fees	\$6,009.00
CCO Fees	2,800.00
COAH	00
Re-Inspection	150.00
<b>Total</b>	<b>\$8,959.00</b>

**ZONING OFFICIAL  
November 2019**

Violations 5

**MUNICIPAL COURT  
October 2019**

Monthly fines, Title 39 Split, Contempt of Court, Court Costs, Criminal Fines	<b>\$5,401.12</b>
POAA Monies Public Defender	

**AMERICA EMERGENCY SQUAD**

**November 2019**

Total Calls for the Month 17  
Average Response Time 8.75  
Total Transports 10

**ENDEAVOR EMERGENCY SQUAD  
October 2019**

Total Calls for the Month 8  
Average Response time 11.14  
Total Transports 6

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

Mr. Sobotka stated the tax collector advised him that there are still about eighty property in arrears.

Mr. Sobotka stated the open space in the treasurer's report has about approximately \$800,000 and he asked if any of this money is going to be spent to purchase properties or to preserve properties. Mr. Frank stated that there is one farm property with a lot of acreage that if that property owner decides go in to preservation having this money available would be helpful. Mr. McDaniel asked if there are any pending applications for farmland preservation and Mr. Hlubik responded there are no Springfield Township properties pending at this time. Mr. Frank stated that as part of the Master Plan the Board will look at ways to make it more attractive financially for property owners to preserve farms.

All were in favor. Motion carried.

**BILL LIST**

<b>VENDOR</b>	<b>CHECK NO.</b>	<b>AMOUNT PAID</b>
<b>CURRENT</b>		
	13277	VOIDED
Alignment Check	13278	VOIDED
Burlington County Treasurer	13279	\$414,901.66
Alignment Check	13280	VOIDED
Auto Shine Car Wash	13281	\$47.00
Burlington Cleaners	13282	\$120.57
Burlington County Treasurer	13283	\$9,134.79
Casa Payroll Services	13284	\$262.50
Comcast	13285	\$146.85
Courier Times, Inc.	13286	\$313.68
De Lage Landen Finl Svcs Inc.	13287	\$15,022.12
Eastern Armored Services, Inc.	13288	\$201.76
H. Eggleston & Son, LLC	13289	\$7,347.73
Expel Exterminating Experts Inc.	13290	\$100.00
Ford Motor Credit Company	13291	\$13,005.62

Garden State Removal Co.	13292	\$7,193.58
Heartsmart.Com	13293	\$42.99
Heritage Business Systems, Inc.	13294	\$112.50
Hurley's Auto Repair	13295	\$2,146.46
Jacksonville Fire Company	13296	\$6,250.00
JCP&L	13297	\$1,387.53
Juliustown Volunteer Fire Co.	13298	\$25,000.00
J Paul Keller	13299	\$590.01
Kyle McManus Associates, LLC	13300	\$4,340.90
Lawmen's Supply Co of NJ., Inc	13301	\$5,023.80
Mansfield Township	13302	\$9,583.33
MCAGC	13303	\$50.00
National Time Systems, Inc.	13304	\$68.70
Networks Plus	13305	\$883.18
New Jersey American Water Co.	13306	\$264.11
NJSHBP	13307	\$32,511.94
NJ League of Municipalities	13308	\$115.00
Norther Burlington Cnty Reg School	13309	\$342,343.00
Parker McCay, P.A.	13310	\$9,125.20
Pedroni Fuel Company	13311	\$1,507.44
Pitney Bowes, Inc.	13312	\$150.00
Pitney Bowes Postage by Phone	13313	\$504.50
Martin Poinsett	13314	\$100.00
Protective Services Group, Inc.	13315	\$120.75
Rayond Coleman Heinold LLP	13316	\$195.00
R.R. Donnelley	13317	\$31.50
Service Master Building Service	13318	\$295.00
Sirak Auto Supply Inc.	13319	\$17.34
Southampton Township	13320	\$1,150.00
Springfield Township Open Space Fnd	13321	\$58.63
Springfield Township Board of Ed	13322	\$272,555.50
Staples Advantage	13323	\$123.16
Timepayment Corp.	13324	\$107.64
Treasurer, State of New Jersey	13325	\$580.00
Verizon Wireless	13326	\$615.45
Virtua EMS	13327	\$300.00
Vital Communications, LLC	13328	\$683.55
Xtel Communications, Inc.	13329	\$423.49

**CAPITAL FUND ACCOUNT**

Environmental Resolutions, Inc.	7256	\$176.00
Springfield Twp-Open Space Fnd	7257	\$83,893.72

**DEVELOPERS ESCROW**

ACT Engineers, Inc.	7479	\$387.50
Environmental Resolutions, Inc.	7480	\$1,027.72
Kyle McManus Associates LLC	7481	\$1,100.50
Raymond Coleman Heinold LLLP	7482	\$495.00

**RECREATION ACCOUNT**

All About Appearance	7250	\$891.50
Junior Greyhound Athletic Assoc.	7251	\$1,500.00
Main Street Awards	7252	\$640.00
MSLRA Midlands Youth Soccer Leg	7253	\$462.00

**DOG ACCOUNT**

MGL Printing Solutions	7237	\$306.00
New Jersey Dept of Health	7238	\$1.20

**OPEN SPACE TRUST**

H Eggleston & Son, LLC	7176	\$2,170.00
Mr Bob Portable Toilets	7177	\$402.00

**COAH ACCOUNT**

<b>CGP&amp;H LLC</b>	7228	\$118.30
Kyle McManus Associates LLC	7229	\$284.00
Parker McCay, P.A.	7230	\$436.60

TOTAL		\$1,281,447.50
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Mr. Frank made a motion seconded by Mr. Hlubik to pay the bills. Mr. Sobotka asked if the Township is looking to install any devices on the police vehicles to prevent accidents with deer. Mr. Keller asked what kind of device Mr. Sobotka is referring to and Mr. Sobotka responded that he is asking if there was such a device. Mr. Frank commented that if there were such a device then insurance companies would be offering discounts to install it so he does not believe such a device is available. All were in favor. Motion carried.

**UNFINISHED BUSINESS**

Mr. Sobotka mentioned an area on Georgetown Rd where the road was repaved and there is still water there and Mr. Keller responded that it is on the punchlist and it will not get done in the until the spring.

**CORRESPONDENCE**

None.

**SOLICITOR REPORT**

Ms. Stefanoni had nothing to report.

**MANAGER REPORT**

Mr. Keller had nothing to report.

## **PUBLIC COMMENT**

Mr. Roberson commented that he puts his cardboard in the dumpster out back and the pavement is all damaged and also the lid to the dumpster is hard to lift. Mr. Keller responded that the County provides the dumpsters so we don't have much say and the asphalt will be redone as part of the next road project. Mr. Keller will look at the asphalt to see if anything can be done to improve the asphalt now.

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

## **TOWNSHIP OFFICIAL'S BUSINESS**

Mr. Frank stated that an agency has been hired to use a drone to look at farms and evaluate the deer damage. He added that one of the areas will be in Springfield Township.

Mr. Marinello stated the Christmas tree lighting was held and went off well. Mr. McDaniel mentioned to Ms. Stefanoni to have Mr. Morris look at the food truck Ordinance. It was discussed that it is not currently in the Ordinances and it is not listed as a permitted use so it is not allowed. Mr. Frank brought up that it has been a practice to allow it at the Columbus Farmers Market. There was discussion about it being allowed on Commercial Farms under the Agricultural Tourism AMP but a farm would still need to go to the CADB for the protection under this AMP. It was discussed at the Farmer Market they have been there for so long that the Zoning Officer is in a problematic position with respect to telling the Market they are not allowed. Ms. Stefanoni responded that she and Mr. Morris were discussing this issue today and they will look at it again. Mr. Hlubik stated that there have been food trucks at the market from before there were probably ordinances.

Mr. McDaniel stated that he went to the JIF Elected Officials meeting last week and Mr. Sobotka attended as well. Mr. Sobotka stated that it was made clear that the laws have changed drastically regarding abuse and that if an employee comes into the employer to advise that they are having an issue at home the employer must accommodate the employee and there can be liability to the Township. This would also apply to volunteers. Mr. Keller responded that there can be some exposure to the employer if they are aware of an abusive situation with an employee.

Mr. Sobotka stated that he went to the library the other day and he got a pamphlet which discussed hazardous materials. Mr. Keller responded that we do a right to know survey every year and the Township is in compliance.

Mr. Sobotka made a motion seconded by Mr. Frank to adjourn the meeting. The meeting was adjourned at 8:30 PM. All were in favor.

Respectfully submitted,

Patricia A. Clayton  
Township Clerk