

TOWNSHIP OF SPRINGFIELD  
COUNCIL MEETING AGENDA  
7:30 PM  
JUNE 10, 2020

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:  
    May 13, 2020 Regular Session
6. Public Comment on Agenda Items
7. Resolutions
  - No. 2020-06-01 – Resolution of the Township Council of Springfield Township Appointing a Municipal Construction Official
  - No. 2020-06-02 – Resolution Authorizing the Execution of a Shared Services Agreement With Mount Holly Township to Provide for Shared Plumbing Subcode Services
  - No. 2020-06-03 – Resolution Authorizing the Execution of a Contract Renewing Membership in the Burlington County Municipal Joint Insurance Fund
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
16. Adjournment

**TOWNSHIP COUNCIL MEETING  
JUNE 10, 2020**

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 George Morris.

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 6, 2020:

- 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. Sobotka to approve the May 13, 2020 regular session minutes. All were in favor. 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. 2020-06-01. In response to questions from Mr. Sobotka, Mr. Keller responded that Mr. Case’s certifications are current and the salary was within the salary ordinance. All were in favor. Motion carried.

**RESOLUTION 2020-06-01**

**A RESOLUTION OF THE TOWNSHIP COUNCIL  
OF SPRINGFIELD TOWNSHIP APPOINTING  
A MUNICIPAL CONSTRUCTION CODE OFFICIAL**

WHEREAS, Springfield Township is in need of a Construction Code Official; and

WHEREAS, pursuant to N.J.S.A. 52:27D-126, the Township has authority to appoint a Construction Official for a term of four (4) years; and

WHEREAS, Harry Case is qualified to act as a Construction Code Official; and

WHEREAS, Mr. Case has been performing the duties as interim Construction Code Official as required by Statute on a part-time basis at a salary set by the Township since June 1, 2020; and

WHEREAS, at a regular meeting of the Springfield Township Council on June 10, 2020, the Council wishes to appoint Harry Case as Construction Code Official for Springfield Township for a four (4) year term; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of Springfield Township, that Harry Case is hereby appointed as Springfield Township Construction Code Official for a four (4) year term effective June 1, 2020, with all of the duties, responsibilities and authority as set forth by Statute.

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Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2020-06-02. Mr. McDaniel asked if the cost of these services is covered by fees collected and Mr. Keller responded that it should be covered by the fees. All were in favor. Motion carried.

**RESOLUTION 2020-06-02**

**RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH MOUNT HOLLY TOWNSHIP TO PROVIDE FOR SHARED PLUMBING SUBCODE SERVICES**

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1 et seq., any municipality of the state may enter into a contract with any other municipality for the joint provision within their jurisdiction of any service which any party to the agreement is empowered to render within its own jurisdiction; and

**WHEREAS**, the Township of Springfield desires to share plumbing subcode services with the Township of Mount Holly; and

**WHEREAS**, Township of Mount Holly has the same interest and will adopt a resolution as well authorizing the execution of the agreement to share plumbing subcode services; and

**WHEREAS**, the Township Council has reviewed the proposed shared service agreement and found the terms acceptable.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Springfield hereby approves the shared services agreement for shared plumbing subcode services with Mount Holly Township and authorizes the Mayor and Clerk to execute the agreement and such other documentation as required to implement the shared plumbing subcode services.

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Motion made by Mr. Frank and seconded by Mr. Sobotka to approve Resolution No. 2020-06-03. Mr. McDaniel asked about the cost and Mr. Keller responded we get a dividend and the cost is mostly stable and you will not get a better deal. All were in favor. Motion carried.

**RESOLUTION NO. 2020-06-03**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT RENEWING MEMBERSHIP IN THE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township of Springfield (hereinafter the "MUNICIPALITY") is a member of the Burlington County Municipal Joint Insurance Fund (hereinafter the "FUND"); and

**WHEREAS**, the MUNICIPALITY'S membership terminates as of January 1, 2021 unless earlier renewed by a Contract between the MUNICIPALITY and the FUND; and

**WHEREAS**, N.J.S.A. 40A:11-5 (1) (m) provides that a Contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the subject matter is for the purchase of insurance coverage and consultant services, provided that the award is in accordance with the requirements for extraordinary unspecifiable services; and

**WHEREAS**, N.J.S.A. 40A:11-6.1(b) provides that the MUNICIPALITY shall make a documented effort to secure competitive quotations; however, a Contract may be awarded upon a determination, in writing, that the solicitation of competitive quotations is impracticable; and

**WHEREAS**, in accordance with N.J.A.C. 5:34-2.3, a designated official of the MUNICIPALITY, has filed a certificate with the governing body describing in detail, as set forth below in this Resolution, why this Contract meets the provisions of the statutes and the regulations and why the solicitation of competitive quotations is impracticable; and

**WHEREAS**, it has been determined that the purchase of insurance coverage and insurance consultant services by the MUNICIPALITY requires a unique knowledge and understanding of municipal exposures and risks associated with the operation of a municipal entity, and many insurance professionals are not qualified to assess these risks and exposures based upon their inherent complexity; and

WHEREAS, insurance coverage for municipal entities can vary greatly in the type, limits, and exceptions to coverage, and therefore particularized expertise in determining and obtaining the appropriate coverage is required to protect the MUNICIPALITY; and

WHEREAS, it is the goal of the MUNICIPALITY to obtain a single integrated program to provide all types of insurance coverage with a plan to limit the MUNICIPALITIES exposure; and

WHEREAS, the FUND has provided comprehensive insurance coverage to member municipalities since 1991; and

WHEREAS, since 1991, the Fund has continually refined all of the types of coverage that it provides to its members so that it offers comprehensive insurance coverage and limits to all members that is unique and cannot be purchased from a single entity in the commercial insurance market; and

WHEREAS, the FUND has also developed and made available to its members Safety, Risk Management, and Litigation Management programs that address the specific exposures and risks associated with municipal entities; and

WHEREAS, the FUND provides the MUNICIPALITY with Fund Administration, Claims Review, Claims Processing, Claims Administration, Actuarial, and Legal services; and

WHEREAS, the FUND is one of the most financially sound Municipal Joint Insurance Funds in New Jersey, and the FUND operates with strong fiscal controls, member oversight, and meets all of the requirements promulgated by the New Jersey Department of Community Affairs and the Department of Banking and Insurance; and

WHEREAS, as an existing member of the FUND, the MUNICIPALITY would be renewing its membership in an organization with experienced and dedicated FUND Professionals who provide specialized services to the members; and

WHEREAS, the membership of the FUND includes many neighboring municipalities that have uniquely similar exposures to the MUNICIPALITY, and with whom the MUNICIPALITY has existing inter-local arrangements; and

WHEREAS, all of the aforementioned factors categorize the award of this Contract as an "extraordinary, unspecifiable service" that cannot be duplicated, accounted for, accurately detailed, or described in a manner that truly depicts the value of the MUNICIPALITY'S membership in the FUND; and

WHEREAS, for all of the aforementioned reasons, it is impracticable for the MUNICIPALITY to seek competitive quotations for a Contract to provide the procurement of insurance coverage and consultant services; and

WHEREAS, the FUND has been organized pursuant to N.J.S.A. 40A:10-36 et seq., and as such is an agency of the municipalities that created it; and

WHEREAS, N.J.S.A. 40A:11-5(2) also provides that a Contract which exceeds the bid threshold may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor, if the Contract is entered into with a municipality or any board, body, officer, agency or authority thereof; and

WHEREAS, the FUND meets the definition of an agency as set forth in N.J.S.A. 40A:11-5(2); and

WHEREAS, for all of the aforementioned reasons, the MUNICIPALITY desires to enter into a Contract to renew its membership with the FUND for a period of three (3) years, for insurance coverage and consultant services, as an exception to the public bidding requirements of the Local Public Contracts Law.

NOW THEREFORE, be it resolved by the governing body of the MUNICIPALITY as follows:

1. The MUNICIPALITY agrees to renew its membership in the FUND and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the FUND.
2. The Mayor and Clerk of the MUNICIPALITY shall be and hereby are authorized to execute the "Contract to Renew Membership" annexed hereto and made a part hereof and to deliver same to the FUND evidencing the MUNICIPALITY'S renewal of its membership.
3. In accordance with N.J.A.C. 5:34-2.3, the certificate of a designated official of the MUNICIPALITY, which details why the solicitation of competitive quotations is impracticable, is attached hereto and made a part of this Resolution.
4. The Clerk of the MUNICIPALITY is authorized and directed to place a notice of the adoption of this Resolution and the award of this Contract in the official newspaper of the MUNICIPALITY

**MONTHLY DEPARTMENTAL REPORT**

**CLERK REPORT OF LICENSES  
MAY 2020**

Dog Licenses Issued 0  
Licenses assessed late fee 0  
Total Licenses Issued Year to Date -259  
Kennel licenses sold this month 0  
Replacement dog licenses sold this month - 0  
Service Dog 0  
Police Dog  
  
Total amount collected \$12.00

**TREASURER'S REPORT – CURRENT ACCOUNT  
MAY 2020**

Year to Date Revenue	\$6,060,747.93
Year to Date Expd.	\$1,781,113.93
Available Revenue	\$4,279,634.00

**POLICE REPORT  
MAY, 2020**

The Springfield Township Police Department responded to a total of 255 complaints.  
They are sorted in the following manner:

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

Tickets Issued: 9 Mileage 23482 (3/10/20 THROUGH 5/31/20)

**TAX COLLECTOR  
MAY 2020**

TAXES

<b>2020</b>	TAX PAYMENTS	\$ 1,074,936.24
PRIOR	TAX PAYMENTS	\$ 14.83
FUTURE	TAX PAYMENTS	\$ -
	INTEREST ON TAXES	\$ 1,010.50
	<b>TOTAL TAXES</b>	<b><u>\$ 1,075,961.57</u></b>

LIENS

MUNICIPAL LIEN	REDEMPTIONS	\$ 471.18
MUNICIPAL LIEN	RECORDING FEES COLL	\$ 13.00
MUNICIPAL LIEN	LIEN SEARCH FEES COLL	\$ 12.00
	<b>TOTAL LIENS</b>	<b><u>\$ 496.18</u></b>

MISC.

200' LIST FEES	\$ 10.00
DUPLICATE TAX BILL FEES	\$ 15.00
TAX SEARCH	
MISC	
TAX SALE COSTS - PRIOR TO SALE	
RETURN (NSF) CHECK FEES	\$ 50.00
<b>TOTAL MISC. PAYMENTS</b>	<b><u>\$ 75.00</u></b>

RETURN ITEMS

RETURNED CHECKS	
<b>TOTAL</b>	<b><u>\$ -</u></b>

**TOTAL RECEIPTS FOR THE MONTH:**

**\$ 1,076,532.75**

**CONSTRUCTION OFFICIAL'S REPORT  
MAY 2020**

Permit Fees	\$5,544.00
CCO Fees	0.00
COAH	00
Re-Inspection	00
<b>Total</b>	<b>\$5,544.00</b>

**AMERICA EMERGENCY SQUAD  
MAY 2020**

Total Calls for the Month 12  
Average Response Time 10.82  
Total Transports 5

**ENDEAVOR SQUAD  
MARCH 2020**

Total Calls for the Month 10  
Average Response Time 11.43  
Total Transports 6

**ENDEAVOR SQUAD  
APRIL 2020**

Total Calls for the Month 8  
Average Response Time 11.15  
Total Transports 3

**MUNICIPAL COURT  
APRIL 2020**

Monthly fines, Title 39 Split, Contempt of Court, Court Costs, Criminal Fines	\$750.06
POAA Monies Public Defender	--

Motion made by Mr. Frank and seconded by Mr. Sobotka to file the reports. Mr. Frank commented that the collection rate was around 92% and Ms. Clayton responded that the rate is actually 94.69 as of today and it was so low because the grace period was extended to June 1<sup>st</sup> and the report Council has was only until the end of May and a lot of payments came in the first week of June.

Mr. McDaniel asked about the park maintenance and Mr. Keller responded we have been keeping those costs down but we will see an increase next month because of the storm. Mr. Frank commented the contractor removed a tree and left it piled up on the side of the road very close to cartway which he feels we need to address. All were in favor. Motion carried.

## **BILL LIST**

<b>VENDOR</b>	<b>CHECK NO.</b>	<b>AMOUNT PAID</b>
Auto Shine Car Wash	13634	\$40.00
Ruth Ann Bice	13635	\$433.80
Bowman & Company LLP	13636	\$7,000.00
Burlington County Treasurer	13637	\$11,703.08
Casa II Payroll Services LLC	13638	\$245.00
Patricia Clayton	13639	\$15.98
Comcast	13640	\$148.35
Courier Times, Inc.	13641	\$184.22
Direct Energy Business	13642	\$75.41
Draegar Safety Diagnostics Inc.	13643	\$120.00
Eurofins QC Inc	13644	\$176.35
Exotic landscape Design & Cons	13645	\$3,045.00
Fedex Corporation	13646	\$29.57
Garden State Removal Company	13647	\$7,193.58
Good Impressions	13648	\$140.00
Heritage Business Systems Inc	13649	\$75.00
Hurley's Auto Repair	13650	\$1,042.68
JCP&L	13651	\$1,461.51
J. Paul Keller	13652	\$704.29
Kyle McManus Associates LLC	13653	\$319.50
Mansfield Township	13654	\$28,749.99
MGL Printing Solutions	13655	\$300.00
Networks Plus	13656	\$1,022.00
New Jersey American Water Co.	13657	\$264.11
NJSHBP	13658	\$27,701.18
NJ League of Municipalities	13659	\$100.00
Parker McCay, P.A.	13660	\$4,398.95
Pitney Bowes Postage by Phone	13661	\$503.50
Martin Poinsett	13662	\$100.00
PSE&G	13663	\$3,928.42
Raymond Coleman Heinold LLP	13664	\$1,080.00
Servicemaster Building Service	13665	\$295.00
South Jersey Energy	13666	\$92.16
Sprague Operating Resource LLC	13667	\$485.77
Springfield Twp Board of Ed	13668	\$272,555.50
tate Toxicology Laboratory	13669	\$135.00
Verizon Wireless	13670	\$644.89
Vital Communications, Inc.	13671	\$105.00
WB Mason Co, Inc.	13672	\$757.89
Xtel Communications Inc	13673	\$833.78
<b>DEVELOPERS ESCROW</b>		
ACT Engineers, Inc.	7506	\$480.00
Environmental Resolutions, Inc.	7507	\$612.00
Parker McCay, P.A.	7508	\$420.00
Raymond Coleman Heinold LLP	7509	\$540.00

**CAPITAL FUND ACCOUNT**

Environmental Resolutions, Inc.	7265	\$15,275.43
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**OPEN SPACE**

Exotic Landscape Design & Cons	7185	\$5,860.00
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<b>TOTAL</b>		<b>\$401,393.89</b>
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Mr. Frank made a motion seconded by Mr. Sobotka to pay the bills. All were in favor. Motion carried.

**UNFINISHED BUSINESS**

Mr. McDaniel reported on the JCP&L lighting project and read a letter regarding the process delays with the County Engineer's office

**CORRESPONDENCE**

None.

**SOLICITOR REPORT**

Mr. Morris state that the property owner on Wrightstown-Georgetown Rd. that was discussed last month may be coming to the Township for re-use of a property under the redevelopment plan.

Mr. Frank asked about the Wawa projects and Mr. Morris explained Chambers Corner project needs amended plans reviewed by the Planning Board professionals and the Tilghman's Corner Wawa project is still in negotiations with Chesterfield regarding tax abatement issues.

Mr. Morris stated that the Clerk received an ABC application for an expansion of premise for the Garden State Diner as outlined by the State due to the COVID-19. He added that he advised the Clerk to check with the police and fire departments and Township Engineer to make sure there are no issues with the outside seating that is indicated in the sketch provided by the Diner because a site plan is not required. Mr. Frank asked about site issues and Mr. Morris reiterated that a site plan is not required and that process would be too lengthy. Mr. Frank asked if there are any requests from other eating establishments that do not hold a liquor license in the Township and Ms. Clayton responded that no request were received in her office but she will follow up with Zoning Officer.

Motion made by Mr. Frank and seconded by Mr. Sobotka to accept the Solicitor's report. All were in favor. Motion carried.

**MANAGER REPORT**

Mr. Keller stated that he has had contact with some individuals interested in Puppy Barn which is in the redevelopment area and he will be contacting them tomorrow to see what their plans are.

Motion made by Mr. Frank seconded by Mr. Sobotka to accept the Manager's report.

Mr. McDaniel asked about the next DOT grant application and Mr. Keller stated that Petticoat Bridge Road is in really bad shape but he can submit the application for both the Petticoat

Bridge and Mt. Pleasant Roads projects with Petticoat Bridge Rd as the priority. All were in favor. Motion carried.

### **PUBLIC COMMENT**

Tom Boyd, Racehorse Lane asked if the construction official position was advertised and if so where was it advertised and Mr. Keller responded it was not advertised.

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

### **TOWNSHIP OFFICIALS BUSINESS**

Mr. McDaniel stated that he was in touch with Engineer on the 2020 Road Program and they were having some issues with the televising and the project has to go to DOT for approval before sending out to bid.

Mr. Sobotka made a motion seconded by Mr. Frank to adjourn the meeting.

Mr. Marinello asked if there is a process for retirement because of the lack of notice regarding the Construction Officials retirement and Mr. Keller responded that we were aware that he had his paperwork in to pensions but he was having issues and thought he was going to have to withdraw the paperwork but everything got resolved at the last minute so it was an unusual circumstance. Mr. Marinello asked if the Township is required to advertise and Mr. Keller responded no. Mr. Keller added that we already had Mr. Case in place and this is kind of a promotion for Mr. Case which he deserves and we did a shared service with Mt. Holly which we will get credit for with the State.

All were in favor. Motion carried and the meeting was adjourned at 8:06 PM.

Respectfully submitted,

Patricia A. Clayton  
Township Clerk