

Townhall  
November 8, 2021

The Mannington Township Committee meeting was called to order by Mayor Asay at 5:30 PM. The following were in attendance: Asay, Patrick, Emel, Horner, Mitchell, Bowman, Carmer, Patti Davis, Kenny Dunham, Jr., Brian Hannah, Jessica Hannah, Tim Mendenhall, Genevieve Laferriere, Joe Filigno, Josh Hitchner, Dean Duca, Joel Duca, Andy Lombardo, and Jesse & Stephanie Williams.

Clerk certified that this meeting had been advertised in accordance with the Sunshine Law.

Motion was made by Patrick, seconded by Asay, approving the attached bill list for payment. Beginning with computer check number 17015, ending with computer check number 17067. Roll call vote as follows: Asay - yes Patrick - yes Emel - yes

PAYROLL FUND

|            |         |          |                              |
|------------|---------|----------|------------------------------|
| 10/13/2021 | ck#7042 | \$126.16 | Mannington Twp. General Fund |
| 10/13/2021 | ck#7043 | \$ 14.83 | Prudential - DCRP            |
| 10/27/2021 | ck#7044 | \$126.16 | Mannington Twp. General Fund |
| 10/27/2021 | ck#7045 | \$ 14.83 | Prudential - DCRP            |

UNEMPLOYMENT TRUST

|            |         |          |                     |
|------------|---------|----------|---------------------|
| 11/08/2021 | ck#1045 | \$ 98.56 | State of New Jersey |
|------------|---------|----------|---------------------|

STORM RECOVERY TRUST

|            |         |           |                |
|------------|---------|-----------|----------------|
| 11/08/2021 | ck#1067 | \$ 147.95 | Gempler's Inc. |
|------------|---------|-----------|----------------|

CFO submitted a Summary Budget Status Report as of November 8, 2021 and a Report of Reconciled Cash Balances for the month ending September 30, 2021.

Mayor Asay asked the CFO to handle the problem of the court billings with the Woodstown Borough CFO.

Motion was made by Patrick, seconded by Emel, approving the minutes for the meeting held on 10/7/2021. Motion carried.

**ZONING REPORT:**

A written and verbal report was submitted by Carmer for the month of October 2021. Carmer left the meeting at 5:35 pm.

**NEW BUSINESS:**

Horner then took over the meeting to conduct the Public Land Auction. Horner explained the process of the auction. Four (4) conforming parcels were up for auction. Before each parcel went up for bid, a minimum bid amount set by the Tax Assessor, was announced. If the bid was accepted, the bidder then signed a contract and Clerk Mitchell accepted a deposit of at least ten percent (10%) of the awarded bid amount, after which she gave a handwritten receipt to each payor.

Following is a list of parcels by block and lot, minimum bid amount, actual bid amount, name of qualified bidder and the amount of the deposit collected.

**CONFORMING PARCELS PUBLIC AUCTION**

| <b>PARCEL NUMBER<br/>BLOCK/LOT</b>      | <b>MIN. BID<br/>AMT.</b> | <b>FINAL BID<br/>AMT.</b> | <b>NAME OF BIDDER</b>         | <b>AMT. OF<br/>DEPOSIT</b> |
|---|--------------------------|---------------------------|-------------------------------|----------------------------|
| PARCEL I<br>Block 8, Lots<br>20.02 & 25 | \$13,400.00              | \$65,1000.00              | Joseph Filigno III            | \$6,510.00<br>Ck #1689     |
| PARCEL II<br>Block 8, Lot<br>26         | \$4,500.00               | \$24,600.00               | Joseph Filigno III            | \$2,460.00<br>Ck #1690     |
| PARCEL III<br>Block 14, Lot<br>20       | \$4,300.00               | \$14,500.00               | Andrew Lombardo               | \$1,450.00<br>Ck #4828     |
| PARCEL IV<br>Block 14, lot<br>27 & 28   | \$2,800.00               | \$5,200.00                | Jesse & Stephanie<br>Williams | \$ 520.00<br>Ck #9144      |

Motion was made by Patrick, seconded by Emel, adopting the following resolution. Roll call vote as follows:

Asay - yes Patrick - yes Emel - yes

**TOWNSHIP OF MANNINGTON  
RESOLUTION ACCEPTING BIDS FOR THE SALE OF  
LANDS AND AUTHORIZING THE EXECUTION OF CONTRACTS  
FOR SALE AND DELIVERY OF DEEDS FOR SAME**

**Sale Date: November 8, 2021, at 5:30 p.m.**

**WHEREAS**, on October 7, 2021, the Township Committee of Mannington Township, a municipality of Salem County, New Jersey, adopted a Resolution entitled RESOLUTION OF AUTHORIZATION AND INVITATION TO BID FOR SALE OF MUNICIPAL LANDS PURSUANT TO N.J.S.A. 40A:12-13.(a) authorizing the sale at public auction of certain lands owned by the Township, which auction sale, after being duly advertised, was held at the Mannington Township Hall, 491 Route 45, Mannington, New Jersey 08079, on **November 8, 2021, at 5:30 p.m.**; and

**WHEREAS**, the highest bidders at said public auction have made deposits of at least ten (10%) percent of their bids, and have executed contracts for the sale of said lands;

**NOW, THEREFORE, BE IT RESOLVED** by the Mannington Township Committee, as follows:

1. The bids, deposits, and bidder-signed contracts for sale of the lands referenced below, to the persons and for the prices referenced below, are hereby accepted and approved.
2. The Mayor (or Deputy Mayor) of Mannington Township is authorized to execute, on behalf of the Township Committee, said contracts of sale and, upon closing and payment of the full purchase price, to execute and deliver deeds and such other documents as may be required for the sale of said lands to the indicated purchasers.
3. The sales shall be in accordance with the terms set forth in the aforementioned Resolution dated October 7, 2021, and in accordance with the terms set forth in the contracts of sale.
4. The Township lands whose sale is so approved, the names of the buyers, and the prices to be paid, are as follows:

| <u><b>PARCEL – (Block/Lot)</b></u> | <u><b>BUYER</b></u>                   | <u><b>PRICE</b></u> |
|------------------------------------|---------------------------------------|---------------------|
| Parcel I – Block 8, Lot 20.02/25:  | <u>Joseph Filigno III</u>             | <u>\$65,100.00</u>  |
| Parcel II – Block 8, Lot 26:       | <u>Joseph Filigno III</u>             | <u>\$24,600.00</u>  |
| Parcel III – Block 14, Lot 20:     | <u>Andrew Lombardo</u>                | <u>\$14,500.00</u>  |
| Parcel IV – Block 14, Lot 27/28:   | <u>Jesse &amp; Stephanie Williams</u> | <u>\$ 5,200.00</u>  |

5. All other bids received at the public auction are hereby rejected.

Motion was made by Patrick, seconded by Emel, adopting the following resolution. Motion carried.

**MANNINGTON TOWNSHIP  
RESOLUTION**

**A RESOLUTION TO AFFIRM THE MANNINGTON TOWNSHIP’S CIVIL RIGHTS  
POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE  
EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE  
PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL  
EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of Mannington Township to treat the public, employees, prospective employees, appointees, volunteers, and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act, and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of Mannington Township has determined that certain procedures need to be established to accomplish this policy

**NOW, THEREFORE BE IT ADOPTED** by the Mannington Township Committee that:

**Section 1:** No official, employee, appointee or volunteer of the Township by whatever title known, or any entity that is in any way a part of the Township shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township's business or using the facilities or property of the Township.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township to provide services that otherwise could be performed by the Township.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment, and civil rights.

**Section 4:** The Township shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment, or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Township shall establish written procedures that require all officials, employees, appointees, and volunteers of the Township as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities, and rights pursuant to this resolution.

**Section 7:** The Township shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** This resolution shall take effect immediately.

**Section 9:** A copy of this resolution shall be published in the official newspaper of the Township in order for the public to be made aware of this policy and the Township's commitment to the implementation and enforcement of this policy.

Motion was made by Patrick, seconded by Emel, adopting the following resolution. Motion carried.

**TOWNSHIP OF MANNINGTON**  
**Resolution Adopting Personnel Policies and Procedures Manual**  
**& Employee Handbook**

**(Updated November 8, 2021)**

**WHEREAS**, it is the policy of Mannington Township to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor

Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act, the Alcohol and Drug-Free Workplace Order; and

**WHEREAS**, the Township of Mannington has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the Township of Mannington that the Personnel Policies and Procedures Manual and the Employee Handbook attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers, and independent contractors. In the event there is a conflict between these rules and any Federal or State law, the terms and conditions of that law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Township employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as “employment at will”.

**BE IT FURTHER RESOLVED** that the Mannington Township Committee and all managerial/supervisory personnel are responsible for these employment practices. The Township Clerk/Administrator and the Township Solicitor shall assist the Mannington Township Committee in the implementation of the policies and procedures in this manual.

Motion was made by Emel, seconded by Patrick, adopting the following resolution. Motion carried.

**MANNINGTON TOWNSHIP  
RESOLUTION  
(FORM 1B)**

**WHEREAS**, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Township Committee of the Township of Mannington, County of Salem, State of New Jersey, recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Salem;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Mannington, County of Salem, State of New Jersey, hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Mannington Municipal Alliance grant for Fiscal Year 2022 in the amount of:

|                       |                   |
|-----------------------|-------------------|
| DEDR                  | \$1,920.67        |
| Cash Match            | \$ 480.17         |
| In-Kind               | <u>\$1,440.50</u> |
| TOTAL ALLIANCE BUDGET | \$3,841.34        |

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

The Committee reviewed the 2021 Best Practices Inventory. The Township scored 21.50. Any score over 15 has no aid withholding. The inventory was submitted on November 3, 2021.

**CORRESPONDENCE :**

1. NJDOT Municipal Aid Announcement that Mannington Twp. was awarded Municipal Aid in the amount of \$202,979.00 for the Mannington Yorktown Road Phase I Resurfacing Project.

2. The Committee received a written fee for field survey, design, bidding, and contract administration services for the Municipal Aid, Mannington Yorktown Road Resurfacing Project from Fralinger Engineering on the amount of \$30,450.00.

Motion was made by Emel, seconded by Patrick, accepting the proposal. Roll call vote as follows: Asay-yes, Patrick-yes, Emel-yes.

3. A proposal for the Municipal Complex cleaning services was received from Jody Seeney, owner of The Clean Bee, LLC. There has been no increase in prices since they began with the township in 2019. For the year 2022, the price has increased from \$310/month to \$410/month.

Motion was made by Emel, seconded by Patrick, accepting the proposal for cleaning services in 2022. Roll call vote as follows: Asay-yes, Patrick-yes, Emel-yes.

4. Received from the Stacy Pennington, Clerk of the Board, on behalf of the Salem County Commissioners, was a letter inquiring if Mannington would have an interest in partnering with them concerning the spending of Recovery Funds. One area they thought to be of

interest was the expansion of Broadband. As Mannington went through a process a few years ago with Verizon to ensure every Mannington resident had the availability of broadband, the Committee was not interested. A few suggestions the Committee had for them would be to use their grant funds and set up a grant proposal for those that cannot afford broadband and to set up a program for Salem County homeowners who had faulty or out of date septic systems to provide them with the opportunity to obtain funding to help them upgrade to current standards. Another suggestion/thought for the use of their funds is to raise the portion of road on Route 540 often floods. A reply letter will be sent with these suggestions.

5. An email, submitted via the Township website from a township resident, was reviewed. They asked about Fenwick Park and if there was any plans for it or if it could possibly be upgraded for "Disk Golf". The Committee had no plans for it at the time.

**PUBLIC WORKS REPORT:**

Patrick gave a verbal Public Works report. The department has been mowing with the boom mower, information labels have been placed on resident's recycle cans, the Mason dump truck was painted, and new gate was installed at the rec center. A request for a driveway pipe for 70 Mannington-Yorktown Road was received; he will contact Gaskill at Fralinger Engineer's to mark for the installation.

The Mayor congratulated Patrick on his wife winning the election for the seat of Assemblyperson.

**OTHER BUSINESS:**

Mayor Asay welcomed Kenny Dunham Jr. to the Committee and invited him to attend the December 2<sup>nd</sup>, 2021 Township Committee meeting.

Mayor Asay had spoken with the Township Auditor concerning the Township's Recovery Fund Grant. Fred recommended if there was something the Township thought of using the funds for, the CFO should

begin the paper process as soon as possible. Don spoke with CFO, Diane Bowman regarding the revenue stream loss at the court level. He asked her to begin the paper process on this for submittal against the Recovery Funds.

Mayor Asay reported on the Tax Lien Sale, which was held in October.

**PUBLIC COMMENT:**

This portion was opened and closed by regular motion as there were no comments.

**REPORTS:**

The following reports were filed:

Tax Collector reported receipts for October in the amount of \$348,076.40.

Mid-Salem County Court submitted one (1) check in the amount of \$1,152.46 for fines received in October.

Registrar's receipts for October totaled \$1,384.00.

There was one dog license issued in October, with receipts totaling \$18.00.

Finance reported receipts of \$271,115.84 for the month of October.

There being no further business to transact, the mayor adjourned the meeting by regular motion at 7:30 PM.

Respectfully Submitted,

Esther A. Mitchell, Clerk

**November 15, 2021 NO QUORUM**  
**November 22, 2021 NO QUORUM**  
**November 29, 2021 NO QUORUM**