

Townhall  
October 22, 2018

The Mannington Township Committee Work-Session was called to order by Mayor Asay at 5:30 PM. The following were in attendance: Asay, Patrick, Horner, Mitchell and Joe Baumann, Redevelopment Counsel.

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

**NEW BUSINESS:**

Mayor Asay turned the meeting over to Joe Baumann. Mr. Baumann distributed a hand-out, then explained different types of PILOT's and Redevelopment Bonds.

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

**TOWNSHIP OF MANNINGTON**  
**Resolution Adopting Personnel Policies and Procedures Manual**  
**(Updated October 22, 2018)**

**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; 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 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 Patrick, seconded by Asay, adopting the following resolution. Motion carried.

## **MANNINGTON TOWNSHIP**

### **A RESOLUTION TO AFFIRM THE TOWNSHIP OF MANNINGTON'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 the Township of Mannington 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 the Township of Mannington has determined that certain procedures need to be established to accomplish this policy

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

**Section 1:** No official, employee, appointee or volunteer of the Township of Mannington, 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 Committee 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 Committee shall establish written procedures that require all officials, employees, appointees and volunteers of the municipality 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:** This resolution shall take effect immediately.

**Section 8:** A copy of this resolution shall be published on the Township’s website 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 Asay, adopting the following resolution. Roll call vote as follows:

Asay - yes  
Patrick - yes  
Emel - absent

**TOWNSHIP OF MANNINGTON  
RESOLUTION AUTHORIZING A REFUND OF  
OVERPAYMENT  
BLOCK 19, LOT 26**

WHEREAS, THE TAX COLLECTOR OF MANNINGTON TOWNSHIP advised that Craig Stoltzfus overpaid real estate taxes due to a change in classification from residential and was determined to be classified as a “farm qualified” by the Mannington Township Tax Assessor for the tax year 2018; and

WHEREAS, THE TAX COLLECTOR OF MANNINGTON TOWNSHIP has certified to the Mayor and Committee that Craig Stoltzfus overpaid real estate taxes due to becoming “farm qualified” in the amount of \$731.26 being applied to the referenced block and lot in 2018, is entitled to have said amount refunded, and that the books of the Tax Collector be adjusted to reflect the overpayment; and

WHEREAS, THE TREASURER OF MANNINGTON TOWNSHIP shall make said refund from the Current Account;

NOW, THEREFORE, BE IT RESOLVED, that the appropriate officials of Mannington Township, County of Salem, State of New Jersey, make this refund of overpayment in the amount of \$731.26, and that the books of said Tax Collector are adjusted to reflect the refund.

ADOPTED at a meeting of the Township Committee of Mannington Township, County of Salem, State of New Jersey held on October 22, 2018.

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

Asay - yes  
Patrick - yes  
Emel - absent

**MANNINGTON TOWNSHIP  
Resolution of Final Approval  
John J. and Lori A. Moore Farm  
Mannington Township  
SCAD Planning Incentive Grant**

WHEREAS, the Salem County Agriculture Development Board submitted a Planning Incentive Grant (PIG) application to the State Agriculture Development Committee, pursuant to the State Agriculture Retention and Development Act, N.J.S.A. 4:1C-11 et. Seq., the Planning Incentive Grant Program, N.J.S.A. 4:1C-43.1, and the regulations thereunder. The County’s application includes a proposed funding plan which provides for the purchase of the development easements included in the application based upon the SADC using the sliding scale formula; and

WHEREAS, the application provided for the proposed acquisition of a Development Easement on property owned by John J and Lori A Moore located on Black Road, and designated on the municipal tax map as Block 3, Lot 9 in the Township of Mannington, County of Salem, State of New Jersey; and

**WHEREAS**, the State Agriculture Development Committee certified the fair market value of the development easement pursuant to N.J.A.C. 2:76-7.11 at \$5,200 per acre on September 27, 2018. The estimated cost sharing breakdown for the acquisition of the development easement is as follows (based on an estimated 64.4 net acres), subject to (a) the actual acreage to be covered by the development easement per the final survey which conforms to the farmland preservation program requirements, and (b) any additional adjustments pursuant to the State statute rule, regulation, or policy:

State Agriculture Development Committee	\$ 200,928.00
Salem County	\$ 133,452.00
Total	\$ 334,380.00

**NOW, THEREFORE BE IT RESOLVED**, that the Township of Mannington gives final approval to the proposed acquisition of a development easement on the John J and Lori A Moore Farm, Block 3, Lot 9 in the Township of Mannington, County of Salem, State of New Jersey, on approximately 64.4 net acres pursuant to the Salem County's Planning Incentive Grant application subject to the following:

- (a) The conveyance of a development easement which shall provide for the following:
- (b) Exception: One non severable consisting of 3 acres for a future residence
  - (1) Non-agricultural use(s): None
  - (2) Dwellings: None
  - (3) Residual Dwelling Site Opportunities: None

**BE IT FURTHER RESOLVED**, that the Township Clerk shall forward this Resolution of Final Approval to the Salem County Agriculture Development Board.

A quote submitted by Grace Fisher for the cleaning of Township offices was reviewed. Motion was made by Patrick, seconded by Asay, to hire Ms. Fisher to begin cleaning the municipal complex as of December 1, 2018, on an every other week and as needed basis. Motion carried

In other business, Patrick and the Committee discussed an old truck found in an old shed, located on Township-owned property.

Correspondence from Atlantic City Electric stating they will be rebuilding the R/W 116 Salem-Woodstown Transmission Line was reviewed.

Public Comment period was opened and closed by regular motion. There were no public present.

There being no further business to transact, the Mayor adjourned the meeting by regular motion at 7:00 PM.

Respectfully Submitted,

Esther A. Mitchell, Clerk