

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
REORGANIZATION MEETING
JANUARY 3, 2013**

The regular re-organization meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Arthur R. Puglia, Robert J. Higgins, Alfred W. Clark, Sean Gable, Janice DiGiuseppe, Clerk Linda Semus, and Deputy Clerk Barbara Crammer.** Clerk Linda Semus welcomed everyone to the reorganization meeting of the Mansfield Township Committee for the year 2013 and, on behalf of the Township Committee and all of the employees, she wished all in attendance a healthy, happy, and prosperous New Year. According to State Law, **Clerk Semus** said we must open the meeting for public comments. However, since the meeting is for reorganization purposes, the governing body respectfully requested that any and all public questions, comments, or concerns be held and addressed to the Committee at their first meeting of the New Year, January 9, 2013 at 7:30 pm in the Municipal Complex.

Clerk Semus called the meeting to order followed by the flag salute and a moment of silence.

Clerk Semus read the following opening statement.

Public notice of this meeting pursuant to the Open Public Meetings Act NJSA 10:4-6 to 10:4-21 has been satisfied. Notice of this meeting was properly given in the annual notice, which was adopted by the Mansfield Township Committee on January 3, 2012. Said Resolution was transmitted to the Burlington County Times and the Trenton Times, filed with the Clerk of the Township of Mansfield, posted on the official bulletin board at the Municipal Complex, filed with the members of this body and mailed to each person who has prepaid any charge fixed for such service. All of the mailing, posting, and filing having been accomplished as of January 9, 2012

A Roll Call was taken as follows with the following committee members in attendance: **Alfred Clark, Sean Gable, Janice DiGiuseppe, Robert J. Higgins, and Arthur R. Puglia.**

Clerk Semus congratulated Mr. Robert J. Higgins and Mr. Alfred W. Clark on their re-election to the Township Committee for Mansfield Township.

Clerk Semus asked Mr. **Higgins** to come forward and have his oath of office administered to him by **County Clerk Timothy Tyler.** **Clerk Semus** held the Bible for **Mr. Higgins.** **Committeeman Higgins** was congratulated.

Clerk Semus asked **Mr. Alfred Clark** to step forward to have his oath of office administered to him by **County Clerk Timothy Tyler.** as **Deputy Clerk Crammer** held the Bible **Committeeman Clark** was congratulated..

Clerk Semus called for a motion for a member of the Committee to serve as Chair and Mayor in the year 2012. A motion was offered by **Committeeman Clark** and second by **Committeeman Higgins** to nominate **Arthur R. Puglia** as Mayor for the year 2013 and adopt Resolution 2013-1-1. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, HIGGINS, GABLE,
NAY: NONE ABSTAIN: DIGIUSEPPE NOT VOTING: PUGLIA

**RESOLUTION 2013-1-1
APPOINTMENT OF MAYOR**

BE IT HEREBY RESOLVED that **Arthur R. Puglia** be appointed Chairperson of the Mansfield Township Committee and the Mayor of Mansfield Township, to serve until December 31, 2013 or until his duly qualified successor has been appointed.

Mayor Puglia invited his wife to hold the Bible as **County Clerk Timothy Tyler** administered the Oath of Office as Mayor and Chairman of the Township Committee.

Clerk Semus then turned the meeting over to Mayor Puglia who asked for a nomination for the position of Deputy Mayor. A motion was offered by Committeeman Gable and second by Committeeman Clark to nominate Robert J. Higgins as Deputy Mayor for 2013. Motion carried on a Roll Call Vote, recorded as follows:

AYE: GABLE, CLARK, DIGIUSEPPE, PUGLIA
NAY: NONE ABSTAIN: NONE NOT SITTING: HIGGINS

RESOLUTION 2013-1-2
APPOINTMENT OF DEPUTY MAYOR

BE IT HEREBY RESOLVED that Robert J. Higgins be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2013 or until his/her duly qualified successor has been appointed.

County Clerk Timothy Tyler administered the Oath of office to Deputy Mayor Higgins as Clerk Semus held the Bible.

Clerk Semus read the following Resolution into the record.

RESOLUTION 2013-1-3
APPOINTMENT OF PROFESSIONAL STAFF

WHEREAS, there exists a need for the following Professionals; and,
WHEREAS, consistent with the provisions of NJSA 19:44A-20-5, the Township has adopted an ordinance requiring that contracts awarded pursuant to the provisions of NJSA 40A:11-5 shall be awarded through a Request for Qualifications and Proposals process; and

WHEREAS, the Township Committee had received and reviewed said Request for Qualifications and Proposals and have determined that the below listed professionals are qualified to provide such services and are hereby appointed as the professionals representing the Township's interests;

NOW, THEREFORE, BE IT RESOLVED by the Mansfield Township Committee, County of Burlington, State of New Jersey as follows:

The Mayor and the Municipal Clerk are hereby authorized and directed to execute agreements with the following Professionals:

- AUDITOR:** John J. Maley, Jr., CPA....**term expiration 12/31/13**
- BOND COUNSEL:** Joseph M. DeCotiis of DeCotiis, FitzPatrick & Cole, LLP.....**term expiration 12/31/13**
- ENGINEER:** Leonard A. Faiola of Remington & Vernick Engineers.....**term expiration 12/31/15**
- ENGINEER TRAFFIC:** Alexander Litwornia of Litwornia Associates, Inc.....**term expiration 12/31/13**
- PLANNER:** Louis Glass and Harry McVey of Louis Glass Associates.....**term expiration 12/31/13**
- PROSECUTOR:** Mark Tarantino, Esq.....**term expiration 12/31/13**
Alternate 1: George Morris
Alternate 2: John McGill
Alternate 3: Gerald W. Traynor
- PUBLIC DEFENDER:** James D. Fattorini, Esq.....**term expiration 12/31/13**
Alternate: Karen Amacker, Esq.
- SOLICITOR:** Michael H. Magee, Esq., of Magee Law NJ LLC....**expiration 12/31/13**

A motion was offered by Deputy Mayor Higgins and second by Committeewoman DiGiuseppe to adopt Resolution 2013-1-3. Motion carried on a Roll Call Vote recorded as follows:

AYE: HIGGINS, DIGIUSEPPE, CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: NONE ABSTAIN: NONE

CONSENT AGENDA

A motion was offered by Deputy Mayor Higgins and second by Committeeman Clark to approve the following consent agenda which includes Resolution 2013-1-4 through Resolution 2013-1-10. Motion carried on a Roll Call Vote, recorded as follows:

AYE: HIGGINS, CLARK, GABLE (see below)
DIGIUSEPPE (see below), PUGLIA
NAY: NONE
ABSENT: NONE

ABSTAIN: GABLE, DIGIUSEPPE (on the Land Use Coordinator appointment, Resolution 2013-1-4)

RESOLUTION 2013-1-4

APPOINTMENT OF MUNICIPAL POSITIONS/BOARDS/EMPLOYEES

BE IT HEREBY RESOLVED that the following individuals and/or firms shall be appointed to and/or are currently holding the various offices listed below.

POSITIONS HELD BY MEMBERS OF THE TOWNSHIP COMMITTEE:

Mayor/Chair: Arthur R. Puglia

Deputy Mayor: Robert J. Higgins

Liaison of Engineering Services: Arthur R. Puglia, Alfred W. Clark

Liaison of Insurance and Safety: Sean Gable, Janice DiGiuseppe

Liaison of Emergency Management: Arthur R. Puglia, Sean Gable

Liaison of Environmental Commission: Robert J. Higgins, Arthur R. Puglia

Liaison for Special Events Committee: Arthur R. Puglia, Alfred W. Clark

Liaison of Community Forestry Committee: Arthur R. Puglia, Robert J. Higgins

Liaison of Recreation Committee: Sean Gable, Arthur R. Puglia

Emergency Squad Liaison: Robert J. Higgins, Sean Gable

Fire Department Liaison: Alfred W. Clark, Arthur R. Puglia

Police Commissioner: Arthur R. Puglia

POSITIONS HELD BY MEMBERS OF THE TOWNSHIP COMMITTEE:

(TOWNSHIP DEPARTMENT LIASONS)

***Clerk's Office/Administration:** Arthur R. Puglia, Janice DiGiuseppe

Sub-Departments: Vital Statistics

Board Of Health

***Finance Office:** Robert J. Higgins, Janice DiGiuseppe

Sub-Departments: Tax Collector Office

Human Resources

***Tax Assessor Office:** Arthur R. Puglia, Sean Gable

Sub Department: Zoning Official

***Land Use Department:** Arthur R. Puglia, Alfred W. Clark

***Construction Office:** Arthur R. Puglia, Alfred W. Clark

***Court Office:** Robert J. Higgins, Janice DiGiuseppe

***Sanitation Department/Streets & Roads:** Arthur R. Puglia, Alfred W. Clark

***Police Department: (to be police commissioner):** Arthur R. Puglia

***Buildings and Grounds:** Robert J. Higgins, Sean Gable

ADMINISTRATION:

Municipal Search Officer: Linda Semus

Public Compliance Officer: Linda Semus

Administrative Liaison: Linda Semus

BOARD OF HEALTH:

Arthur R. Puglia, Robert J. Higgins, Alfred W. Clark, Sean S. Gable, Janice DiGiuseppe

Secretary: Linda Semus

Physician: Virtua at Work

Municipal Registrar: Linda Semus

Deputy Registrar: Barbara A. Crammer

Alternate Registrar: Anne M. Shivers

LAND USE DEPARTMENT:

Land Use Coordinator: Michele Gable

TOWNSHIP SUPERINTENDENT and WORKING SUPERVISOR

Jeffrey K. Jones

RECYCLING COORDINATOR:

Dorothy Wirth

CLEAN COMMUNITY PROGRAM DIRECTOR:

Dorothy Wirth

TOWNSHIP FORESTER

Forrester: Donald Knezick
Assistant Forrester: Robert Tallon

CODE ENFORCEMENT OFFICIAL

Robin Bucchi

ZONING OFFICIAL:

Robin Bucchi

PROPERTY MAINTENANCE OFFICIALS:

Fire Prevention Bureau

FIRE POLICE:

Jack Alloway, James Chewning, Ronald Cottrell, Edward Downs, Angelo Brugno, Kenneth Hornback, Jason Horner, , Matthew Lloyd, Thomas Minard, Stephen Perkins Sr. Daniel Petroni, Dawn Pietrzykowski, Samuel Sager III, Peter J. Sedor, Sr. Mark S. Semus, Christopher J. Thomas, Edward Tyler, Daniel VanMater, Paul Zahorchak, Dawn M. Pietrzykawski

PLANNING BOARD MEMBERS:

Mayor or Mayor’s Designee-Class I: Arthur R. Puglia,,..... Expires 12/31/13
Class II : Douglas Borgstrom..... Expires 12/31/13
Class III: Robert J. Higgins..... Expires 12/31/13
Class IV: Gary Lippincott.....(4 yr term)..... Expires 12/31/16
Class IV: (Alternate II)John Kampo (2 yr term)..... Expires 12/31/14

ZONING BOARD MEMBERS:

Jeanne Zalegowski(4 yr term)..... Expires 12/31/16
Ralph Wainwright (4 yr term)..... Expires 12/31/16
Robert Harrison (Unexpired term)..... Expires 12/31/15
Jim Blackwell(Alternate #2)..... Expires 12/31/14

ENVIRONMENTAL COMMISSION:

David Grupp(3 year term)..... Expires 12/31/15
David Crowshaw(3 year term)..... Expires 12/31/15
Miroslaw Gorska(2 year term)..... Expires 12/31/14

STORMWATER PROGRAM COORDINATOR:

Arthur R. Puglia

COMMUNITY FORESTRY COMMITTEE:

Robert Tallon, John Kampo, Kelly Shea, Cindy Caterson, Frank Parkerson, Thomas Sahol, Douglas Walker, Linda Semus,

RECREATION COMMITTEE:

Anthony Meduri, Randy Feig, , John Kampo, Curtis Wyers, Jr., Robin Blue, Colleen Herbert, Paul Narwid, Anthony Quinto, Tammy Caloiaro, Brian Sisz, Colby Bressler
Secretary/Recreation Coordinator: Christine Alpin

EMERGENCY MANAGEMENT COMMITTEE:

Richard Archer, Stephen S. Perkins, Sr., Jeffrey K. Jones, Arthur R. Puglia, , J. Douglas Goodenough, Joseph P. Monzo, Holmes D. VanMater, Ronald G. Mulhall, Jr., Eric J. Campbell, Ryan Lewis, Thomas Quinn, Christopher VanMater
Emergency Management Coordinator: Douglas J. Borgstrom..... Expires 12/31/14
Assistant Emergency Management Coordinator: Sean S. Gable..... Expires 12/31/14
Emergency Management Secretary: Linda Semus

SAFETY COMMITTEE:

Coordinator: Sean Gable
Secretary: Linda Semus
Sean Gable, Linda Semus, Jeffrey K. Jones, Michelle L. Gable, Robin L. Bucchi, Ronald G. Mulhall, Jr., Richard Archer, Bonnie Grouser, Colleen Guarrera, Janice DiGiuseppe, J. Douglas Goodenough

SPECIAL EVENTS COMMITTEE:

Gail Allison, Colleen Brennan, Barbara Crammer, Roberta Kurtz, Kerry Lovenduski, Stephen S. Perkins, Sr, Rita Puglia, Debbie Regi, Linda Semus, Mark S. Semus, Kathy Shilling, Kathey Adams, Deanna Szatkowski, Robert Tallon, Marion Tallon, Michael Smylie

BURLINGTON COUNTY RESOURCE RECOVERY HOST BENEFIT LIAISON:

Alfred W. Clark

SANITARY INSPECTOR (Landfill):

John Kampo

FUND COMMISSIONER/JIF REPRESENTATIVE:

Commissioner: Sean Gable
Alternate: Janice Digiuseppe

INSURANCE FUND ALTERNATE TRANSITIONAL DUTY CONTACT:

Jeffrey K. Jones

OFFICIAL TOWNSHIP HISTORIAN:

Pearl Tusim

ADA COORDINATOR:

Leonard A. Faiola of Remington, Vernick Engineers

ANIMAL CONTROL OFFICER:

J. Wesley Goodfellow of Animal Control Services by Wes, Inc.

TOWNSHIP PHYSICIAN:

Virtua At Work

RESOLUTION 2013-1-5

**PROFESSIONAL SERVICES RISK MANAGEMENT CONSULTANT
TIMOTHY C. IRONS OF INSURANCE AGENCY MANAGMEENT INC. T/A T.C. IRONS
AGENCY OF BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
BURLINGTON COUNTY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

WHEREAS, the Governing Body of Mansfield Township has resolved to join the **Burlington County Municipal Joint Insurance Fund**, and the **Municipal Excess Liability Joint Insurance Fund**, a self-insurance pooling fund following a detailed analysis; and,

WHEREAS, the Bylaws of said fund require that each municipality appoint a Risk Management Consultant to perform various “Professional Services” as detailed in said Bylaws; and,

WHEREAS, the Bylaws indicate a fee not to exceed four percent (4%) of the Municipal Assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and,

WHEREAS, N.J.S.A. 40A:11-5 (l) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and,

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a risk Management Consultant’s are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Mansfield Township, County of Burlington, State of New Jersey does hereby appoint Timothy C. Irons of Haines & Haines-T.C. Irons Agency as its Risk Management Consultant in accordance with N.J.S.A. 40A: 11-5 ; and,

BE IT FURTHER RESOLVED that the Governing Body is hereby authorized and directed to execute the Consultant’s Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A: 11-5(1),(a),(i).

RESOLUTION 2013-1-6

OFFICIAL NEWSPAPER

BE IT HEREBY RESOLVED that the following are the official Newspapers of Mansfield Township, County of Burlington, State of New Jersey through December 31, 2013;

PRIMARY: Burlington County Times

SECONDARIES: Trenton Times
Register – News

RESOLUTION 2013-1-7

**FIXING TIME AND PLACE OF REGULAR MEETINGS OF THE TOWNSHIP COMMITTEE
AND THE BOARD OF HEALTH, MAKING PROVISIONS RELATIVE TO SPECIAL AND
EMERGENCY MEETINGS AND ADOPTING CERTAIN PROCEDURES AND FORMS**

WHEREAS, the “Open Public Meetings Act” requires that advance written notice of all meetings of the Township Committee be posted in one public place designated by the Township Committee and faxed, mailed, telephoned, telegrammed or hand delivered to two newspapers designated by resolution and mailed to all persons requesting a copy of same upon payment of an established fee, let the following be known that:

1. Written notice of all **Agenda Sessions, Regular Meetings** and **Special Meetings** of the Mansfield Township Committee shall be posted *in advance* by the Municipal Clerk on the official Bulletin Board located in the main hallway of the Municipal Complex at 24548 East Main Street, Columbus, New Jersey. Written notice of all **Emergency Meetings** will be so posted *as soon as possible* following the calling of such meeting in accordance with said Act.
2. All advance written notice of said meetings of the Township Committee shall be given to the following two newspapers: Burlington County Times and Trenton Times.
3. All advance written notices of said meetings of the Township Committee throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$10.00. News media shall be exempt from such fees.

4. The times and places of said official Township Committee meetings for the period from this meeting until the Reorganization Meeting in January 2014 shall be in accordance with the dates, times and places for such meetings annexed hereto under the title "Notice of Annual Scheduled Meetings", which is hereby adopted as the form of notice to be given of said meetings and so used by the Municipal Clerk for that purpose.

NOTICE OF ANNUAL SCHEDULED MEETINGS

NOTICE is hereby given by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that all Regular Township Committee Meetings will be held on the second and fourth Wednesday of each month, with said dates and exception of November as noted.

All meetings will commence at 7:30 PM. The first meeting of each month shall be a Work Shop Meeting. All Regular Meetings of the Mansfield Township Committee are open to the public, in compliance with the Open Public Meetings Act., N.J.S.A. 10:4-6 to 10:4-21. Formal, official action may be taken at any said open public meeting on any and all issues involving the Township of Mansfield.

Note that Executive/Closed Sessions of the Mansfield Township Committee will be held as needed in accordance with said Act and prior to the Regular Township Committee meetings scheduled.

Mansfield Township Board of Health Meetings will take place the fourth Wednesday of every other month beginning January, from 7:15 PM to 7:30 PM, prior to the start of the Regular Session, in conjunction with the Regular Township Committee Meeting Schedule as listed below.

2013 Mansfield Township Committee
 Notice of Annual Schedule Meetings
 January 3, 9 and 23
 February 13 and 27
 March 13 and 27
 April 10 and 24
 May 22
 June 26
 July 24
 August 28
 September 25
 October 9 and 23
 November 6
 November 26 (Tuesday-Special Meeting-RFP Review & paying Township Bills 5:30 pm)
 December 11 & 23
 January 2, 2014 (Re-organization-7:00 pm)
 January 8, 2014 (First Regular Meeting)

**RESOLUTION 2013-1-8
 RESOLUTION ESTABLISHING TOWNSHIP HOLIDAYS FOR ALL
 NON-CONTRACTUAL EMPLOYEES**

BE IT HEREBY RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that the following is a list of the Mansfield Township Municipal Holidays for the Year 2013 for a Full-time Non-Contractual employee. Under the Fair Labor Standard Act, part-time employees will be paid for holidays that fall on the employee's regularly scheduled workday only. Note that Holidays for Contractual Employees may or may not run according to said schedule, but will be stipulated in their respective agreements.

2013 Mansfield Township Schedule of Holidays

New Year's Day	Tuesday	January 1, 2013
Martin Luther King Day	Monday	January 21, 2013
Presidents' Day	Monday	February 18, 2013
Good Friday	Friday	March 29, 2013
Memorial Day	Monday	May 27, 2013
Independence Day	Thursday	July 4, 2013
Labor Day	Monday	September 2, 2013
Columbus Day	Monday	October 14, 2013
Veteran's Day	Monday	November 11, 2013
Thanksgiving Day	Thursday	November 28, 2013
Christmas Holiday	Wednesday	December 25, 2013
Christmas Holiday	Thursday	December 26, 2013
<u>2014 HOLIDAY</u> (remaining year to be listed at 2014 Reorganization Mtg.)		
New Year's Holiday	Wednesday	January 1, 2014

RESOLUTION 2013-1-9

CHECK AUTHORIZATION PRIOR TO BILLS LIST APPROVAL

BE IT HEREBY RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Chief Financial Officer/Treasurer is hereby authorized to pay any bills, prior to insertion on the Bills List, contractual or otherwise, the holding of which, due to meeting schedules, deadlines, or the like, would cause financial harm to the Township; and,

BE IT FURTHER RESOLVED said bills are hereby authorized to be paid upon presentation, and are to include but not limited to the following:

Payroll
Insurance
State, County, School Payments
Landfill Charges
Public Utilities

Public Assistance Bills
Approved Grant Application Fees
Contractual Payments
Debt Service

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that authorization is hereby given that the foregoing list of bills may be prepaid prior to approval of the Bills List.

**RESOLUTION 2013-1-10
DESIGNATED MUNICIPAL DEPOSITORIES**

WHEREAS, the Chief Financial Officer of the Township of Mansfield (the “Designated Official”) is hereby authorized and directed to deposit and/or invest the following funds and accounts of the Township of Mansfield:

CURRENT Fund, CAPITAL Fund, RECREATION Trust, UNEMPLOYMENT Trust;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Mansfield Township at their Reorganization Meeting held on January 3, 2013 at the Municipal Complex that the following banks and financial institutions are hereby designated as official depositories for the deposit of all said public funds including any certificates of deposit which are not otherwise invested in permitted investments as provided for in the Cash Management Plan pursuant to N.J.S.A. 40A: 5-14:

RESOLUTION 2013-1-11

AUTHORIZING INVESTMENT OF IDLE FUNDS AND FUND TRANSFERS

WHEREAS, it is desirable that idle funds of the Township of Mansfield, County of Burlington, State of New Jersey be invested in legal investment vehicles at all times; and,

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Mansfield, County of Burlington, State of New Jersey that it does hereby authorize the Chief Financial Officer/Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution; and,

BE IT FURTHER RESOLVED, that the Chief Financial Officer/Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations as follows:

1. To or from the Township checking or savings accounts to other Township accounts.
2. To or from Township checking or saving accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Mansfield.

RESOLUTION 2013-1-12

AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS

BE IT HEREBY RESOLVED by the Township Committee of Mansfield Township, County of Burlington, State of New Jersey that the following Township Officials are hereby authorized to sign Checks or Withdrawal slips where a combination of two principal signatures are required for the Year 2013:

1. Mayor: Arthur R. Puglia
2. Committee Member: Janice DiGiuseppe
3. Committee Member: Robert J. Higgins
4. Municipal Clerk: Linda Semus
5. Chief Municipal Finance Officer: Joseph P. Monzo
6. Tax Collector: Elaine Fortin (tax account only)

BE IT FURTHER RESOLVED that Signature Cards with the signatures of the persons authorized to sign be forwarded to all Township Depositories.

1. TD Bank
2. Beneficial
3. Fidelity
4. Wachovia
5. Bank of America
6. MBIA Municipal Investors
7. PNC Bank
8. Sovereign Bank
9. The Bank of Princeton
10. 1st Constitution

BE IT FURTHER RESOLVED that all said depositories shall *acknowledge in writing* receipt of this Resolution, sending a copy of such acknowledgement to the Chief Financial Officer of the Township of Mansfield.

RESOLUTION 2013-1-13

**RESOLUTION AUTHORIZING EXECUTION OF PAYROLL SERVICES AGREEMENT
WITH PRIMEPOINT**

WHEREAS, the Township Committee has authorized the use of a third party disbursement service organization to provide payroll services to the Township; and

WHEREAS, N.J.A.C. 5:30-17.5 *et seq.* sets forth certain contract requirements for payroll service contracts; and

WHEREAS, the Township awards the contract for these services to PRIMEPOINT, 2 Springside Road, Mt. Holly, NJ 08060, in a manner consistent with the Local Public Contracts Law; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that the Mayor and Clerk are hereby authorized and directed to execute an agreement for payroll services with PRIMEPOINT in a form substantially the same as that annexed hereto.

**RESOLUTION 2013-1-14
MILEAGE REIMBURSEMENT**

WHEREAS, the Township of Mansfield has a policy of reimbursing mileage to all officials and employees while on official Township business, from the Municipal Complex to the job/educational/meeting location and back to the Municipal Complex for those who do not receive a monthly car allowance; and

WHEREAS, the Internal Revenue Service permits fifty five (.56.5) cents per mile as an allowance for mileage reimbursement for business purposes;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that authorization is hereby given for employee mileage allowance of fifty-five (.56.5) cents per mile, with mileage as calculated from the Municipal Complex to the job/education/meeting location for approved trips effective immediately.

**RESOLUTION 2013-1-15
CANCELLATION OF TAX BALANCES UNDER \$10.00**

WHEREAS, balances exist for current and prior year taxes, and;

WHEREAS, N.J.S.A. 40A:5-17.1 states that the governing body may appoint any official to cancel tax refunds and delinquencies under \$10.00,

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at their reorganization meeting held on January 3, 2013, hereby authorizes the Tax Collector to cancel tax balances under \$10.00.

RESOLUTION 2013-1-16

**INTEREST RATES ON DELINQUENT TAXES AND PENALTIES ON TAX TITLE LIENS
(ASSEMBLY BILL NO. 4425 AND SENATE BILL NO. 2579)**

WHEREAS, R.S. 54:4-67, laws of New Jersey, permits the Governing Body of each municipality to fix the rate of interest to be charged for non-payment of taxes as provided by law; and,

WHEREAS, R.S. 54:4-67 has been amended to define a tax delinquency as follows:

“Delinquency means the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarter or years. The governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of the delinquency”; and,

WHEREAS, R.S. 54:5-61 permits the holder of tax title lien, upon compliance with the provisions of Section 54:5-62, shall be entitled to collect from the owner or other person having an interest in the lands an additional sum equal to two percent (2%) of the amount so paid for the tax title; and

WHEREAS, R.S. 54:5-61 has been amended and relates to the amount to be charged on penalties as follows:

“When the taxes, interest and costs shall exceed the sum of \$5,000.00 such additional sum shall be equal to 4% of such amount paid; and when that sum exceeds \$10,000.00 such additional sum shall be equal to 6% of such amount paid. This section shall also apply to all existing certificates held by municipalities on effective date of this act”; and,

WHEREAS, N.J.S.A. 54:4-66.3d states that:

The third installment of current year taxes shall not be subject to interest until the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered. Any payment received after the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered may be charged interest back to August 1. The estimated tax bill shall contain a notice specifying the date on which the interest may begin to accrue;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Mansfield Township shall fix the rate of interest to be charged to the nonpayment of taxes or assessments on or before the date when they would become delinquent, and provides that no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the same became payable. In the event the taxes are not

paid within the ten calendar days, interest will be charged from the date it became payable to the day it reaches the tax office.

The rate so fixed shall not exceed 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment, for the year 2013.

BE IT FURTHER RESOLVED, the Tax Collector is hereby authorized and directed to charge an additional penalty of 6% of the amount of the delinquency in excess of \$10,000.00 and the delinquency is to be calculated only on an individual year basis and cannot be accumulated from year to year.

BE IT FURTHER RESOLVED, that the Tax Collector is hereby authorized and directed to charge a 2% penalty on the amount due over \$200.00 up to \$5,000.00; 4% up to \$10,000.00 and 6% on excess of \$10,000.00 on Tax Title Liens. This change is applicable to all certificates held by the municipality as well as those, which may be subsequently acquired by them as a result of future tax sales. **The delinquency now is to be calculated on the sum of taxes from year to year and not to be calculated on an individual year basis.**

BE IT FURTHER RESOLVED, that certified copies of this Resolution be provided by the Township Clerk to the following:

- a. Tax Collector
- b. Township Solicitor
- c. Township Auditor

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

RESOLUTION 2013-1-17

APPEALS/ADJUSTMENTS/STIPULATIONS OF SETTLEMENT

WHEREAS, statutory provision is made for, review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction of errors after establishment of the tax rate; and,

WHEREAS, changes in property ownership at times necessitates adjustments in the veteran and/or senior citizens deductions allowed on the assessment list; and,

WHEREAS, responsibility for maintenance and correction of the assessment list rests with the local Assessor subject to laws and regulations;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Mansfield that the Assessor, fulfilling the duties and requirements of his office, be authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of the Township of Mansfield.

BE IT FURTHER RESOLVED that the Assessor is hereby authorized to execute Stipulations of Settlement on behalf of the municipality with the approval and knowledge of the municipality and it's Solicitor.

BE IT FURTHER RESOLVED that a certified copy of this Resolution accompany any appeal filed by the Assessor with the Burlington County Board of Taxation.

RESOLUTION 2013-1-18

RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2013

WHEREAS, NJSA 40A:5-21 authorizes the establishment of Petty Cash funds in municipalities by application and resolution; and

WHEREAS, the Division of Local Government Services, New Jersey Department of Community Affairs, has authorized petty cash funds for the Township of Mansfield, Burlington County, as follows:

Type	Date Authorized	Amount Authorized	Bonding Required
Police	8/20/85	\$100	\$0
Finance	1/08/93	\$250	\$0
Recreation	2/28/91	\$200	\$0
Construction	10/26/11	\$200	\$0 ;and

WHEREAS, it is the desire of Mansfield Township, Burlington County, to reauthorize such funds for Calendar Year 2013 as follows:

Type	Custodian	Amount Authorized	Bonding Required
Police	Ron Mulhall	\$100	\$0
Finance	Joseph P. Monzo	\$250	\$0
Recreation	Christine Alpin	\$200	\$0
Construction	Jeffrey K. Jones	\$200	\$0 ;and

WHEREAS, such custodians shall maintain records for these funds in a manner conducive to proper accounting and auditing procedures;

RESOLUTION 2013-1-19

RESOLUTION AUTHORIZING THE STATE AND COUNTY COOPERATIVE PURCHASING PROGRAM FOR PURCHASES FOR THE YEAR 2013

WHEREAS, the Township of Mansfield makes purchases from many potential sources for services, management, supplies and equipment to support Township operations; and

WHEREAS, the State of New Jersey Division of Purchase and Property, Cooperative Purchase Program, has authorized vendors that can provide these services, materials, supplies or equipment under a “state contract” for eligible items pursuant to N.J.S.A. 40A: 11-12.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to approve purchases from the State Contract Vendors list, which is available for review in the Municipal Clerk’s office, to provide services, materials, supplies or equipment to the Township of Mansfield for the year 2013.

NOW, THEREFORE BE IT RESOLVED that the Committee of the Township of Mansfield, Burlington County hereby authorizes such action and that two copies of this Resolution be filed with Division of Local Government Services, New Jersey Department of Community Affairs.

RESOLUTION 2013-1-20

**RESOLUTION TO ALLOW PAYMENT OF DELINQUENT SPECIAL ASSESSMENT
INSTALLMENT AND TO REINSTATE INSTALLMENT PLAN**

WHEREAS, on February 28, 2007, the Township Committee of the Township of Mansfield adopted Ordinance 2007-8 authorizing assessments for sewer improvements for the Lynwood Farms development; and

WHEREAS, this ordinance authorized the assessments to be paid in 20 annual installments; and

WHEREAS, N.J.S.A.40:56-35 stated that if an installment remained unpaid for 30 days, then the whole assessment, or balance shall become immediately due; and

WHEREAS, N.J.S.A.40:56-35 was amended to include the provision for the delinquent installment to be paid with interest, and the installment plan reinstated.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their reorganization meeting held on January 3, 2013, hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

PUBLIC COMMENT

There was no public comment.

TOWNSHIP COMMITTEE MEMBER STATEMENTS:

Committeeman Clark said this is his fourth year as committeeman and he feels it is a privilege to represent the Township of Mansfield. He feels it is a beautiful little town and it is his privilege to work with the rest of the Committee. He feels there has been much progress in the past years. He thanked all for the privilege to serve three more years.

Deputy Mayor Higgins thanked all for his support and said he enjoyed serving the Township for the past six years. He looks forward to the next three years. He feels the Committee has done some very good things and will do more forward the next three years.

Committeewoman DiGiuseppe thanked those in the audience for attending and wished all a Happy New Year.

Committeeman Gable thanked everyone for attending. He also thanked the professionals.

Mayor Puglia thanked everyone for coming to the meeting. He noted that a good thing that happened last year was to get our 208 plan approved. There are more good things to happen within the next couple of years. He wished all a Happy New Year.

MOTION FOR ADJOURNMENT

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to adjourn. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Barbara A. Crammer
Deputy Clerk

Linda Semus, RMC
Municipal Clerk