

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
MEETING MINUTES  
REORGANIZATION MEETING  
JANUARY 3, 2012**

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 2012 and 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 11, 2012 at 7:30 pm.

**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, 2011. 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 7, 2011.

**Clerk Semus** congratulated Mrs. Janice DiGiuseppe as newly elected committeewoman of the Township Committee for Mansfield Township.

**Ms. DiGiuseppe** was sworn in as a member of the Township Committee by **County Clerk Timothy Tyler.** Her grandson, Christopher Johnson, held the Bible as Mr. DiGiuseppe stood by.

**Clerk Semus** congratulated **Arthur Puglia** on his re-election to the Township Committee. **Mr. Puglia** was sworn in as a member of the Township Committee by **County Clerk Timothy Tyler** as Mrs. Puglia held the Bible.

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

**Clerk Semus** called for a motion for a member of the Committee to serve as Chair and Mayor in the year 2011. A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to nominate **Arthur R. Puglia** as Mayor for the year 2012 and adopt Resolution 2012-1-1. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2012-1-1  
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, 2012 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 then asked for a nomination for Deputy Mayor. A motion was offered by Committeewoman DiGiuseppe and second by Committeeman Gable to nominate Robert J. Higgins as Deputy Mayor for 2012. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2012-1-2**  
**APPOINTMENT OF DEPUTY MAYOR**

**BE IT HEREBY RESOLVED** that Robert Higgins be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2012 or until her duly qualified successor has been appointed.

County Clerk Timothy Tyler administered the Oath of Office to Deputy Mayor Higgins.

Clerk Semus read the following Resolution into the Record.

**RESOLUTION 2012-1-3**  
**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, and 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:** Kevin P. Frenia of Holman & Frenia, PC

**BOND COUNSEL:** Cape hart & Scat chard

**ENGINEER:** Remington, Vernick and Arango

**ENGINEER, TRAFFIC:** Litwornia Associates, Inc.

**PLANNER:** Louis Glass Associates

**PROSECUTOR:** Mark Tarantino, Esq.  
**Alternate 1:** Dean Buono  
**Alternate 2:** Nicholas Costa  
**Alternate 3:** Gerard W. Traynor

**PUBLIC DEFENDER:** James D. Fattorini, Esq.  
**Alternate:** Karen Amacker, Esq.

**SOLICITOR:** Michael H. Magee, Esq. of Destribats, Campbell, Magee, Staub & Burns

A motion was offered by Deputy Mayor Higgins and second by Committeeman Gable to adopt Resolution 2012-1-3. Motion carried on a Roll Call Vote, recorded as follows:

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

Clerk Semus read the following Resolution into the record:

**RESOLUTION 2012-1-4**

**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  
**Director of Buildings & Grounds, Parks:** Robert J. Higgins, Sean Gable  
**Director of Engineering Services:** Arthur R. Puglia, Alfred W. Clark  
**Director of Insurance and Safety:** Sean Gable, Janice DiGiuseppe  
**Director of Sanitation:** Arthur R. Puglia, Alfred W. Clark  
**Director of Streets & Roads:** Arthur R. Puglia, Alfred W. Clark  
**Director Emergency Management:** Arthur R. Puglia, Sean Gable  
**Recreation Liaison:** Sean Gable, Arthur R. Puglia  
**Environmental Liaison:** Robert J. Higgins, Arthur R. Puglia  
**Special Events Liaison:** Arthur R. Puglia, Alfred W. Clark  
**Community Forestry Liaison:** Arthur R. Puglia, Robert J. Higgins  
**School Liaison:** Janice DiGiuseppe, Sean Gable  
**Emergency Squad Liaison:** Robert J. Higgins, Sean Gable  
**Fire Department Liaison:** Alfred W. Clark, 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:** Janice DiGiuseppe, Robert J. Higgins  
**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  
**\*Public Works/Sanitation Department:** Robert J. Higgins, Sean Gable  
**\*Police Department:** Arthur R. Puglia as Police Commissioner

**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:** Vacant  
**Alternate Deputy Registrar:** Barbara Crammer

**LAND USE DEPARTMENT:**

**Zoning Officer:** Robin Bucchi  
**Land Use Coordinator:** Michelle 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

**PROPERTY MAINTENANCE OFFICIALS:**

Fire Prevention Bureau

**FIRE POLICE:**

James Chewing, Ronald Cottrell, Edward Downs, Matthew Lloyd,  
Thomas Minard, Stephen Perkins, Sr., Samuel Sager III, Peter J. Sedor, Sr., Mark S. Semus,  
Christopher J. Thomas, Daniel VanMater, Paul Zahorchak, Angelo Brugno, Daniel Patroni,  
Kenneth Hornback

**PLANNING BOARD MEMBERS:**

**Mayor or Mayor’s Designee-Class I:** Douglas F. Walker.....Expires 12/31/12  
**Class II :** Douglas Borgstrom..... Expires 12/31/12  
**Class III:** Robert J. Higgins..... Expires 12/31/12  
**Class IV:** Robert Semptimphelter.....(4 yr term)..... Expires 12/31/15  
**Class IV: (Alternate II)** Tom Sahol .....(2 yr term).....Expires 12/31/13  
**Secretary:** Michelle Gable

**ZONING BOARD MEMBERS:**

**John Kampo (4 yr term)**..... Expires 12/31/15  
**Al Vardalis (4 yr term)**..... Expires 12/31/15  
**Richard Tarantino (filling unexpired term)**..... Expires 12/31/13  
**Thomas H. Pitzer Alternate #1** ..... Expires 12/31/13  
**Secretary:** Michelle Gable

**ENVIRONMENTAL COMMISSION:**

**John Kampo (2 yr term)**.....Expires 12/31/13  
**Secretary:** Robin Bucchi

**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, Terri Tallon-Hammill

**RECREATION COMMITTEE:**

Anthony Meduri, Mark Johnson, Brian Amantia, Randy Feig, Neil Zingerman, John Kampo,  
Curtis Wyers, Jr., Robin Blue, Colleen Herbert, Paul Narwid, Anthony Quinto  
**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 12/31/12  
**Assistant Emergency Management Coordinator:** Sean S. Gable..... Expires 12/31/12  
**Emergency Management Secretary:** Linda Semus

**SAFETY COMMITTEE:**

**Coordinator:** Sean Gable  
**Secretary:** Linda Semus  
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, Andrew Lisanti Stephen S.  
Perkins, Sr, Rita Puglia, Debbie Regi, Linda Semus, Mark S. Semus, Deanna Szatkowski,  
Robert Tallon, Marion Tallon, Gary Underwood, Kit Underwood; Michael Smylie, Kimberly  
Radice

**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 Faiola of Remington, Vernick Engineers

**ANIMAL CONTROL OFFICER:**

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

**TOWNSHIP PHYSICIAN:**

Virtua at Work

A motion was offered by Deputy **Mayor Higgins** and second by **Committeeman Clark** to adopt the foregoing Resolution Number 2012-1-4. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: HIGGINS, CLARK, GABLE (with abstention from Michelle Gable and Frank Parkerson appointments), DIGIUSEPPE (with abstention from Michelle Gable appointment), PUGLIA**  
**NAY: NONE ABSENT: ABSTAIN: (see note above)**

**CONSENT AGENDA**

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to amend the agenda to amend Resolution 2012-1-10 to include the 1st Constitutional Bank as a designated municipal depository. Motion carried on a Roll Call Vote, recorded as follows:

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

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to amend Resolution 2012-1-10 to include 1<sup>st</sup> Constitution as a designated municipal depository. Motion carried on a Roll Call Vote, recorded as follows:

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

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Gable** to adopt the Consent Agenda which includes Resolution 2012-1-5 through 2012-1-21. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2012-1-5**

**PROFESSIONAL SERVICES RISK MANAGEMENT CONSULTANT  
TIMOTHY C. IRONS OF INSURANCE AGENCY MANAGEMENT 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; and

**RESOLUTION 2012-1-6  
OFFICIAL NEWSPAPER**

**BE IT HEREBY RESOLVED** that the following are the official Newspapers of Mansfield Township, County of Burlington, and State of New Jersey through December 31, 2012;

**PRIMARY:** Burlington County Times  
**SECONDARIES:** Trenton Times  
Register – News

**RESOLUTION 2011-1-7  
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, telegraphed 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 2012 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, 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.

2012 Mansfield Township Committee  
Notice of Annual Schedule Meetings  
January 3, 11 and 25  
February 8 and 22  
March 14 and 28  
April 11 and 25  
May 23  
June 27  
July 25  
August 22  
September 26  
October 10 and 24  
November 7

November 27 (Tuesday-Special Meeting-RFP Review & paying Township Bills 5:30 pm)  
 December 12 & 27  
 January 3, 2012 (Reorganization)  
 January 9, 2013 (First Regular Meeting)

**RESOLUTION 2012-1-8  
 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, State of New Jersey that the following is a list of the Mansfield Township Municipal Holidays for the Year 2012 for a Full-time and Permanent/Part-time Non-Contractual employee. Note that Holidays for Contractual Employees may or may not run according to said schedule, but will be stipulated in their respective agreements.

**2012 Mansfield Township Schedule of Holidays**

New Year's Day	Monday	January 2, 2012
Martin Luther King Day	Monday	January 16, 2012
Presidents' Day	Monday	February 20, 2012
Good Friday	Friday	April 6, 2012
Memorial Day	Monday	May 28, 2012
Independence Day	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012
Columbus Day	Monday	October 8, 2012
Veteran's Day	Monday	November 12, 2012
Thanksgiving Day	Thursday	November 22, 2012
Day after Thanksgiving	Friday	November 23, 2012
Christmas Holiday	Tuesday	December 25, 2012
Christmas Holiday	Wednesday	December 26, 2012
<b><u>2013 HOLIDAY</u></b> (remaining year to be listed at 2013 Reorganization Mtg.)		
<b>New Year's Holiday</b>	<b>Tuesday</b>	<b>January 1, 2013</b>

**RESOLUTION 2012-1-9  
 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 2012-1-10  
 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, 2012 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:

- |                    |                                  |
|--------------------|----------------------------------|
| 1. TD Bank         | 6. MBIA Municipal Investors      |
| 2. Beneficial      | 7. PNC Bank                      |
| 3. Fidelity        | 8. Sovereign Bank                |
| 4. Wachovia        | 9. The Bank of Princeton         |
| 5. Bank of America | 10. 1 <sup>ST</sup> 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 2012-1-11**

**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 2012-1-12**

**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 2012.

1. Mayor: Arthur R. Puglia
2. Committee Member: Deputy Mayor Robert J. Higgins
3. Committee Member: Committeewoman Janice DiGiuseppe
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.

**RESOLUTION 2012-1-13**

**RESOLUTION AUTHORIZING EXECUTION OF PAYROLL SERVICES AGREEMENT WITH DELAWARE VALLEY PAYROLL, INC.**

**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 Delaware Valley Payroll, Inc. in a form substantially the same as that annexed hereto.

**RESOLUTION 2012-1-14**

**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 (.55) 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 (.55) cents per mile, with mileage as calculated from the Municipal Complex to the job/education/meeting location for approved trips effective immediately.

**RESOLUTION 2011-1-15**

**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 regular meeting held on January 3, 2012, hereby authorizes the Tax Collector to cancel tax balances under \$10.00.



**RESOLUTION 2011-1-16**

**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 2012.

**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 2012-1-17**

**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 2012-1-18  
APPOINTING POGUE, INC. TO COORDINATE ALCOHOL AND DRUG TESTING  
SERVICES**

**WHEREAS**, there exists a need for the following Professionals; and,

**WHEREAS**, the local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids be publicly advertised:

**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 Professional for CDL Random Alcohol and Drug Testing:

POGUE, INC., 164 Cumberland Avenue, Estell Manor, NJ 08319-1912

**RESOLUTION 2012-1-19  
RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2012**

**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 2012 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;

**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 2012-1-20  
RESOLUTION AUTHORIZING STATE CONTRACT AND COUNTY CONTRACT USE FOR  
PURCHASES FOR THE YEAR 2012**

**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 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 2012.

**RESOLUTION 2012-1-21  
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, 2012 hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

**TOWNSHIP COMMITTEE MEMBER STATEMENTS:**

**Committeewoman DiGiuseppe:** “I’d like to thank everyone who voted for me in this election. I promise you that I will administer my office as Committeewoman of Mansfield Township with honesty, integrity, due diligence and transparency. I promise you that and thank you again and Happy New Year.”

**Deputy Mayor Higgins:** I’d like to thank everybody for coming out. I believe this year, as in the past, is going to be a very difficult year based on budget restraints. But I do look forward to listening to every taxpayer’s concerns or comments. I look forward to working with the Committee. Everybody, Happy New Year.”

**Committeeman Gable:** “I’d like to say congratulations to Janice and Art and Bob in your appointment. I’m looking forward to serving on the Committee again this year and I thank all of the residents for coming out tonight and all of you who serve on boards and give of your time to the community, we appreciate your service. Happy New Year. Thank You.

**Committeeman Clark** “I’d like to say Happy New Year and agree with Sean. I want to thank the Board Members also. It’s not easy coming out on cold nights and giving up your time in the summer when everybody is out having fun. It is really nice that you donate your time. It is nice to see these seats filled tonight. I’d like to see that at our meetings. That would also be great. So thanks again for coming out.

**Mayor Puglia:** “I’d like to thank you for coming out tonight, on a cold night. The Township has a lot of challenges ahead of us this year but this Committee, in the past couple of years has done, I think, a tremendous job controlling revenue going out and coming in. We’ve made a lot of tough decisions that some of our employees weren’t happy with. But we work for the township residents and that’s, I think, our goal. Everyone here, our goal is to do the most and best to the residents of Mansfield Township. Saying that, I would like to wish you all a Happy New Year and maybe no snow this year? That would save us a lot of money. Thank you and good night.

**MOTION TO ADJOURN:**

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

**PREPARED BY:**

**RESPECTFULLY SUBMITTED BY:**

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**Barbara A. Crammer**  
**Deputy Clerk**

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**LINDA SEMUS, RMC**  
**Municipal Clerk**

Approved: January 11, 2012