

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
2014 REORGANIZATION MEETING  
JANUARY 2, 2014  
7:00PM**

**Clerk Linda Semus** called the Re-Organization Meeting of the Mansfield Township Committee to order wishing everyone a Healthy, Happy, Safe, and Prosperous New Year. She then explained the State Law requiring a public comment portion to every meeting. However, since this meeting is for organizational purposes, the Governing Body respectfully requests that any and all public comments and/or concerns be held until their first regular meeting of the year to be held on Wednesday, January 8<sup>th</sup> at 7:30PM. She also asked for those who are being appointed to a municipal board or position to come forward at the end of the evening to be sworn in. If unable to stay afterwards, they can come to the Clerk's office between 9am and 4:30pm Monday through Friday to be sworn in. In the event those hours are not convenient, the newly appointees are to call the Clerk's office to schedule an appointment.

**Clerk Semus** asked all to stand and salute the flag followed by 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, 2013. 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, 2013.

**Clerk Semus** congratulated **Sean Gable** on his re-election as Township Committeeman for Mansfield Township and asked him to step forward to be sworn in. After taking the Oath of Office, **Committeeman Gable** was congratulated by the other members of the Committee.

**Clerk Semus** proceeded with a Roll Call. The members of the Committee in attendance were: **Alfred Clark, Sean Gable, Janice DiGiuseppe, Robert Higgins, and Arthur Puglia.**

**Clerk Semus** called for a nomination to serve as Chairperson and Mayor for 2014. A motion was offered by **Mayor Puglia** and second by **Committeewoman DiGiuseppe** to nominate **Robert Higgins** as Mayor. Motion carried on a Roll Call Vote recorded as follows:

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

**RESOLUTION 2014-1-1  
APPOINTMENT OF MAYOR**

**BE IT HEREBY RESOLVED** that **ROBERT J. HIGGINS** be appointed Chairperson of the Mansfield Township Committee and the Mayor of Mansfield Township, to serve until December 31, 2014 or until his duly qualified successor has been appointed.

**Mr. Higgins** was asked to come forward to be sworn in. Mrs. Higgins and his two daughters were present. After taking the Oath of Office, he was congratulated by the Committee.

**Clerk Semus** then turned the meeting over to **Mayor Higgins.**

**Mayor Higgins** called for a nomination for a member of the Committee to serve as Deputy Mayor for the year 2014. A motion was offered by **Committeeman Puglia** and second by **Committeeman Gable** to nominate **Committeeman Clark** as Deputy Mayor. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2014-1-2**

**APPOINTMENT OF DEPUTY MAYOR**

**BE IT HEREBY RESOLVED** that **ALFRED W. CLARK** be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2014 or until his/her duly qualified successor has been appointed.

**Mr. Clark** was then sworn in by **Clerk Semus** after which he was congratulated by the Committee.

**Clerk Semus** read the following Resolution into the Record

**Resolution 2014-1-3**

**APPOINTMENT OF PROFESSIONAL STAFF 2014**

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

**WHEREAS**, consistent with the provisions of NJSA 19 et seq, the Township has adopted an ordinance requiring that contracts shall be awarded through a Request for Qualifications process.

**WHEREAS**, the Township Committee had received and reviewed said Request for Qualifications 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:**

<b>AUDITOR:</b>	<b>John J. Maley, Jr., CPA term expiration of 12/31/14</b>
<b>BOND COUNSEL:</b>	<b>Capehart &amp; Scatchard term expiration of 12/31/14</b>
<b>ENGINEER TRAFFIC:</b>	<b>Alexander Litwornia of Litwornia Associates, Inc. term expiration of 12/31/14</b>
<b>PLANNER:</b>	<b>Louis Glass and Harry McVey of Louis Glass Associates, term expiration of 12/31/14</b>
<b>PROSECUTOR:</b>	<b>Mark Tarantino, Esq, term expiration of 12/31/14</b> <b>Alternate 1: Steven J. Wenger, Esq.</b> <b>Alternate 2: George Morris, Esq.</b> <b>Alternate 3: Kimerly A. Garrigues, Esq.</b>
<b>PUBLIC DEFENDER:</b>	<b>James D. Fattorini, Esq, term expiration 12-31-14</b> <b>Alternate: Karen Amacker, Esq.</b>
<b>SOLICITOR:</b>	<b>Michael H. Magee, Esq., of Magee Law NJ LLC, term expiration of 12/31/14</b>

A motion was offered by **Committeeman Puglia** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2014-1-3. Motion carried on a Roll Call Vote, recorded as follows:

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

A motion was offered by **Committeeman Puglia** and second by **Committeeman Gable** to approve the Consent Agenda consisting of Resolutions 2014-1-4 through Resolution 2014-1-19. Motion carried on a Roll Call Vote, recorded as follows:

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

**RESOLUTION 2014-1-4**

**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:** Robert J. Higgins

**Deputy Mayor:** Alfred W. Clark

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

**Liaison of Insurance and Safety:** Sean Gable, Arthur R. Puglia

**Liaison of Emergency Management:** Robert J. Higgins, Sean Gable

**Liaison of: Environmental Commission:** Arthur R. Puglia, Robert J. Higgins  
**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, Janice A. DiGiuseppe  
**Emergency Squad Liaison:** Robert J. Higgins, Sean Gable  
**Fire Department Liaison:** Alfred W. Clark, Arthur R. Puglia

**Police Commissioner:** Robert J. Higgins  
**POSITIONS HELD BY MEMBERS OF THE TOWNSHIP COMMITTEE:**

**(TOWNSHIP DEPARTMENT LIASONS)**

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

**Sub-Departments: Vital Statistics**

**Board of Health**

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

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

**\*Police Department: (to be police commissioner):** Robert J. Higgins

**\*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 A. 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:** Sheri Lynn Hannah

**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

**ZONING OFFICIAL:**

Robin Bucchi

**PROPERTY MAINTENANCE OFFICIALS:**

Fire Prevention Bureau/ Douglas Borgstrom

**FIRE POLICE:**

Jack Alloway, James Chewning, Ronald Cottrell, Angelo Brugno, Kenneth Hornback,  
Jason Horner,, Matthew Lloyd, Thomas Minard, Stephen Perkins Sr. Daniel Petroni,  
Dawn Pietrzykowski, Samuel Sager III, Mark S. Semus, Edward Tyler, Daniel VanMater,  
Paul Zahorchak, Michael Vance, Daniel Dean

**PLANNING BOARD MEMBERS:**

**Mayor or Mayor's Designee-Class I:** Designee: Janice A. DiGiuseppe Expires 12/31/14

**Class II :** Douglas Borgstrom..... Expires 12/31/14

**Class III:** Arthur R. Puglia..... Expires 12/31/14

**Class IV;** Scott Preidel.....Expires 12/31/17

**Class IV: (Alternate I)** Douglas Walker ..... (2 yr term) .....Expires 12/31/15

**ZONING BOARD MEMBERS:**

Randy Allen (filling unexpired term)..... Expires12/31/16

James Soden (4 yr term)...>>.....Expires 12/31/17

Richard J. Tarantino (4 year term)..... Expires 12/31/17

James Blackwell (Alternate #1).....Expires 12/31/15

John Beckes (Alternate #2)..... Expires 12/31/14

**ENVIRONMENTAL COMMISSION:**

Dorothy Wirth(3 year term)..... Expires 12/31/16

Robert Tallon (3 year term)..... Expires 12/31/16

Mark Clark (2 year term)..... Expires 12/31/15

**STORMWATER PROGRAM COORDINATOR:**

Robert J. Higgins

**COMMUNITY FORESTRY COMMITTEE:**

Robert Tallon, John Kampo, Kelly Shea, , Frank Parkerson, Thomas Sahol, Mark Clark,  
Linda Semus,

**RECREATION COMMITTEE:**

Randy Feig, John Kampo, Curtis Wyers, Jr., 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, Robert J. Higgins,  
J. Douglas Goodenough, Joseph P. Monzo, Holmes D. VanMater, Ronald G. Mulhall, Jr.,  
Eric J. Campbell, Ryan Lewis, Thomas Quinn, Christopher VanMater

**Emergency Management Secretary:** James Chewning

**SAFETY COMMITTEE:**

**Coordinator:** Sean Gable

**Secretary:** Linda Semus

Sean Gable, Linda Semus, Jeffrey K. Jones, Sheri Lynn Hannah, Robin L. Bucchi,  
Ronald G. Mulhall, Jr., Richard Archer, Bonnie Grouser, Colleen Guarrera,

Janice A. DiGiuseppe, J. Douglas Goodenough

**SPECIAL EVENTS COMMITTEE:**

Gail Allison, Colleen Brennan, Barbara Crammer, Colleen Herbert, Bonnie Horner Roberta Kurtz,  
Stephen S. Perkins, Sr, Debbie Pinto, Rita Puglia, Debbie Regi, Jessica Roney, Linda Semus, Mark S.  
Semus, Kathy Shilling, Kathy Adams, Deanna Szatkowski, Robert Tallon, Marion Tallon, Michael  
Smylie, Kate Wainwright

**BURLINGTON COUNTY RESOURCE RECOVERY HOST BENEFIT LIAISON:**

Alfred W. Clark

**SANITARY INSPECTOR (Landfill):**

John Kampo

**FUND COMMISSIONER/JIF REPRESENTATIVE:**

**Commissioner:** Sean Gable

**Alternate:** Arthur R. Puglia

**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:**

Bordentown Township Animal Control

Animal Census Takers: Franklin Fire Company and Fire Prevention Bureau Members

**TOWNSHIP PHYSICIAN:**

Virtua at Work

**RESOLUTION 2014-1-5**

**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 of the said Fund require that a fee not exceed six percent (6%) 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,** the Township publicly advertised for this contract by posting a Request for Qualifications in order to qualify, a person and/or firm that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) obtains the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Mansfield; and

**WHEREAS,** The Township has structured a procurement process to assure that each person and/or firm was provided an equal opportunity to submit their proposal in response to the RFQ. The RFQ respondent was required to comply with the provisions of NJSA. 10:5-31 et seq and NJAC. 17:27-1 et seq, if applicable; and

**WHEREAS,** the Township wishes to award a contract for these services by following a “fair and open process”, as defined by NJSA. 19 et seq.; and

**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 the “Fair and Open proposal” at the 4% fee; and,

**BE IT FURTHER RESOLVED** that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to the laws to the State of New Jersey.

**RESOLUTION 2014-1-6  
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, 2014;

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

**RESOLUTION 2014-1-7  
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 3135 Rt. 206 S, Suite 1, 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 2015 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.

2014 Mansfield Township Committee  
Notice of Annual Schedule Meetings  
January 8 and 22  
February 12 and 26  
March 13 and 26  
April 9 and 23  
May 14 and 28  
June 11  
July 9  
August 13  
September 10 and 24  
October 8 and 22  
November 12 (only regular Meeting)  
November 25 (Tuesday-Special Meeting-RFP Review & paying Township Bills and action of Resolutions necessary 3:30 pm)  
December 10 & 29 (Monday)  
January 5, 2015 (Re-organization-7:00 pm) (Monday)  
January 14, 2015 (First Regular Meeting)

**RESOLUTION 2014-1-8  
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 2014 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.

**2014 Mansfield Township Schedule of Holidays**

New Year's Day	Wednesday	January 1, 2014
Martin Luther King Day	Monday	January 20, 2014
Presidents' Day	Monday	February 17, 2014
Good Friday	Friday	April 18, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Veteran's Day	Tuesday	November 11, 2014
Thanksgiving Holiday	Thursday	November 27, 2014
Thanksgiving Holiday	Friday	November 28, 2014
Christmas Holiday	Wednesday	December 24, 2014
Christmas Holiday	Thursday	December 25, 2014
<b><u>2015 HOLIDAY</u></b> (remaining year to be listed at 2015 Reorganization Mtg.)		
New Year's Holiday	Thursday	January 1, 2015

**RESOLUTION 2014-1-9**

**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 2014-1-10**

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD TOWNSHIP  
IN THE COUNTY OF BURLINGTON, NEW JERSEY**

**I. STATEMENT OF PURPOSE.**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of Mansfield, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.**

- A. The Plan is intended to cover the deposit and/or investment of the following funds of the Township of Mansfield:
- General
  - State and Federal Grants
  - Capital
  - Animal Control
  - Payroll
  - Public Defender
  - Recreation Revenue
  - Recreation Developers
  - Special Law Enforcement
  - Unemployment
  - Construction Code
  - Special Events
  - Fire Safety
  - COAH
  - Police Off Duty Employment
  - Developers Escrow

Public Assistance  
Law Enforcement  
Sewer Utility  
Clearing Account

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township of Mansfield, specifically:

Not Applicable

**III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer and the Comptroller of the Township of Mansfield, (the "Designated Officials") are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Mansfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- PNC Bank
- TD Bank
- Sovereign Bank
- 1<sup>st</sup> Constitution
- The Bank of Princeton
- Beneficial Bank
- Wachovia Bank
- Bank of America

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

**V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of Mansfield referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits.

New Jersey Cash Management

New Jersey Arbitrage Rebate Management ( NJ ARM)

All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

**VI. AUTHORIZED INVESTMENTS.**

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America (any investment contracts providing for resale arrangements with the supplier should be analyzed for legality and should be specifically authorized in the cash management plan);
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

**Government Money Market Mutual Fund.** An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
  - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

Not Applicable

**VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Mansfield, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Mansfield to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township of Mansfield or by a third party custodian prior to or upon the release of the Township of Mansfield's funds.

To assure that all parties with whom the Township of Mansfield deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

**VIII. REPORTING REQUIREMENTS.**

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of Mansfield a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of Mansfield as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.



E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

F. The fees incurred to undertake such Deposits or Permitted Investments.

G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Mansfield.

**IX. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2014 to December 31, 2014. Attached to this Plan is a resolution of the governing body of the Township of Mansfield approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**RESOLUTION 2014-1-11**

**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.

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 2014-1-12**

**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 2014:

1. Mayor: Robert J. Higgins
2. Deputy Mayor: Alfred W. Clark
3. Committee Member: Janice A. 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 2014-1-13**

**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-six (.56) 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-six (.56) cents per mile, with mileage as calculated from the Municipal Complex to the job/education/meeting location for approved trips effective immediately.

**RESOLUTION 2014-1-14**

**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 2, 2014, hereby authorizes the Tax Collector to cancel tax balances under \$10.00.

**RESOLUTION 2014-1-15**

**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 2014-1-16**

**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 2014-1-17**

**RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2014**

**WHEREAS**, N.J.S.A. 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:

<b>Type</b>	<b>Date Authorized</b>	<b>Amount Authorized</b>	<b>Bonding Required</b>
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 2014 as follows:

<b>Type</b>	<b>Custodial</b>	<b>Amount Authorized</b>	<b>Bonding Required</b>
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 2014-1-18**

**RESOLUTION AUTHORIZING THE STATE AND COUNTY COOPERATIVE PURCHASING PROGRAM FOR PURCHASES FOR THE YEAR 2014**

**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 2014.

**RESOLUTION 2014-1-19**

**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, 2014, hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

**PUBLIC COMMENT**

**Mayor Higgins** opened the public comment portion of the meeting. There were no comments. **Mayor Higgins** commented that, because of weather concerns, we would like to proceed quickly.

**AGENDA AMENDMENT**

**Committeeman Clark** made a motion to amend the agenda. The motion was second by **Committeeman Gable** and carried.

A motion was offered by **Committeeman Puglia** and second by **Committeewoman DiGiuseppe** to give the employees a day off because of the State of Emergency due to the weather. Motion carried.

**TOWNSHIP COMMITTEE MEMBER STATEMENTS:**

**Committeewoman DiGiuseppe** thanked everyone for attending the meeting. She also thanked the Township Employees for working diligently and hard this year. She felt they have all done a superb job. She also gave **Clerk Semus** and her staff credit for working hard to have the Resolutions and other documents completed today in time for tonight’s meeting. She also congratulated Bob Higgins, Fred Clark and Sean Gable.

**Committeeman Gable** thanked the residents for the opportunity to serve on the Committee. He appreciates their support. He also thanked all who participates and helps the community by being on a board or serving the community. He thanked the employees and professionals who were in attendance tonight. He congratulated **Mayor Higgins** and **Deputy Mayor Clark** and thanked **Committeeman Puglia** for all of his years of service as Mayor.

**Committeeman Puglia** said it has been a pleasure serving as Mayor and Deputy Mayor for over 10 years. He felt many things that worked out good. Although there is a Mayor, it is still a 5 member committee. The Mayor can’t just make things happen. He appreciated the 10 to 12 years he has served on the committee. He congratulated everyone on the board.

**Committeeman Clark** thanked all for coming. He spoke of coming up through the ranks by serving on the Zoning and Planning Boards, Committee, and now Deputy Mayor. He feels it is a privilege and thanked the rest of the Committee for giving him the opportunity to serve as Deputy Mayor. He congratulated **Mayor Higgins** and **Committeeman Gable’s** new term of office.

**Mayor Higgins** congratulated **Committeeman Gable’s** re-appointment to the Township Committee and **Deputy Mayor Clark**. **Mayor Higgins** said that he and his family moved to Mansfield Township about 18 years ago and about 8 years ago, he received a phone call from the mayor at that time, **Art Puglia** in regard to his possible interest in serving on the Township Committee. For the past 7 years, he has been on the Committee and has worked with **Committeeman Puglia**. They have had differences of opinions but they have always expressed their opinions. He hopes that, in the 7 years, **Committeeman Puglia** feels comfortable with some of the things that he has said and maybe considered. **Mayor Higgins** feels that **Committeeman Puglia** has had a lot of good ideas, sometimes not taking the credit for them. **Committeeman Puglia** has always wanted to hear what others have to say and, from there, he makes decisions which have been for the best for the Township. **Mayor Higgins** said that sitting on the Committee can be a lot of work and **Committeeman Puglia** has done this for over 10 years. Decisions don’t please everyone and he has done this for the past 10 years which **Mayor Higgins** felt was remarkable. He feels **Committeeman Puglia** is the type of person he really wants to work with. He thanked **Committeeman Puglia** for all he has done. People don’t know what he has done. **Mayor Higgins** looks forward to working with him and for many years to come. **Committeeman Puglia** and **Committeewoman DiGiuseppe** are up for re-election this year and he hopes they continue to work on the Committee.

**MOTION TO ADJOURN**

A motion was offered by **Committeeman Puglia** and second by **Deputy Mayor Clark** to adjourn. Motion carried.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_  
Barbara A. Crammer  
Deputy Clerk

\_\_\_\_\_  
Linda Semus, RMC  
Municipal Clerk

Approved: January 22, 2014