

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY**

**2018 REORGANIZATION MEETING  
January 3, 2018 – 7:00PM**

**Municipal Clerk Linda Semus**, on behalf of the Township Committee and employees, welcomed the public and wished them a happy New Year. She explained that, according to state law, we must open the meeting for public comments. However, since this 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 which will be held on Thursday, January 4, 2018 at 6:00PM in the Municipal Complex located at 3135 Route 206 South, Columbus, New Jersey 08022. Additionally, **Municipal Clerk Semus** asked for all those in attendance who are being appointed to a municipal board or municipal position to come forward after the conclusion of the meeting to be administered their Oath of Office.

**Municipal Clerk Semus** called the meeting to order with the following statement:

Public notice of this meeting pursuant to the Open Public Meetings Act N.J.S.A. 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, 2017. 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 6, 2017.

The above statement was followed by the Flag Salute and a moment of silence.

**OATH OF OFFICE**

**Municipal Clerk Semus** offered congratulations to Janice A. DiGiuseppe and Frederick D. Cain for being elected as members to the Governing Body.

The Honorable Aimee R. Belgard administered the Oath of Office to Ms. DiGiuseppe.

**Municipal Clerk Semus** administered the Oath of Office to Mr. Cain.

**Committeewoman DiGiuseppe** and **Committeeman Cain** took their place on the dais.

**ROLL CALL**

**Municipal Clerk Semus** called for a Roll Call. The following Township Committee Members were in attendance: **Committeeman Frederick D. Cain**, **Committeeman Michael H. Magee**, **Committeeman Sean Gable**, **Committeeman Robert J. Higgins**, and **Committeewoman Janice A. DiGiuseppe**.

**NOMINATION OF MAYOR**

**Municipal Clerk Semus** called for a nomination of a member of the Township Committee to serve as Chairperson and Mayor for the year 2018. A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Cain** to nominate **Committeeman Higgins** as Mayor of the Township of Mansfield for the year 2018. The Motion was carried on a Roll Call Vote, recorded as follows:

**AYE: DIGIUSEPPE, CAIN, GABLE, MAGEE, HIGGINS**

**NAY:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION 2018-1-1  
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, 2018 or until his duly qualified successor has been appointed.

**Municipal Clerk Semus** administered the Oath of Office for Mayor to **Committeeman Higgins**.

The meeting was turned over to **Mayor Higgins**.

**NOMINATION OF DEPUTY MAYOR**

Mayor Higgins called for a nomination for Deputy Mayor for the year 2018. A motion was offered by Committeeman Cain and second by Committeeman Magee to nominate Committeewoman DiGiuseppe as Deputy Mayor. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: CAIN, MAGEE, DIGIUSEPPE, GABLE, HIGGINS**  
**NAY:            ABSENT:    ABSTAIN:**

**RESOLUTION 2018-1-2  
APPOINTMENT OF DEPUTY MAYOR**

**BE IT HEREBY RESOLVED** that **JANICE A. DI GIUSEPPE** be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2018 or until his/her duly qualified successor has been appointed.

**RESOLUTIONS**

**RESOLUTION 2018-1-3  
APPOINTMENT OF PROFESSIONAL STAFF 2018**

**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:**

- AUDITOR:** Michael Holt, CPA, RMA, PSA of Holman & Frenia Allison, PC, term expiration 12/31/18
- BOND COUNSEL:** Thomas J. Hastie, Jr., Esq., of Capehart & Scatchard, PA, term expiration 12/31/18
- TRAFFIC ENGINEER:** Alexander Litwornia, PE/PP, of Litwornia Associates, Inc., term expiration 12/31/18
- PLANNER:** Barbara Fegley, of AICP, PP, of Environmental Resolutions, Inc. term expiration 12/31/18
- PROSECUTOR:** George Morris, Esq., of Parker McCay, PA, term expiration of 12/31/18  
Alternates: Ephram Levin and Linda Galella
- PUBLIC DEFENDER:** James D. Fattorni, Esq., term expiration of 12/31/18
- SOLICITOR:** John C. Gillespie, Esq., Parker McCay, term expiration 12/31/18
- LABOR ATTORNEY:** Joseph F. Bentley, Esq., Capehart Scatchard, term expiration of 12/31/18

**Municipal Clerk Semus** read aloud the above listed resolution and designated professional appointments.

On motion by **Committeeman Cain** and seconded by **Deputy Mayor DiGiuseppe**, it was moved to adopt Resolution 2018-1-3. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: CAIN, DIGIUSEPPE, GABLE, MAGEE, HIGGINS**  
**NAY:            ABSENT:    ABSTAIN:**

**RESOLUTION 2018-1-4  
RESOLUTION APPOINT SPECIAL PROJECT ENGINEERS**

**WHEREAS**, the Township of Mansfield wishes to select engineering firms in order to assign projects on a case-by-case basis, at the discretion of the Township, as the need arises, which services are to be provided under the direction of the Township Committee, including but not limited to all those services normally provided by a municipal engineer where authorized; and

**WHEREAS**, the Township wishes to select firms capable of providing these services by following a “fair and open process”, as defined by N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the Township publicly advertised for these services by posting a Request for Qualifications ten

(10) days prior to the award, in order to qualify persons and/or firms that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) obtain the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Mansfield Township; and

**WHEREAS**, after reviewing the responses to the Request for Qualifications, the Township has determined that the following firms have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in the Request for Qualifications:

**Chris Briglia, PE, of Carroll Engineering Corporation**  
**Gregory R. Valesi, PE, PP, CME of CME Associates**  
**Timothy R. Staszewski, PE, CME, of Remington & Vernick Engineers**

**WHEREAS**, the above named firms have agreed to provide the necessary engineering services in the event the need arises during the year 2018; and

**WHEREAS**, funds are available for this purpose and a certification of availability of funds shall be provided by the Township CFO/Treasurer prior to any funds being expended, and by way of submission of purchase orders/invoices generated as services are rendered; and

**WHEREAS**, the Township's Purchasing Agent is satisfied that said certification is in proper form;

**NOW, THEREFORE, BE IT RESOLVED** on this 3rd day of January, 2018, by the Township Committee of Mansfield, County of Burlington, State of New Jersey, that:

1. The above named firms are hereby designated as Special Project Engineers for a one year term, ending December 31, 2018, making them eligible to receive contracts for engineering projects on an as-needed basis, subject to the availability of funds.
2. In the event of a conflict of interest, the Special Project Engineer shall advise the Township and shall recuse itself from any further representation of the Township on the project wherein a conflict exists.
3. Fees for these services shall be paid in such amounts as may be authorized by the Township, to be charged to the appropriate account as services are rendered.
4. This designation is made without competitive bidding pursuant to the Local Unit Pay-To-Play Law (N.J.S.A. 19:44A-20-4, et seq.)

**Municipal Clerk Semus** read aloud the aforementioned resolution and engineer appointments.

On motion by **Committeeman Gable** and seconded by **Committeeman Cain**, it was moved to adopt Resolution 2018-1-4. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: GABLE, CAIN, MAGEE, DIGIUSEPPE, HIGGINS**

**NAY: ABSENT: ABSTAIN:**

**RESOLUTION 2018-1-5**  
**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: Janice A. DiGiuseppe**

**Liaison of Engineering Services: Frederick D. Cain, Michael H. Magee**

**Liaison of Insurance and Safety: Janice A. DiGiuseppe, Sean Gable**

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

**Liaison of: Environmental Commission: Robert J. Higgins, Frederick D. Cain**

**Liaison for Special Events Committee: Janice A. DiGiuseppe, Frederick D. Cain**

**Liaison of Community Forestry Committee: Robert J. Higgins, Frederick D. Cain**

**Liaison of Recreation Committee: Janice A. DiGiuseppe, Sean Gable**

**Emergency Squad Liaison: Sean Gable, Robert J. Higgins**

**Fire Department Liaison: Frederick D. Cain, Michael H. Magee**

**Police Commissioner: Robert J. Higgins**

**ADMINISTRATION:**

**Municipal Search Officer: Linda Semus**

**Public Compliance Officer: Linda Semus**

**Administrative Liaison: Linda Semus**

**Deputy Clerks: Caitlin Midgette and Barbara A. Crammer**

**BOARD OF HEALTH:**

**Robert J. Higgins, Sean Gable, Janice A. DiGiuseppe, Michael H. Magee, Frederick D. Cain**

**Secretary: Linda Semus**

**Physician: Virtua at Work**

**Municipal Registrar: Linda Semus**

**Deputy Registrar: Caitlin Midgette**

**Alternate Registrars: Ashley Jolly and Barbara A. Crammer**

**LAND USE DEPARTMENT:**

Land Use Coordinator: Ashley Jolly

**TOWNSHIP SUPERINTENDENT and WORKING SUPERVISOR**

Jeffrey K. Jones

Assistant Working Supervisor: Frank Parkerson

**RECYCLING COORDINATOR:**

Dorothy Wirth

**CLEAN COMMUNITY PROGRAM DIRECTOR:**

Dorothy Wirth

**TOWNSHIP FORESTER**

Forrester: Donald Knezick

**ZONING OFFICIAL:**

Ashley Jolly

**PROPERTY MAINTENANCE OFFICIALS:**

Ernest Bogley

**FIRE POLICE:**

Jack Alloway, Ronald Cottrell, Matthew Lloyd, Thomas Minard, Stephen Perkins Sr., Daniel Petroni, Dawn Pietrzykowski, Mark S. Semus, Edward Tyler, Daniel VanMater, Daniel Dean, Dalton Okerson

**PLANNING BOARD MEMBERS:**

Mayor: Robert J. Higgins	Mayor .....	Expires 12/31/18
Class I: Janice A. DiGiuseppe	Mayor Designee.....	Expires 12/31/18
Class II: Douglas Borgstrom	.....	Expires 12/31/18
Class III: Frederick D. Cain	.....	Expires 12/31/18
Class IV: Scott Preidel	.....	Expires 12/31/21
Class IV: Shane Fleming (Alternate I)	.....	Expires 12-31-19

**ZONING BOARD MEMBERS:**

James Soden	.....	Expires 12/31/21
Robert Gawron	.....	Expires 12/31/21
Mark Clark (alternate I)	.....	Expires 12/31/19
Anjani Kumar (alternate II)	.....	Expires 12/31/18

**ENVIRONMENTAL COMMISSION:**

**Secretary:** Yaga Erwin

Todd Kokotajlo	.....	Expires 12/31/20
Jack Kelly...(Alt 1)	.....	Expires 12-31-18
Yaga Erwin..(Alt 2)	.....	Expires 12-31-19

**STORMWATER PROGRAM COORDINATOR:**

Michael Fitzpatrick

**COMMUNITY FORESTRY COMMITTEE:**

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

**RECREATION COMMITTEE:**

Colleen Herbert, Brian Morro, Samuel Wood, Brian Sisz, Pete Mosteller, Tammie Caloiaro, Robert Siverio, Randy Feig James Kozachek (2 vacant spots-interviews ongoing)  
Secretary/Recreation Coordinator: Paul Narwid

**EMERGENCY MANAGEMENT COMMITTEE:**

Emergency Management Coordinator: Douglas Borgstrom	.....	Expires 12-31-19
Assistant Emergency Management Coordinator: Sean Gable	....	Expires 12-31-18

Emergency Management Secretary: Thomas Minard  
Jeffrey K. Jones, Sean Gable, Herbert Dubell, Jr., Joseph P. Monzo, Thomas Minard, Ronald G. Mulhall, Jr., Eric J. Campbell, Ryan Lewis, Christopher VanMater, Stephen S. Perkins, Sr., Robert J. Higgins

**SAFETY COMMITTEE:**

Coordinator: Michael Fitzpatrick  
Claims Coordinator (Tort/Property Damage): Linda Semus  
Claims Coordinator (WCC/Personal Injury): Bonnie Grouser  
Committee: Robert J. Higgins, Linda Semus, Jeffrey K. Jones, Jeff Burd, Ashely Jolly, Elaine Fortin, Ronald G. Mulhall, Jr., Ryan Lewis, Bonnie Grouser, Lori Hall-David, Herbert Dubell, Jr.  
Secretary: Linda Semus



On motion by **Committeeman Gable** and seconded by **Committeeman Cain**, it was moved to adopt Resolution 2018-1-6. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: GABLE, CAIN, MAGEE, DIGIUSEPPE**

**NAY:**

**ABSENT:**

**ABSTAIN: HIGGINS**

**Deputy Mayor DiGiuseppe** stated that though additional proposals were received for Risk Management Consultant at a lower commission rate, she voted in favor of Insurance Agency Management, Inc. due to recommendations of exceptional quality for the same.

**CONSENT AGENDA RESOLUTIONS**

**Mayor Higgins** explained the purpose of the Consent Agenda to the public before moving forward with the same.

**RESOLUTION 2018-1-7  
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, 2018;

**PRIMARY:** Burlington County Times

**SECONDARY:** Trenton Times

**RESOLUTION 2018-1-8  
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 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 2017 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 at 6:00PM on the schedule of meetings listed below. Work sessions will be held at 6:00PM as listed below.

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 prior to the Mansfield Township Committee meetings at 5:45 on the following dates: March 21, June 20, September 19, and December 6.

- 2018 Mansfield Township Committee  
Notice of Annual Schedule Meetings**  
January 4 Thurs and 24 Wed at 6:00 PM  
February 12 Mon **5:00 PM** (wk session) and 21 Wed at 6:00 PM  
March 1 Thurs (wk session) and 21 Wed at 6:00 PM  
April 5 Thurs (wk session) and 18 Wed at 6:00 PM  
May 3 Thurs (wk session) and 16 Wed at 6:00 PM  
June 20 Wed at 6:00 PM

July 18 Wed at 6:00 PM  
 August 15 Wed at 6:00 PM  
 September 6 Thurs (wk session) and 19 Wed at 6:00 PM  
 October 4 Thurs (wk session) and 17 Wed at 6:00 PM  
 November 1 Thurs at 6:00 PM  
 November 28 (**Wednesday**-Special Meeting-RFP Review & paying Township Bills and action of Resolutions  
 necessary 4:00 PM)  
 December 6 Thurs (wk session) & 19 Wed at 6:00 PM  
 January 3, 2019 Thurs (Re-organization-6:00 PM)  
**First Regular Meeting in 2019 – January 7, 2019 Monday at 6:00 PM**

**RESOLUTION 2018-1-9  
 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 2018 for a Full-time Non-Contractual employee. Under the Fair Labor Standard Act, **regular** 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.

**2018 Mansfield Township Schedule of Holidays**

New Year's Day	Monday	January 1, 2018
Martin Luther King Day	Monday	January 15, 2018
Presidents' Day	Monday	February 19, 2018
Good Friday	Friday	March 30, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Veteran's Day	Monday	November 12, 2018
Thanksgiving Holiday	Thursday	November 22, 2018
Thanksgiving Holiday	Friday	November 23, 2018
Christmas Holiday	Tuesday	December 25, 2018
Christmas Holiday	Wednesday	December 26, 2018

**2019 HOLIDAY**

New Year's Holiday	Tuesday	January 1, 2019
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**RESOLUTION 2018-1-10  
 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 2018-1-11  
 CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD 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:

- Current
- 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 Operating and Capital
- Sidewalk Contribution
- Federal Forfeiture
- 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:

- TD Bank
- 1<sup>st</sup> Constitution
- The Bank of Princeton
- Beneficial 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, 2018 to December 31, 2018. 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 2018-1-12  
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 2018-1-13  
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 2018:

- 1. **Mayor:** Robert J. Higgins

2. **Deputy Mayor:** Janice DiGiuseppe
3. **Committee Member:** Sean Gable
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 2018-1-14  
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 mileage reimbursement rate will be equivalent to the standard business rate as permitted by the Internal Revenue Service effective January 1, 2018;

**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 all officials and employees a mileage reimbursement rate equivalent to the standard business rate as permitted by the Internal Revenue Service, effective January 1, 2018, with said mileage being calculated from the Municipal Complex to the job/education/meeting location for approved trips.

**RESOLUTION 2018-1-15  
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, 2018, hereby authorizes the Tax Collector to cancel tax balances under \$10.00.

**RESOLUTION 2018-1-16  
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 2018.

**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 2018-1-17  
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 2018-1-18  
RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2018**

**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:

<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 2016 as follows:

<b>Type</b>	<b>Custodian</b>	<b>Amount Authorized</b>	<b>Bonding Required</b>
Police	Ron Mulhall	\$100	\$0
Finance	Joseph P. Monzo	\$250	\$0

Recreation	Paul Narwid	\$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 2018-1-19  
RESOLUTION AUTHORIZING THE STATE AND COUNTY COOPERATIVE PURCHASING  
PROGRAM FOR PURCHASES FOR THE YEAR 2018**

**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 2018.

**RESOLUTION 2018-1-20  
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, 2018, hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

**RESOLUTION 2018-1-21  
RESOLUTION TO PROVIDE PAYROLL SERVICES**

**WHEREAS**, the Township of Mansfield, in the County of Burlington, State of New Jersey requires the delivery of payroll services for its municipal employees, and

**WHEREAS**, The Township adopted Ordinance 2014-1 allowing for Third Party Disbursements, and

**WHEREAS**, PrimePoint Payroll Services has delivered quality payroll processing services to the Township for many years, and

**WHEREAS**, PrimePoint can fulfill the requirements of Ordinance 2014-1 and,

**WHEREAS**, the Chief Financial Officer has attached a proposal for services which fall below the state required quote threshold,

**NOW THEREFORE EBE IT RESOLVED** by the Township Committee of the Township of Mansfield, in the County of Burlington, State of New Jersey that PrimePoint Payroll Services be appointed as the payroll processing provider for the calendar year 2018.

**RESOLUTION 2018-22  
RESOLUTION TO ACCEPT AND AUTHORIZE EXECUTION OF A PROFESSIONAL SERVICE  
AGREEMENT FOR AFFORDABLE HOUSING SERVICES WITH TRIAD ADVISORY SERVCIES, INC.  
T/A TRIAD ASSOCIATES**

**WHEREAS**, the Township of Mansfield is interested in entering into an agreement with **Triad Advisory Services, Inc., T/A Triad Associates**; and

**WHEREAS**, **Triad Advisory Services, Inc., T/A Triad Associates** has submitted a proposal to Mansfield Township received November 15, 2017; and

**WHEREAS**, Mansfield Township has evaluated said proposal by **Triad Advisory Services, Inc., T/A Triad Associates**; and

**WHEREAS**, Mansfield Township has elected to enter into an agreement with **Triad Advisory Services, Inc., T/A Triad Associates** consistent with their proposal dated November 15, 2017 for the year 2018; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that:

1. The Mayor and Township Clerk are hereby authorized and directed to execute any and all contracts/agreements with **Triad Advisory Services, Inc., T/A Triad Associates** as the Township of Mansfield's COAH Coordinator/Administrator which is necessary to support all COAH requirements for Mansfield Township with the appropriate State and County Agencies;
2. This award is made available through account number: **0120121190299**

A motion was offered by **Committeeman Magee** and seconded by **Deputy Mayor DiGiuseppe** to approve the above listed Consent Agenda Resolutions. Motion carried on a Roll Call Vote, as follows:

**AYE: MAGEE, DIGIUSEPPE, CAIN, GABLE, HIGGINS**

**NAY:**

**ABSENT:**

**ABSTAIN: HIGGINS (Resolution 2018-1-21)**

**MAGEE (Resolution 2018-1-21)**

### **PUBLIC COMMENTS**

No comments.

### **COMMITTEE COMMENTS**

**Mayor Higgins** thanked the public for attending, and welcomed **Deputy Mayor DiGiuseppe** and **Committeeman Cain**. **Mayor Higgins** expressed enthusiasm for working with the Governing Body as Mayor for the coming year.

**Deputy Mayor DiGiuseppe** expressed appreciation of public support during the last election cycle and thanked Township Committee for her appointment as Deputy Mayor. As a member of the Governing Body, **Deputy Mayor DiGiuseppe** stated that her priorities are fair taxation and governmental transparency.

**Committeeman Gable** welcomed **Deputy Mayor DiGiuseppe** and **Committeeman Cain**, and congratulated **Mayor Higgins** on his appointment as Mayor.

**Committeeman Magee** thanked the public for attending, and stated that Township Committee will strive to do what is best for the residents of Mansfield Township.

**Committeeman Cain** thanked the public for their attendance and support, and reiterated his campaign platform of honest and open expenditures of municipal funds.

**Mayor Higgins** requested that all appointees to a municipal board or position step forward to take the Oath of Office.

**Deputy Mayor DiGiuseppe** invited the public to light refreshments after the meeting.

### **ADJOURNMENT**

A motion for adjournment was offered by **Committeeman Cain** and seconded by **Deputy Mayor DiGiuseppe**. Motion carried. Meeting adjourned at 7:25PM.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

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Caitlin Midgett  
Deputy Clerk

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Linda Semus, RMC  
Municipal Clerk