

NOMINATION OF DEPUTY MAYOR

Mayor Gable called for a nomination for Deputy Mayor for the year 2019. A motion was offered by Mayor Gable and second by Committeeman Cain to nominate Committeeman Magee as Deputy Mayor. Motion carried on a Roll Call Vote, recorded as follows:

AYE: GABLE, CAIN, MAGEE

NAY: DIGIUSEPPE

ABSENT:

ABSTAIN: HIGGINS

Committeewoman DiGiuseppe explained her above vote as a vote of no confidence.

Municipal Clerk Semus administered the Oath of Office for Deputy Mayor to Committeeman Magee.

**RESOLUTION 2019-1-2
APPOINTMENT OF DEPUTY MAYOR**

BE IT HEREBY RESOLVED that **MICHAEL H. MAGEE** be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2019 or until his/her duly qualified successor has been appointed.

RESOLUTIONS

**RESOLUTION 2019-1-3
APPOINTMENT OF PROFESSIONAL STAFF 2019**

WHEREAS, there exists a need for the following Professionals; an,

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:** Robert P. Nehila, Jr., of Bowman & Company, LLP, term expiration 12/31/19
- BOND COUNSEL:** Thomas J. Hastie, Jr., Esq., of Capehart & Scatchard, PA, term expiration 12/31/19
- TRAFFIC ENGINEER:** Alexander Litwornia, PE/PP, of Litwornia Associates, Inc., term expiration 12/31/19
- PLANNER:** Edward Fox, of Environmental Resolutions, Inc. term expiration 12/31/19
- PROSECUTOR:** George Morris, Esq., of Parker McCay, PA, term expiration of 12/31/19
Alternates: Ephram Levin and Linda Galella
- PUBLIC DEFENDER:** James D. Fattorni, Esq., term expiration of 12/31/19
- SOLICITOR:** John C. Gillespie, Esq., Parker McCay, term expiration 12/31/19
- LABOR ATTORNEY:** Joseph F. Bentley, Esq., Capehart Scatchard, term expiration of 12/31/19

On motion by Committeeman Cain and seconded by Committeewoman DiGiuseppe, it was moved to adopt Resolution 2019-1-3. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CAIN, DIGIUSEPPE, MAGEE, GABLE

NAY:

ABSENT: HIGGINS

ABSTAIN:

**RESOLUTION 2019-1-4
RESOLUTION APPOINTING 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:

Remington and Vernick Engineers- John Pine, PE
Alaimo Group – Richard Alaimo, PE
CME Associates – Kurt Otto, PE

WHEREAS, the above named firms have agreed to provide the necessary engineering services in the event the need arises during the year 2019; 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, 2019, 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.)

On motion by **Deputy Mayor Magee** and seconded by **Committeeman Cain**, it was moved to adopt Resolution 2019-1-4. Motion carried on a Roll Call Vote, recorded as follows:

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

RESOLUTION 2019-1-5
PROFESSIONAL SERVICES RISK MANAGEMENT
TIMOTHY C. IRONS OF INSURANCE AGENCY MANAGEMENT INC. T/A T.C. IRONS
AGENCY OF BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
BURLINGTON COUNTY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, the Governing Body of Mansfield Township is a member of the **Burlington County Municipal Joint Insurance Fund**, a self-insurance pooling fund; 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 to 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.

On motion by **Committeewoman DiGiuseppe** and seconded by **Committeeman Cain**, it was moved to adopt Resolution 2019-1-5. Motion carried on a Roll Call Vote, recorded as follows:

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

CONSENT AGENDA RESOLUTIONS

**RESOLUTION 2019-1-6
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:

Liaison of Engineering Services: Frederick D. Cain, Robert J. Higgins
Liaison of Insurance and Safety: Janice A. DiGiuseppe, Sean Gable
Liaison of Emergency Management: Janice DiGiuseppe and Sean Gable
Liaison of: Environmental Commission: Robert J. Higgins, Frederick D. Cain
Liaison for Special Events Committee: Sean Gable, Frederick D. Cain
Liaison of Community Forestry Committee: Robert J. Higgins, Frederick D. Cain
Liaison of Recreation Committee: Janice A. DiGiuseppe, Robert J. Higgins
Emergency Squad Liaison: Sean Gable, Janice A. DiGiuseppe
Fire Department Liaison: Frederick D. Cain, Michael H. Magee
Police Commissioner: Sean Gable

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:

Sean Gable, Michael H. Magee, 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:

Caitlin Midgette

CLEAN COMMUNITY PROGRAM DIRECTOR:

Caitlin Midgette

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

SPECIAL LAW ENFORCEMENT OFFICER: (SLEO)

David Jobst

PLANNING BOARD MEMBERS:

Mayor: Sean Gable Mayor	Expires 12/31/19
Class I: Robert J. Higgins Mayor Designee.....	Expires 12/31/19
Class II: Douglas Borgstrom.....	Expires 12/31/19
Class III: Frederick D. Cain.....	Expires 12/31/19
Class IV: Shane Fleming	Expires 12/31/22
Class IV: Rudy Ocello (Alternate I).....	Expires 12/31/19
Class IV: Dalpat Patel (Alternate II)	Expires 12/31/20

ZONING BOARD MEMBERS:

William Tahirak.....	Expires 12/31/22
Vacant (unexpired term) (Class IV)	Expires 12/31/21
Vacant (alternate II).....	Expires 12/31/20

ENVIRONMENTAL COMMISSION:

Secretary: Yaga Erwin

Mark Clark.....	Expires 12/31/21
Serra Gungor.....	Expires 12/31/21
Bob Harrison.....	Expires 12/31/21
Jack Kelly...(Alt 2).....	Expires 12/31/20
Frederick Cain (Alt 1)...(filing unexpired term).....	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 Siz, Pete Mosteller, Tammie Caloiaro, Robert Siverio, Randy Feig James Kozachek, Amy Lewis

Secretary/Recreation Coordinator: Paul Narwid

EMERGENCY MANAGEMENT COMMITTEE:

Emergency Management Coordinator: Douglas Borgstrom..... Expires 12-31-19

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

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, Alexander Belonzi

SAFETY COMMITTEE:

Coordinator: Michael Fitzpatrick

Claims Coordinator (Tort/Property Damage): Linda Semus

Claims Coordinator (WCC/Personal Injury): Bonnie Grouser

Committee: Janice A. DiGiuseppe, Linda Semus, Jeffrey K. Jones, Ashely Jolly, Dana Elliott, Ronald G. Mulhall, Jr., Ryan Lewis, Bonnie Grouser, Lori Hall-David, Herbert Dubell, Jr.

Secretary: Linda Semus

SPECIAL EVENTS COMMITTEE:

Leah Difilippo, Douglas Borgstrom, Barbara Crammer, Colleen Herbert, Cecilia Maltese; Stephen S. Perkins, Sr, Debbie Regi, Jessica Roney, Dawn Hugg, Deann Szatkowski, Kate Tallon, Dawn Pietrzykowski, Jolyn Vitale, Abigail Hemmes, Linda Semus

BURLINGTON COUNTY RESOURCE RECOVERY HOST BENEFIT LIAISON:

Janice DiGiuseppe

SANITARY INSPECTOR (Landfill):

John Kampo

FUND COMMISSIONER/JIF REPRESENTATIVE:

Commissioner: Michael Fitzpatrick

Alternate: Michael H. Magee

INSURANCE FUND ALTERNATE TRANSITIONAL DUTY CONTACT:

Michael Fitzpatrick

OFFICIAL TOWNSHIP HISTORIAN:

Pearl Tusim

ADA COORDINATOR:

Remington and Vernick

ANIMAL CONTROL OFFICER:

Bordentown Animal Control

TOWNSHIP PHYSICIAN:

Virtua at Work

**RESOLUTION 2019-1-7
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, 2019;

PRIMARY: Burlington County Times
SECONDARY: Trenton Times

**RESOLUTION 2019-1-8
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, 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 2019 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 except as otherwise specifically provided. 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: Executive/Closed Sessions of the Mansfield Township Committee will be held at 5:30 PM as needed in accordance with said Act and prior to the Regular Township Committee meetings scheduled. In the event that an Executive/Closed Session is not necessary, the 5:30 PM meeting will simply be cancelled.

Mansfield Township Board of Health Meetings will take place prior to the Mansfield Township Committee meetings at 5:45 on the following dates: March 20, June 19, September 18, and December 18.

**2019 Mansfield Township Committee
Notice of Annual Schedule Meetings**

- January 7th Monday at 5:30PM and January 15th Tuesday
- February 7th (wk session) and 20th
- March 7th (wk session) and 20th
- April 4th (wk session) and 17th
- May 2nd (wk session) and 15th
- June 19th
- July 17th
- August 21st
- September 5th (wk session) and 18th
- October 3rd (wk session) and 16th
- November 7th

November 26th (Tuesday-Special Meeting-RFP Review & paying Township Bills and any other action that may be necessary 4:00 PM)

December 5th (wk session) & 18th

January 6, 2020 Monday- (Re-organization-6:00 PM)

First Regular Meeting in 2020 – January 9, 2020 Thurs at 6:00 PM

**RESOLUTION 2019-1-9
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.

2019 Mansfield Township Schedule of Holidays

New Year's Day	Tuesday	January 1, 2019
Martin Luther King Day	Monday	January 21, 2019
Presidents' Day	Monday	February 18, 2019
Good Friday	Friday	April 19, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Wednesday	July 4, 2019
Labor Day	Monday	September 2, 2019
Veteran's Day	Monday	November 11, 2019
Thanksgiving Holiday	Thursday	November 28, 2019
Thanksgiving Holiday	Friday	November 29, 2019
Christmas Holiday	Wednesday	December 25, 2019
Christmas Holiday	Thursday	December 26, 2019
<u>2020 HOLIDAY</u>		
New Year's Holiday	Wednesday	January 1, 2020

**RESOLUTION 2019-1-10
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 2019-1-11
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 DEPOSITORYES.

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
- 1st 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, 2019 to December 31, 2019. 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 2019-1-12
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 2019-1-13
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 2019:

1. **Mayor:** Sean Gable
2. **Deputy Mayor:** Michael H. Magee
3. **Committee Member:** Robert J. Higgins

4. **Municipal Clerk:** Linda Semus
5. **Chief Municipal Finance Officer:** Joseph P. Monzo
6. **Tax Collector:** Dana Elliott (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 2019-1-14
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, 2019.

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, 2019, with said mileage being calculated from the Municipal Complex to the job/education/meeting location for approved trips.

**RESOLUTION 2019-1-15
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, 2019, hereby authorizes the Tax Collector to cancel tax balances under \$10.00.

**RESOLUTION 2019-1-16
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 2019.

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 2019-1-17
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 2019-1-18
RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2019**

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:

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

WHEREAS, it is the desire of Mansfield Township, Burlington County, to reauthorize such funds for Calendar Year 2019 as follows:

Type	Custodian	Amount Authorized	Bonding Required
Police	Ron Mulhall	\$100	\$0
Finance	Joseph P. Monzo	\$250	\$0
Recreation	Paul Narwid	\$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 2019-1-19
RESOLUTION AUTHORIZING THE STATE AND COUNTY COOPERATIVE PURCHASING PROGRAM FOR PURCHASES FOR THE YEAR 2019**

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 2019.

**RESOLUTION 2019-1-20
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, 2019, hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

**RESOLUTION 2019-1-21
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 BE 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 2019.

**RESOLUTION 2019-1-22
RESOLUTION TO ACCEPT AND AUTHORIZE EXECUTION OF A PROFESSIONAL SERVICE
AGREEMENT FOR AFFORDABLE HOUSING SERVICES WITH
TRIAD ADVISORY SERVICES, 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 on October 29, 2018; 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 October 29, 2018 for the year 2019; 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 Cain** and seconded by **Committeeman Magee** to adopt the Consent Agenda Resolutions. Motion carried on a Roll Call Vote, as follows:

AYE: CAIN, MAGEE, DIGIUSEPPE, GABLE

NAY: ABSENT: HIGGINS ABSTAIN:

PUBLIC COMMENTS

No comments.

COMMITTEE COMMENTS

Committeewoman DiGiuseppe thanked members of the public for their support, and stated that she will continue to be diligent regarding tax funds.

Committeeman Cain thanked the public for attending, and stated that he looks forward to working with the Township Committee and municipal staff in the coming year.

Deputy Mayor Magee thanked the public for attending, and stated that he looks forward to working the Township Committee to accomplish various goals.

Mayor Gable congratulated **Committeeman Magee** and **Committeeman Higgins** on their reelection. Mr. Gable thanked all residents, volunteers, and staff for their service to the township, and stated that he looks forward to serving Mansfield as mayor.

ADJOURNMENT

A motion for adjournment was offered by **Committeeman Magee** and seconded by **Committeeman Cain** to adjourn the meeting. Motion carried. Meeting adjourned at 6:14PM.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Caitlin Midgette
Deputy Clerk

Linda Semus, RMC
Municipal Clerk

APPROVED: JANUARY 15, 2019