

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY**

**ORDINANCE 2019-4**

**AN ORDINANCE TO AMEND CHAPTER 20 OF THE CODE OF THE TOWNSHIP  
OF MANSFIELD ENTITLED “FEES FOR ADMINISTRATIVE SERVICES”**

**WHEREAS**, N.J.S.A. 22A:4-14 allows notaries public to charge a fee in exchange for certain services; and

**WHEREAS**, N.J.S.A. 22A:4-14 defines those specific services and fees; and

**WHEREAS**, the Township Committee believes it is necessary and helpful to amend the existing Fee Ordinance to conform to those statutory standards.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey as follows:

**ARTICLE I. AMENDED SECTIONS.**

A. Section 20-1, titled “Fees enumerated” is hereby amended as follows by the addition of the following subsection [newly added material is indicated by underlined text; deletions are indicated with ~~striketrough~~]:

§20-1 Fees enumerated:

[Sections A through I to remain unchanged]

J. Notary Service fees. As a service to the public, the Township often makes available the services of its staff who are licensed notaries public within the State of New Jersey. However, there is no obligation to provide these services, and it is afforded as a courtesy as a nominal fee. The fees for services associated with the notary service are set forth below. However, it is expressly understood, that should staff in the Clerk’s office be unable, due to time or other constraints, to provide these services, they will not be obligated to do so. Moreover, should they agree to do so, time and other circumstances permitting, there will be a limit of no more than thirty (30) documents per requestor, per day, which staff will be permitted to handle and notarize or provide the other services set forth below. The fees are as follows:

1. Administration of oath/affirmation: \$2.50/each occurrence
2. Execution of jurat: \$2.50/each occurrence
3. Taking proof of a deed: \$2.50/each occurrence
4. Taking an acknowledgment: \$2.50/each occurrence

**ARTICLE II. REPEALER, SEVERABILITY AND EFFECTIVE DATE.**

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

**CERTIFICATION**

I, **LINDA SEMUS, RMC, CMR**, Municipal Clerk of the Township of Mansfield, County of Burlington, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of an Ordinance which was introduced by the Mansfield Township Committee, County of Burlington, State of New Jersey at their regular meeting held on February 6, 2019 at 6:00 PM at the Municipal Complex, with a Second Reading, public hearing and final adoption held on March 7, 2019.

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