TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY
MEETING MINUTES
REORGANIZATION MEETING
JANUARY 3, 2011

The regular re-organization meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Arthur R. Puglia, Robert J. Higgins, Alfred W. Clark, Sean Gable, Clerk Linda Semus, and Deputy Clerk Barbara Crammer. (Committeeman Kenneth M. Denti absent)**

Clerk Linda Semus welcomed everyone to the reorganization meeting of the Mansfield Township Committee for the year 2011 and wished all in attendance a healthy, happy, and prosperous New Year. According to State Law, **Clerk Semus** said we must open the meeting for public comments. However, since the meeting is for reorganization purposes, the governing body respectfully requested that any and all public questions, comments, or concerns be held and addressed to the Committee at their first meeting of the New Year, January 12, 2011 at 7:30 pm.

Clerk Semus called the meeting to order followed by the flag salute and a moment of silence.

Clerk Semus read the following opening statement.

Public notice of this meeting pursuant to the Open Public Meetings Act NJSA 10:4-6 to 10:4-21 has been satisfied. Notice of this meeting was properly given in the annual notice, which was adopted by the Mansfield Township Committee on January 4, 2010. . Said Resolution was transmitted to the Burlington County Times and the Trenton Times, filed with the Clerk of the Township of Mansfield, posted on the official bulletin board at the Municipal Complex, filed with the members of this body and mailed to each person who has prepaid any charge fixed for such service. All of the mailing, posting, and filing having been accomplished as of January 7, 2010.

Clerk Semus said it was her pleasure to welcome four lovely young ladies from our community who will bedazzle everyone with their remarkable memorization skills. Jessica and Emily Minard and Rebecca and Hannah Yeretzian came forward and recited the America's Creed, Preamble to the Constitution, First Amendment to the Constitution Article I Bill of Rights, Declaration of Independence and Congress, July 4, 1776 and Lincoln's Gettysburg Address.

Clerk Semus congratulated Mr. Sean Gable as the newly elected member of the Township Committee for Mansfield Township.

Mr. Gable was sworn in as Township Committeeman by **Clerk Linda Semus.**

Mr. Gable invited his wife and Daughter to hold the Bible and witness his swearing in as Township Committeeman by **Clerk Linda Semus.**

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

Clerk Semus called for a motion for a member of the Committee to serve as Chair and Mayor in the year 2010. A motion was offered by **Committeeman Alfred W. Clark** and second by **Committeeman Robert J. Higgins** to nominate **Arthur R. Puglia** as Mayor for the year 2011 and adopt Resolution 2011-1-1. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, HIGGINS, GABLE
NAY: NONE ABSENT: DENTI ABSTAIN: PUGLIA
NOT VOTING: PUGLIA

RESOLUTION 2011-1-1
APPOINTMENT OF MAYOR

BE IT HEREBY RESOLVED that Arthur R. Puglia be appointed Chairperson of the Mansfield Township Committee and the Mayor of Mansfield Township, to serve until December 31, 2011 or until his duly qualified successor has been appointed.

Mayor Puglia invited his wife to hold the Bible as **Clerk Semus** administered the Oath of Office as Mayor and Chairman of the Township Committee.

Clerk Semus then turned the meeting over to **Mayor Puglia** who then asked for a nomination for Deputy Mayor. A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to nominate **Robert J. Higgins** as Deputy Mayor for 2011. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: DENTI ABSTAIN: HIGGINS
NOT VOTING: HIGGINS

RESOLUTION 2011-1-2
APPOINTMENT OF DEPUTY MAYOR

BE IT HEREBY RESOLVED that **Robert Higgins** be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2011 or until her duly qualified successor has been appointed.

Clerk Semus administered the Oath of Office to Deputy Mayor Higgins.

Clerk Semus read the following Resolution into the Record.

RESOLUTION 2010-1-3
APPOINTMENT OF PROFESSIONAL STAFF

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

WHEREAS, consistent with the provisions of NJSA 19:44A-20-5, the Township has adopted an ordinance requiring that contracts awarded pursuant to the provisions of NJSA 40A:11-5 shall be awarded through a Request for Qualifications and Proposals process; and

WHEREAS, The Township Committee had received and reviewed said Request for Qualifications and Proposals and have determined that the below listed professionals are qualified to provide such services and are hereby appointed as the professionals representing the Township's interests;

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

The Mayor and the Municipal Clerk are hereby authorized and directed to execute agreements with the following Professionals:

AUDITOR: Kevin P. Frenia of Holman & Frenia, PC

BOND COUNSEL: McManimon & Scotland

ENGINEER: Remington, Vernick and Arango

ENGINEER, TRAFFIC: Litwornia Associates, Inc.

PLANNER: Louis Glass Associates

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

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

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

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to adopt Resolution 2011-1-3. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: DENTI ABSTAIN: HIGGINS

Clerk Semus read the following Resolution into the record:

RESOLUTION 2011-1-4

APPOINTMENT OF MUNICIPAL POSITIONS/BOARDS/EMPLOYEES

BE IT HEREBY RESOLVED that the following individuals and/or firms shall be appointed to and/or are currently holding the various offices listed below.

POSITIONS HELD BY MEMBERS OF THE TOWNSHIP COMMITTEE:
Mayor/Chair: Arthur R. Puglia
Deputy Mayor: Robert J. Higgins
Director of Buildings & Grounds: Arthur R. Puglia and Robert J. Higgins
Director of Engineering Services: Arthur R. Puglia and Alfred W. Clark
Director of Insurance and Safety: Arthur R. Puglia and Sean S. Gable
Director of Personnel: Arthur R. Puglia and Robert J. Higgins
Director of Recreation & Parks: Robert J. Higgins
Director of Sanitation: Arthur R. Puglia and Alfred W. Clark
Director of Streets & Roads: Arthur R. Puglia and Alfred W. Clark
Director Emergency Management: Arthur R. Puglia
Police Commissioner: Arthur R. Puglia
Recreation Liaison: Arthur R. Puglia and Sean S. Gable
Environmental Liaison: Arthur R. Puglia and Robert J. Higgins
Special Events Liaison: Arthur R. Puglia and Alfred W. Clark
Community Forestry: Arthur R. Puglia and Kenneth M. Denti

ADMINISTRATION:
Municipal Search Officer: Linda Semus
Public Compliance Officer: Linda Semus
Administrative Liaison: Linda Semus

BOARD OF HEALTH:
Arthur R. Puglia, Robert J. Higgins, Alfred W. Clark, Kenneth M. Denti, Sean S. Gable
Secretary: Linda Semus
Physician: Virtua at Work
Municipal Registrar: Linda Semus
Deputy Registrar: Robin L. Blum
Alternate Deputy Registrar: Barbara A. Crammer

LAND USE DEPARTMENT:
Zoning Officer: Robin L. Bucchi
Land Use Coordinator*:* Michelle L. Gable

TOWNSHIP SUPERINTENDENT and WORKING SUPERVISOR
Jeffrey K. Jones

RECYCLING COORDINATOR:
Dorothy Wirth

CLEAN COMMUNITY PROGRAM DIRECTOR:
Dorothy Wirth

TOWNSHIP FORESTER
Forrester: Donald Knezick
Assistant Forrester*:* Robert Tallon
CODE ENFORCEMENT OFFICIAL
Robin L. Bucchi

PROPERTY MAINTENANCE OFFICIALS:
Fire Prevention Bureau

FIRE POLICE:
Jack Alloway, James Chewning, Ronald Cottrell, Edward Downs, Matthew Lloyd,
Thomas Minard, Stephen Perkins, Sr., Samuel Sager III, Peter J. Sedor, Sr., Mark S. Semus, Christopher J. Thomas, Daniel VanMater, Paul Zahorchak, Angelo Brugno, Daniel Patroni

PLANNING BOARD MEMBERS:
Mayor or Mayor's Designee-Class I: Terri Tallon-Hammill…… Expires 12/31/11
Class II : Douglas J. Borgstrom……... Expires 12/31/11
Class III: Robert J. Higgins…..…….…… Expires 12/31/11
Class IV: Laverne Cholewa…….. Expires 12/31/14
Class IV: (Alternate II) Gary Lippincott……..... Expires 12/31/12
Secretary: Michelle L. Gable

ZONING BOARD MEMBERS:
William Tahirak…… Expires 12/31/14
Janice DiGiuseppe –(Unexpired Term)……. Expires 12/31/12
Alternate #1 Jeanne Zalegowski (Unexpired Term)…… Expires 12/31/11
Alternate #2 Thomas H. Pitzer…..…… Expires 12/31/12
Secretary: Michelle L. Gable

ENVIRONMENTAL COMMISSION
Miroslaw Gorska…… Expires 12/31/13
Robert Tallon..... Expires 12/31/13
Dorothy Wirth……. Expires 12/31/13
Mark Clark……..…… Expires 12/31/13
Secretary: Robin L. Bucchi

STORMWATER PROGRAM COORDINATOR
Sean S. Gable

COMMUNITY FORESTRY COMMITTEE:
Robert Tallon, John Kampo, Kelly Shea, Cindy Caterson, Frank Parkerson, Thomas Sahol, Douglas Walker, Linda Semus, Terri Tallon-Hammill

RECREATION COMMITTEE:
Anthony Meduri, ,Mark Johnson, Brian Amantia, Randy Feig, Neil Zingerman, John Kampo, Curtis Wyers, Jr., Robin Blue, Colleen Herbert, David Ongaro, Anthony Quinto
Seceretary/Recreation Coordinator: Christine Alpin

EMERGENCY MANAGEMENT COMMITTEE:
Richard Archer, Stephen S. Perkins, Sr., Jeffrey K. Jones, Arthur R. Puglia, , J. Douglas Goodenough, Joseph P. Monzo, Holmes D. VanMater, Ronald G. Mulhall, Jr., Eric J. Campbell, Ryan Lewis, Thomas Quinn
Emergency Management Coordinator: Douglas J. Borgstrom…… Expires 12/31/11
Assistant Emergency Management Coordinator: Sean S. Gable……. Expires 12/31/11
Emergency Management Secretary: Linda Semus

SAFETY COMMITTEE:
Coordinator: Sean S. Gable
Secretary: Linda Semus
Linda Semus, Jeffrey K. Jones, Michelle L. Gable, Robin L. Bucchi, Ronald G. Mulhall, Jr., Richard Archer, Bonnie Grouser, Colleen Guarrera, Sean S. Gable

SPECIAL EVENTS COMMITTEE:
Gail Allison, Colleen Brennan, Barbara Crammer, April Gonzales, Roberta Kurtz, Andrew Lisanti Stephen S. Perkins, Sr, Debra Pinto, Rita Puglia, Debbie Regi, Ahnnalisa Regi, Linda Semus, Mark S. Semus, Deanna Szatkowski, Katherine Szatkowski, Robert Tallon, Marion Tallon, Gary Underwood, Kit Underwood

BURLINGTON COUNTY RESOURCE RECOVERY HOST BENEFIT LIAISON:
Alfred Clark

SANITARY INSPECTOR (Landfill):
John Kampo

FUND COMMISSIONER/JIF REPRESENTATIVE:
Sean S.Gable

INSURANCE FUND ALTERNATE TRANSITIONAL DUTY CONTACT:
Jeffrey K. Jones

OFFICIAL TOWNSHIP HISTORIAN:
Pearl Tusim

ADA COORDINATOR:
Leonard Faiola of Remington, Vernick and Arango

ANIMAL CONTROL OFFICER:
J. Wesley Goodfellow of Animal Control Services by Wes, Inc.

TOWNSHIP PHYSICIAN:
Virtua At Work

A motion was offered by **Committeeman Clark** and second by **Committeeman Gable** to adopt the foregoing Resolution Number 2011-1-4. Motion carried on a Roll Call Vote, recorded as follows:

AYE: CLARK, GABLE, PUGLIA
NAY: NONE ABSENT: DENTI ABSTAIN: HIGGINS

CONSENT AGENDA

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to adopt the Consent Agenda which includes Resolution 2011-1-5 through 2010-1-19. Motion carried on a Roll Call Vote, recorded as follows:

AYE: Higgins, Clark, Gable, Puglia
NAY: NONE ABSENT: Denti ABSTAIN: NONE

RESOLUTION 2011-1-5

PROFESSIONAL SERVICES RISK MANAGEMENT CONSULTANT TIMOTHY C. IRONS OF HAINES & HAINES - T.C. IRONS AGENCY. BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND BURLINGTON COUNTY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, the Governing Body of Mansfield Township has resolved to join the **Burlington County Municipal Joint Insurance Fund**, and the **Municipal Excess Liability Joint Insurance Fund,** a self-insurance pooling fund following a detailed analysis; and,

WHEREAS, the Bylaws of said fund require that each municipality appoint a Risk Management Consultant to perform various "Professional Services" as detailed in said Bylaws; and,

WHEREAS, the Bylaws indicate a fee not to exceed four percent (4%) of the Municipal Assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and,

WHEREAS, N.J.S.A. 40A:11-5 (l) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and,

WHERAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a risk Management Consultant's are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Mansfield Township, County of Burlington, State of New Jersey does hereby appoint Timothy C. Irons of Haines & Haines-T.C. Irons Agency as its Risk Management Consultant in accordance with N.J.S.A. 40A: 11-5 ; and,

BE IT FURTHER RESOLVED that the Governing Body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A: 11-5; and

RESOLUTION 2011-1-6
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, 2010;

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

RESOLUTION 2011-1-7
FIXING TIME AND PLACE OF REGULAR MEETINGS OF THE TOWNSHIP COMMITTEE AND THE BOARD OF HEALTH, MAKING PROVISIONS RELATIVE TO SPECIAL AND EMERGENCY MEETINGS AND ADOPTING CERTAIN PROCEDURES AND FORMS

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Township Committee be posted in one public place designated by the Township Committee and faxed, mailed, telephoned, 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 24548 East Main Street, Columbus, New Jersey. Written notice of all **Emergency Meetings** will be so posted *as soon as possible* following the calling of such meeting in accordance with said Act.
2. All advance written notice of said meetings of the Township Committee shall be given to the following two newspapers: Burlington County Times and Trenton Times.
3. All advance written notices of said meetings of the Township Committee throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of $10.00. News media shall be exempt from such fees.
4. The times and places of said official Township Committee meetings for the period from this meeting until the Reorganization Meeting in January 2011 shall be in accordance with the dates, times and places for such meetings annexed hereto under the title "Notice of Annual Scheduled

Meetings", which is hereby adopted as the form of notice to be given of said meetings and so used by the Municipal Clerk for that purpose.

NOTICE OF ANNUAL SCHEDULED MEETINGS

NOTICE is hereby given by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that all Regular Township Committee Meetings will be held on the second and fourth Wednesday of each month, with said dates and exception of November as noted.

All meetings will commence at 7:30 PM. The first meeting of each month shall be a Work Shop Meeting. All Regular Meetings of the Mansfield Township Committee are open to the public, in compliance with the Open Public Meetings Act., N.J.S.A. 10:4-6 TO 10:4-21. Formal, official action may be taken at any said open public meeting on any and all issues involving the Township of Mansfield.

Note that Executive/Closed Sessions of the Mansfield Township Committee will be held as needed in accordance with said Act and prior to the Regular Township Committee meetings scheduled.

Mansfield Township Board of Health Meetings will take place the fourth Wednesday of every other month beginning January, from 7:15 PM to 7:30 PM, prior to the start of the Regular Session, in conjunction with the Regular Township Committee Meeting Schedule as listed below.

2011 Mansfield Township Committee
Notice of Annual Schedule Meetings
January 3, 12 and 26
February 9 and 23
March 9 and 23
April 13 and 27
May 25
June 22
July 27
August 24
September 28
October 12 and 26
November 9
November 29 (Tuesday-Special Meeting-RFP Review & paying Township Bills 5:30 pm)
December 14 & 28
January 3, 2012 (Reorganization)
January 11, 2012 (First Regular Meeting)

RESOLUTION 2011-1-8
RESOLUTION ESTABLISHING TOWNSHIP HOLIDAYS FOR ALL NON-CONTRACTUAL EMPLOYEES

BE IT HEREBY RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, State of New Jersey that the following is a list of the Mansfield Township Municipal Holidays for the Year 2011 for a Full-time and Permanent/Part-time Non-Contractual employee. Note that Holidays for Contractual Employees may or may not run according to said schedule, but will be stipulated in their respective agreements.

2011 Mansfield Township Schedule of Holidays

Martin Luther King Day	Monday	January 17, 2011
Presidents' Day	Monday	February 21, 2011
Good Friday	Friday	April 22, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Columbus Day	Monday	October 10, 2011
Veteran's Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Day after Thanksgiving	Friday	November 25, 2011
Christmas Holiday	Friday	December 23, 2011
Christmas Holiday	Monday	December 26, 2011
New Year's Holiday	Friday	December 30, 2011

2012 HOLIDAY (remaining year to be listed at 2012 Reorganization Mtg.)

New Year's Holiday	**Monday**	**January 2, 2012**

RESOLUTION 2011-1-9
CHECK AUTHORIZATION PRIOR TO BILLS LIST APPROVAL

BE IT HEREBY RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Chief Financial Officer/Treasurer is hereby authorized to pay any bills, prior to insertion on the Bills List, contractual or otherwise, the holding of which, due to meeting schedules, deadlines, or the like, would cause financial harm to the Township; and,

BE IT FURTHER RESOLVED said bills are hereby authorized to be paid upon presentation, and are to include but not limited to the following:

Payroll
Insurance
State, County, School Payments
Landfill Charges
Public Utilities
Public Assistance Bills
Approved Grant Application Fees
Contractual Payments
Debt Service

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that authorization is hereby given that the foregoing list of bills may be prepaid prior to approval of the Bills List.

RESOLUTION 2011-1-10
DESIGNATED MUNICIPAL DEPOSITORIES

WHEREAS, the Chief Financial Officer of the Township of Mansfield (the "Designated Official") is hereby authorized and directed to deposit and/or invest the following funds and accounts of the Township of Mansfield:

CURRENT Fund, CAPITAL Fund, RECREATION Trust, UNEMPLOYMENT Trust;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Mansfield Township at their Reorganization Meeting held on January 3, 2011 at the Municipal Complex that the following banks and financial institutions are hereby designated as official depositories for the deposit of all said public funds including any certificates of deposit which are not otherwise invested in permitted investments as provided for in the Cash Management Plan pursuant to N.J.S.A. 40A: 5-14:

1. TD Bank
2. Beneficial
3. Fidelity
4. Wachovia
5. Bank of America
6. MBIA Municipal Investors
7. PNC Bank
8. Sovereign Bank
9. The Bank of Princeton

BE IT FURTHER RESOLVED that all said depositories shall *acknowledge in writing* receipt of this Resolution, sending a copy of such acknowledgement to the Chief Financial Officer of the Township of Mansfield.

RESOLUTION 2011-1-11
AUTHORIZING INVESTMENT OF IDLE FUNDS AND FUND TRANSFERS

WHEREAS, it is desirable that idle funds of the Township of Mansfield, County of Burlington, State of New Jersey be invested in legal investment vehicles at all times; and,

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Mansfield, County of Burlington, State of New Jersey that it does hereby authorize the Chief Financial Officer/Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution; and,

BE IT FURTHER RESOLVED, that the Chief Financial Officer/Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations as follows:

1. To or from the Township checking or savings accounts to other Township accounts.
2. To or from Township checking or saving accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Mansfield.

RESOLUTION 2011-1-12
AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS

BE IT HEREBY RESOLVED by the Township Committee of Mansfield Township, County of Burlington, State of New Jersey that the following Township Officials are hereby authorized to sign Checks or Withdrawal slips where a combination of two principal signatures are required for the Year 2011.

. 1. Mayor: Arthur R. Puglia
2. Committee Member: Robert J. Higgins
3. Committee Member: Alfred W. Clark
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 2011-1-13
RESOLUTION AUTHORIZING EXECUTION OF PAYROLL SERVICES AGREEMENT WITH DELAWARE VALLEY PAYROLL, INC.

WHEREAS, the Township Committee has authorized the use of a third party disbursement service organization to provide payroll services to the Township; and

WHEREAS, N.J.A.C. 5:30-17.5 *et seq.* sets forth certain contract requirements for payroll service contracts; and

WHEREAS, the Township awards the contract for these services to Delaware Valley Payroll, Inc., 2 Springside Road, Mt. Holly, NJ, in a manner consistent with the Local Public Contracts Law; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that the Mayor and Clerk are hereby authorized and directed to execute an agreement for payroll services with Delaware Valley Payroll, Inc. in a form substantially the same as that annexed hereto.

RESOLUTION 2011-1-14
MILEAGE REIMBURSEMENT

WHEREAS, the Township of Mansfield has a policy of reimbursing mileage to all officials and employees while on official Township business, from the Municipal Complex to the job/educational/meeting location and back to the Municipal Complex for those who do not receive a monthly car allowance; and

WHEREAS, the Internal Revenue Service permits fifty (.50)cents per mile as an allowance for mileage reimbursement for business purposes;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that authorization is hereby given for employee mileage allowance of fifty (.50) cents per mile, with mileage as calculated from the Municipal Complex to the job/education/meeting location for approved trips effective immediately.

RESOLUTION 2011-1-15
CANCELLATION OF TAX BALANCES UNDER $10.00

WHEREAS, balances exist for current and prior year taxes, and;

WHEREAS, N.J.S.A. 40A:5-17.1 states that the governing body may appoint any official to cancel tax refunds and delinquencies under $10.00,

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at their regular meeting held on January 3, 2011, hereby authorizes the Tax Collector to cancel tax balances under $10.00.

RESOLUTION 2011-1-16

INTEREST RATES ON DELINQUENT TAXES AND PENALTIES ON TAX TITLE LIENS (ASSEMBLY BILL NO. 4425 AND SENATE BILL NO. 2579)

WHEREAS, R.S. 54:4-67, laws of New Jersey, permits the Governing Body of each municipality to fix the rate of interest to be charged for non-payment of taxes as provided by law; and,

WHEREAS, R.S. 54:4-67 has been amended to define a tax delinquency as follows:
"Delinquency means the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarter or years. The governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of $10,000.00 who fails to pay the delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of the delinquency"; and,

WHEREAS, R.S. 54:5-61 permits the holder of tax title lien, upon compliance with the provisions of Section 54:5-62, shall be entitled to collect from the owner or other person having an interest in the lands an additional sum equal to two percent (2%) of the amount so paid for the tax title; and

WHEREAS, R.S. 54:5-61 has been amended and relates to the amount to be charged on penalties as follows:

"When the taxes, interest and costs shall exceed the sum of $5,000.00 such additional sum shall be equal to 4% of such amount paid; and when that sum exceeds $10,000.00 such additional sum shall be equal to 6% of such amount paid. This section shall also apply to all existing certificates held by municipalities on effective date of this act"; and,

WHEREAS, N.J.S.A. 54:4-66.3d states that: The third installment of current year taxes shall not be subject to interest until the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered. Any payment received after the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered may be charged interest back to August 1. The estimated tax bill shall contain a notice specifying the date on which the interest may begin to accrue;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Mansfield Township shall fix the rate of interest to be charged to the nonpayment of taxes or assessments on or before the date when they would become delinquent, and provides that no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the same became payable. In the event the taxes are not paid within the ten calendar days, interest will be charged from the date it became payable to the day it reaches the tax office.

The rate so fixed shall not exceed 8% per annum on the first $1,500.00 of the delinquency and 18% per annum on any amount in excess of $1,500.00 to be calculated from the date the tax was payable until the date of actual payment, for the year 2011.

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 2011-1-17
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 2011-1-18
APPOINTING POGUE, INC. TO COORDINATE ALCOHOL AND DRUG TESTING SERVICES

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mansfield Township Committee, County of Burlington, State of New Jersey as follows:

The Mayor and the Municipal Clerk are hereby authorized and directed to execute agreements with the following Professional for CDL Random Alcohol and Drug Testing:

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

RESOLUTION 2011-1-19
RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2011

WHEREAS NJSA 40A:5-21 authorizes the establishment of Petty Cash funds in municipalities by application and resolution; and

WHEREAS, the Division of Local Government Services, New Jersey Department of Community Affairs, has authorized petty cash funds for the Township of Mansfield, Burlington County, as follows:

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

WHEREAS, it is the desire of Mansfield Township, Burlington County, to reauthorize such funds for Calendar Year 2010 as follows:

Type	Custodian	Amount Authorized	Bonding Required
Police	Richard C. Bendel	$100	$0
Finance	Joseph P. Monzo	$250	$0
Recreation	Christine Alpin	$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 2011-1-20
RESOLUTION AUTHORIZING STATE CONTRACT AND COUNTY CONTRACT USE FOR PURCHASES FOR THE YEAR 2011

WHEREAS, the Township of Mansfield makes purchases from many potential sources for services, management, supplies and equipment to support Township operations; and

WHEREAS, the State of New Jersey Division of Purchase and Property has authorized vendors that can provide these services, materials, supplies or equipment under a "state contract" for eligible items pursuant to N.J.S.A. 40A: 11-12;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to approve purchases from the State Contract Vendors list, which is available for review in the Municipal Clerk's office, to provide services, materials, supplies or equipment to the Township of Mansfield for the year 2011.

RESOLUTION 2011-1-21
RE-APPOINTMENT OF THE REGISTERED MUNICIPAL CLERK, LINDA SEMUS, FOR TENURE FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, Linda Semus was appointed to serve as the Registered Municipal Clerk for the Township of Mansfield on November 1, 2005 for a five-year term in accordance with the terms of N.J.S.A 40A:9-133 et seq., and

WHEREAS, Linda Semus is to be re-appointed to serve a second five-year term, effective January 1, 2011, thereby establishing tenure with the Township of Mansfield;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Linda Semus be re-appointed as Mansfield Township's Registered Municipal Clerk, thereby establishing tenure, effective January 1, 2011.

TOWNSHIP COMMITTEE MEMBER STATEMENTS:

Committeeman Gable thanked everyone for coming. He thanked the residents for their support. It is an honor to serve the community as a member of this Committee. He has been serving the Township for many years and looks forward to continuing to serve. **Committeeman Gable** said his phone is always available and he welcomed phone calls from residents if they have issues or concerns.

Committeeman Clark thanked the residents for their participation tonight and he welcomed **Committeeman Gable** aboard, stating he will be a great asset as prior Fire Chief and as a resident of the town all of his life.

Mayor Puglia also welcomed **Committeeman Gable** aboard feeling he will continue to be an asset to the community, following his contribution to the EMT and Fire Department. He thanked those in attendance for coming out to the meeting.

Clerk Semus invited the people to come forward to be sworn in and sign documents. Those not in attendance can come to the Clerk's Office to be sworn in. She wished all a Happy New Year and announced the next regular meeting will be held on January 12, 2011. She also extended an invite to all to partake in refreshments that were provided by Committeeman Gable and his family.

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

RESPECTFULLY SUBMITTED BY:

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LINDA SEMUS,RMC
Municipal Clerk

Approved: January 12, 2011