

MANSFIELD TOWNSHIP REORGANIZATION MEETING JANUARY 1, 2007

This is the Reorganization Meeting of the Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star-Gazette and the Express Times and posting in the Municipal Building, stating the time, date and location thereof.

Meeting called to order by Mayor Watters, at 12:00 noon with the following Committee present: Mrs. Oakley, Mr. Baldwin, Ms. Nerbak, Mr. Appleby, Mayor Watters all present.

Mayor Watters spoke to his fellow committee members and to the audience:

“I would like to thank the members of the Committee for allowing me to serve as your Mayor in 2006. It was an enjoyable and educational experience. I was asked a few weeks ago why I ran for office in the first place and then again for reelection. I answered by reflecting on the fact that it was important for me to try to save money for the taxpayer as best I could, while at the same time, getting the things done that needed to be done. I think we have made great strides towards these goals in 2006 – and I know we will continue to do so in 2007. Three major areas jump out in reviewing 2006 – Shared Services, Continuing Commercial Development and Historical Preservation. Through the leadership of George Baldwin and our Chief Financial Officer Anthony Coppola we developed a shared municipal court with Washington Township, Warren County – turning around a negative, money losing court in 2005 to a profitable operation in 2006 – while handling twice as many cases. A job well done by all of those involved – and a substantial savings and benefit to the taxpayers of Mansfield Township. We co-founded and joined a shared services group of municipalities intent on evaluating all areas of shared services between municipalities, the county, and the State. This group has obtained a State Grant to assist them in this project. We have already benefited from this endeavor in our efforts towards consolidating our construction code services with either Washington Township, Morris, or Warren County – hopefully continuing to reduce the operating costs of these services to the township taxpayers. We also entered into an agreement with the Mansfield Township Board of Education for sharing of services in media and computer technology – jointly using the services of the same department to the overall goal of sharing costs and reducing or at least stabilizing taxes; together with deciding to give them surplus property the Township already owns to be used for future school construction – again, with the goal of saving the taxpayers the cost of purchasing more property and taking existing taxable property off the tax rolls. We have continued to experience clean commercial development, enhancing the services available to our area and expanding the job opportunities available to our residents. Walgreens, the Shoppes at Mansfield, Bensi Restaurant, Kohl’s Department Store and others bring great opportunities, products and services to all of us. Through proper planning in the efforts of our Planning Board addressing structured growth, Mansfield Township continues to lead the area in controlled development. This past year we started to return some of the preservation money we receive from the open space trust tax to preservers of historic structures within our township – the Anderson United Methodist Church, the Rockport Presbyterian Church, the McCrae United Methodist Church of Port Murray – all deserving entities in need of assistance. I am glad we were able to help them.

We have continued to purchase new equipment for our fire companies and emergency squad – providing the best available technology to our emergency response providers – purchasing two new fire trucks and one ambulance in 2006. Of course not everyone is happy with us – some say we needed to hire more police officers. I think not. We have provided for additional on site security from our mall operators. We have provided new equipment and vehicles to our police. Law enforcement is important – but it is not the only service provided by the Township. Hiring a police officer is a expensive proposition – and one you cannot reverse. Once hired, they are with you until they retire if they wish. You can never reduce the force – it only gets larger with incumbent increases in the expense of operations. It costs between \$50,000 and \$75,000 per officer for any new officer hired – jumping to about \$90,000 per officer after two years – that’s one to one and a half cents on the tax rate for each officer hired....a decision which must be made with great caution. We only meet 24 times a year. None of these accomplishments could have happened without the tremendous efforts of all of our employees – from the janitor who keeps this building clean, to the DPW which tends to our roads and property – to the office staff, the Court Staff and the financial office – and yes to the officers our police department, a well earned thank you. Mansfield Township is a good place to work – and a great place to live. Thank you for coming, and Happy New Year to all of you.”

Municipal Attorney read the Certification of Election for Joseph Watters as Township Committee Member for a term of three (3) years.

Charles M. Lee conducted the swearing in ceremony and Oath of Office for Joseph Watters as Township Committee member.

ELECTION OF MAYOR:

BE IT RESOLVED, that George Baldwin be appointed Mayor of the Township of Mansfield for the year 2007.

Ms. Nerbak moved the foregoing resolution for adoption, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

Charles M. Lee conducted the swearing in ceremony and Oath of Office to George Baldwin as Mayor of the Township of Mansfield for the year 2007.

DEPUTY MAYOR:

BE IT RESOLVED, that Joseph Watters be appointed Deputy Mayor of the Township of Mansfield for the year 2007.

Ms. Nerbak moved the forgoing resolution for adoption, Mayor Baldwin seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

Charles M. Lee conducted the swearing in ceremony and Oath of Office to Joseph Watters as Deputy Mayor of the Township of Mansfield for the year 2007.

MUNICIPAL ATTORNEY:

BE IT RESOLVED, that Charles M. Lee be appointed Municipal Attorney for the year 2007.

Ms. Nerbak moved the foregoing resolution for adoption, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

MUNICIPAL AUDITOR:

BE IT RESOLVED, by the Township of Mansfield that Thomas Ferry, RMA of the firm of Ferraioli, Wielkotz, Cerrulo, & Cuva be appointed Municipal Auditor for the year 2007.

Ms. Nerbak moved the forgoing resolution for adoption Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

RESOLUTION 2007-01

RESOLUTION AUTHORIZING THE APPOINTMENT OF THE
MUNICIPAL ATTORNEY, MUNICIPAL AUDITOR, AND MUNICIPAL ENGINEER
WITHOUT PUBLIC BIDDING

WHEREAS, the position of Municipal Attorney, Auditor, and Engineer are filled by persons providing professional services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5 professional services for the municipality may be retained without public bidding.

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

1. That the appointment of Charles M. Lee of the firm of Charles M. Lee & Associates and Thomas Ferry of the firm of Ferraioli, Wielkotz, Cerrulo, & Cuva, Douglas Mace of the firm Mace Consulting as Municipal Attorney, Municipal Auditor, and Municipal Engineer respectively and retaining them and their firms

to render legal, auditing, and engineering services respectively to the Township of Mansfield, are hereby appointed without public bidding.

2. Copies of their Agreements will be available for public inspection in the Office of the Municipal Clerk.

Mrs. Oakley moved the foregoing resolution for adoption, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

TAX ASSESSOR: William Merdinger, re-appointed 6/30/96 in accordance with N.J.S.A. 54:1-35.31.

SUPERINTENDENT OF PUBLIC WORKS: Brent Sliker, appointed 10/1/86 in accordance with N.J.S.A. 40A:9-154.6.

TAX COLLECTOR: Carrie Rochelle, re-appointed 1/1/2000 in accordance with N.J.S.A. 40A:9-145.8.

CHIEF FINANCIAL OFFICER: Andrew Coppola, appointed 2/8/06 for a term of four years, term to expire 2/7/10 in accordance with N.J.S.A 40A:9-140.10.

RESOLUTION 2007-02

APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2007:

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2007 to the following respective municipal offices and/or positions of the Township of Mansfield:

Court Administrator	Jerilynn Harris
Deputy Court Administrator/ Court Assistant	Vera Hart
Violation Clerks	Rosemarie Hoover Andrea Marsello
Registrar	Dena Hrebenak
Acting Municipal Clerk/ Administrative Assistant	Dena Hrebenak
Deputy Tax Collector	Rebecca Harm Andrew Coppola

Deputy Treasurer	Rebecca Harm
Recreation Supervisor	Steven Hedges
Machinery Operators	Everett Cox Keith Beam Edward Watters John Prisco John Tate Ronald Richardson Harry Appleby Jennifer Hikade
Public Works Assistant	
Animal Control Officer	Betty Wysocki Gary Wysocki
Alternate Animal Control Officer	Kim/Robert Kopack
Construction Office Technical Assistant	Michelle Coward
Tax Assessor Assistant	Dena Hrebenak
Zoning Officer	Dena Hrebenak
Planning & Zoning Board Secretary	Patti Zotti
Website Administrator	Andrew Coppola
Certified List Officer	Carrie Rochelle
Police Secretary	Joan Cichy
Compliance Officer for the Prevailing Wage Certification And Public Contracts and Certification Act	Charles Lee, Esq.

Ms. Nerbak moved the foregoing resolution for adoption, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

PLUMBING SUBCODE OFFICIAL:

Was awarded to Warren County Plumbing Subcode Service on January 1, 2004, which will expire 12/31/07.

OFFICE ON AGING:

Mayor Baldwin appointed Margaret Dickerson as Mansfield Township Office on Aging Representative for the year 2007.

Ms. Nerbak moved to concur in said appointment, seconded by Mrs. Oakley.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

Mayor Baldwin appointed Margaret Dickerson, Senior Citizens Coordinator for the year 2007.

EMERGENCY MANAGEMENT DIRECTOR:

Robert Griffith was appointed Emergency Management Director for the year 2007 for a three (3) year term to expire 12/31/09

BE IT RESOLVED, that Scott Hammel be appointed Deputy Emergency Management Director for the year 2007 a one (1) year term.

Moved by Mrs. Oakley, and seconded by Ms. Nerbak.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mayor Baldwin

Abstained – None

Nay – Mr. Appleby

RECYCLING COORDINATOR AND CLEAN COMMUNITIES COORDINATOR:

BE IT RESOLVED, that Joann Fascenelli be appointed Recycling Coordinator and Clean Communities Coordinator for the Township of Mansfield for the year 2007.

Ms. Nerbak moved the foregoing resolution for adoption, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-03

TOWNSHIP COMMITTEE
SUBORDINATE COMMITTEES
AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2007:

	<u>CHAIR PERSON</u>	<u>VICE CHAIR PERSON</u>
Municipal Alliance	Ellen Nerbak	George Baldwin
Public Buildings Public Works	George Baldwin	Joseph Watters
Police & Safety	Cate Oakley	Joseph Watters
Fire & Emergency Management	Cate Oakley	Joseph Watters
Recreation	Ellen Nerbak	Dick Appleby
Environmental Comm.	Dick Appleby	George Baldwin
Events Coordinator	Cate Oakley	Dick Appleby
Finance	Ellen Nerbak	Joseph Watters (George Baldwin, alternate)
Judiciary	George Baldwin	Ellen Nerbak
Personnel	Ellen Nerbak	Cate Oakley
School Liaison	Joseph Watters	Dick Appleby
Economic & Industrial Dev. Advisory Council	Ellen Nerbak	George Baldwin
Open Space	Dick Appleby	Joseph Watters
Safety Committee	Joseph Watters	Dick Appleby

Mrs. Oakley moved the foregoing resolution for adoption, Ms. Nerbak seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor George Baldwin appointed James McMekin as a member of the Environmental Commission for a three year term, which expires 12/31/09.

Mayor George Baldwin appointed Kathy Todd as a member of the Environmental Commission for a three year term, which expires 12/31/09.

Ms. Nerbak moved to concur in said appointments, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

Mayor Baldwin spoke to his fellow committee members and to the audience:

“Recently complaints have been raised by certain individuals dissatisfied with the knowledge that I would not be reappointing them to their position if I was elected Mayor in 2007. We even received a letter from the Planning Board intended to influence my decision. I have not changed my mind. The Planning Board is charged with regulating growth and development within the overall plan for the community established by the Master Plan and as then set forth in the Zoning Ordinance for the township. It is my opinion that members of the Planning Board should closely follow the requirements of our ordinances. If a member does not, over time, then I believe he should be replaced. It is the Mayor’s prerogative, established by the Legislature, to appoint Class IV members of the Planning Board; nor once appointed, is it an entitlement to a lifetime membership. It is an appointment, subject to a specific term, not a right.

PLANNING BOARD APPOINTMENTS:

Mayor George Baldwin appointed himself as the Class I Member to the Mansfield Township Planning Board.

Mayor George Baldwin appointed Jeff Marchioni as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor George Baldwin appointed Patrick Creedon as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/10.

Mayor George Baldwin appointed William Mannon as the Class II Member term to expire 12/31/08.

Mayor George Baldwin appointed Committee Person Joseph Watters as the Class III Member term to expire 12/31/07.

ZONING BOARD OF ADJUSTMENT:

Mayor George Baldwin appointed Patrick Creedon as a member to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/10.

Mayor George Baldwin appointed Cindy McGuinness as a member to the Mansfield Township Zoning Board of Adjustment for the unexpired term of Patrick O’Kane to expire 12/31/07.

Mayor George Baldwin appointed Richard Rosenblum as a member to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/10.

Mayor George Baldwin appointed Robert Smith as a member to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/10.

Mayor George Baldwin appointed Bill Mills as Alternate Member 1 position, to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/08.

Mayor George Baldwin appointed David Spender as Alternate Member 2 position, to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/07.

Ms. Nerbak moved to concur with said appointments, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mayor Baldwin

Abstained – None

Nay – Mr. Appleby

ECONOMIC & INDUSTRIAL DEVELOPMENT ADVISORY COUNCIL:

Mayor George Baldwin appointed Carol Kessler as a member of the Economic and Industrial Development Advisory Council for a three year term which will expire 12/31/2009

Mayor George Baldwin appointed Ellen Nerbak as a member of the Economic and Industrial Development Advisory Council for a two year term which will expire 12/31/2008.

Mrs. Oakley moved to concur with said appointments, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

OPEN SPACE, FARMLAND PRESERVATION, CONSERVATION, HISTORICAL AND RECREATION ADVISORY COMMITTEE:

Mayor George Baldwin appointed Alice Mayberry to serve as Chairman for the year 2007, which will expire 12/31/2007.

Mayor George Baldwin appointed Jim Watters to serve as a Citizen member for a 2 year term which will expire 12/31/2008.

Mayor George Baldwin appointed Bruce Stymacks to serve as a Citizen member for a 1 year term which will expire 12/31/2007.

Mayor George Baldwin appointed Jeremy DeLuca to serve as a Citizen member for a 1 year term which will expire 12/31/2007.

Mrs. Oakley moved to concur with said appointment, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor George Baldwin appointed Ellen Nerbak to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/07.

Mrs. Oakley moved to concur with said appointment, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RECREATION COMMISSION:

Mayor George Baldwin appointed Diane Margolin to the Mansfield Township Recreation Commission to a five year term which expire 12/31/11.

Mayor George Baldwin appointed Tina Larson to the Mansfield Township Recreation Commission to a five year term, which expires 12/31/11.

Ms. Nerbak moved to concur with said appointment, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

MUNICIPAL ALLIANCE:

Mayor George Baldwin named the following members of the Municipal Alliance for the Township of Mansfield:

Susanna Olson, Irene Sisco, Nadie Hill, Glen Hydock, Ellen Nerbak, Suyling Heurich, Marguerite Simpkins, Bee Garrison, Lauri Favreau, Lisa Van Horn.

Ms. Nerbak made a motion to concur with said appointments, Mr. Watters seconded the motion.

Ayes: Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstain: Mrs. Oakley

Nays: None

RESOLUTION 2007-04

CASH MANAGEMENT PLAN

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD
IN THE COUNTY OF WARREN, 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, 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 or dividend bearing accounts 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. CASH MANAGEMENT POLICY

A. Objectives: The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1) **Security:** The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2) **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be *minimized*.

3) **Interest Rate Risk:** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- (b) By investing operating funds primarily in shorter-term securities.

(4) **Liquidity:** The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

(5) **Yield:** The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

B) Standards of Care

(1) Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with the State Law and this policy. The Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

(2) Ethics and Conflicts of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

III. AUTHORIZED INVESTMENTS.

A. Authorized Depositories:

The following institutions are hereby authorized to serve as the primary banks for deposits:

The Bank of America
Skylands Bank

The following institutions are hereby authorized to serve as the primary banks for escrow deposits:

The Bank of America
Skylands Bank
Commerce Bank

B. Investment of Idle Funds

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

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (3) The New Jersey State Cash Management Fund.

IV. 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, then such instrument or security shall be covered by all custodial agreements 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 to assure that there is not 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 or by a third party custodian prior to or upon the release of the Township’s funds.

To assure that all parties with whom the Township deals with 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 the Plan in writing, a copy of which shall be on file with the Designated Officials.

V. REPORTING REQUIREMENTS:

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits of 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 as a Deposit of a Permitted Investment.
- B. 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.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

VI. TERM OF PLAN.

This Plan shall be in effect from January 1, 2007 to December 31, 2007. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township 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.

Ms. Nerbak moved the foregoing resolution for adoption, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-05

OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, that each check and warrant of the Township be signed by three of the following and that they hereby are authorized to sign same.

1. Mayor, George Baldwin
2. Acting Township Clerk, Dena Hrebenak
3. Chief Financial Officer, Andrew Coppola.

Mrs. Oakley moved the foregoing resolution for adoption, Ms. Nerbak seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-06

TAX SEARCH OFFICER

BE IT RESOLVED, that Carrie Rochelle be the official Tax Search Officer for the Township of Mansfield for 2007.

Mrs. Oakley moved resolution 2007-06 for adoption, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-07

ASSESSMENT SEARCH OFFICER:

BE IT RESOLVED, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2007.

Mrs. Oakley moved resolution 2007-07 for adoption, Ms. Nerbak seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

ZONING OFFICER AND DEPUTY ZONING OFFICER:

Mayor George Baldwin appointed Dena Hrebenak, Zoning Officer and Douglas Mace, Deputy Zoning Officer of the Township of Mansfield for a term of one (1) year to expire on December 31, 2007.

Ms. Nerbak moved to concur in said appointments, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

BOND COUNCIL:

Mayor George Baldwin appointed Kevin Quinn from the firm of McCarter and English, LLP.

Mrs. Oakley moved the foregoing resolution for adoption, Ms. Nerbak seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

RESOLUTION 2007-08

RESOLUTION APPOINTING J. EDWARD PALMER
AS MUNICIPAL JUDGE, J. BRETT MORROW AS MUNICIPAL PROSECUTOR,
STEVEN DUNBAR AS PUBLIC DEFENDER FOR THE TOWNSHIP OF MANSFIELD

WHEREAS, the position of Municipal Judge, Municipal Prosecutor, and Public Defender are filled by persons providing services; and

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

That J. Edward Palmer be appointed Municipal Judge, J. Brett Morrow be appointed Prosecutor, Steven Dunbar be appointed Public Defender for the year 2007.

Mrs. Oakley moved the foregoing resolution for adoption, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

RESOLUTION 2007-9

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE
OF NEW JERSEY, FIXING THE RATE OF INTEREST TO BE CHARGED ON
DELINQUENT TAXES OF ASSESSMENTS

WHEREAS, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 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 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

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

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency
2. Effective January 1, 2007 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.
5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

Ms. Nerbak moved the foregoing resolution for adoption, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

RESOLUTION 2007-10

RESOLUTION AUTHORIZING THE
TAX COLLECTOR TO CONDUCT
A TAX LIEN SALE

WHEREAS, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2006; and

WHEREAS, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2007.

Ms. Nerbak moved the foregoing resolution for adoption, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-11

RESOLUTION TAX REFUND OF DELINQUENCIES
LESS THAN \$5.00

WHEREAS, the State of New Jersey allows a Municipal Employee to process the cancellation of any property tax refund or delinquencies of less than \$5.00; and

WHEREAS, the Municipal employee allowed to process the cancellation shall be the tax collector.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield hereby authorizes the tax collector of the Township of Mansfield to process the cancellation of any property tax refund or delinquency of less than \$5.00.

Ms. Nerbak moved the foregoing resolution for adoption, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-12

OFFICIAL NEWSPAPER

BE IT RESOVED, that the Star-Gazette, The Star-Ledger, Express Times, Daily Record and Warren Reporter be designated as official newspapers for the Township of Mansfield for 2007.

Mrs. Oakley moved the foregoing resolution for adoption, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-13

PLANNING BOARD
CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, that office of the Acting Clerk, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certifications as to the approval of subdivisions of land or lands in the Township of Mansfield for 2007.

Ms. Nerbak moved the foregoing resolution for adoption, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-14

CAPITOL BUDGET

See Attached Capitol Budget

Ms. Nerbak moved the foregoing resolution for adoption, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-15

TEMPORARY BUDGET

See Attached Budget

Mrs. Oakley moved the forgoing resolution for adoption, Ms. Nerbak seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-16

TEMPORARY DEBT SERVICE BUDGET

See Attached Debt Service Budget

Mrs. Nerbak moved the forgoing resolution for adoption, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-17

SUNSHINE LAW– MEETING DATES

BE IT RESOLVED, that the regular monthly meetings of the Township Committee be held on the 2nd and 4th Wednesday of each month at 7:30 p.m.

MANSFIELD TOWNSHIP COMMITTEE

SCHEDULE OF 2007 MEETINGS

LOCATION: MUNICIPAL BUILDING, 100 PORT MURRAY ROAD
PORT MURRAY, NEW JERSEY

DATE	TYPE OF MEETING	LOCATION	TIME
January 10	Regular Meeting	Meeting Room	7:30 p.m.
January 24	“ “	“ “	“
February 14	“ “	“ “	“
February 28	“ “	“ “	“
March 14	“ “	“ “	“
March 28	“ “	“ “	“
April 11	“ “	“ “	“
April 25	“ “	“ “	“
May 9	“ “	“ “	“
May 23	“ “	“ “	“
June 13	“ “	“ “	“

June 27	“	“	“	“	“
July 11	“	“	“	“	“
July 25	“	“	“	“	“
August 8	“	“	“	“	“
August 22	“	“	“	“	“
September 12	“	“	“	“	“
September 26	“	“	“	“	“
October 10	“	“	“	“	“
October 24	“	“	“	“	“
November 14	“	“	“	“	“
November 28	“	“	“	“	“
December 12	“	“	“	“	“
December 27	“	“	“	“	“

Note: Caucus Work Session held at 7:15 p.m. in the executive office and immediately following the completion of the regular meeting.

Mrs. Oakley moved the adoption of resolution 2007-17, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-18

**RESOLUTION AUTHORIZING THE TAX ASSESSOR AND LEGAL COUNSEL
TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS,
COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND
COMPLAINTS FOR ADDED/OMITTED
ASSESSMENTS AS THE CASE MAY BE FOR 2007**

WHEREAS, the County Tax Board has issued a ruling requiring a Resolution by the Mayor and Township committee or Council of each municipality of the county of Warren by its Administrator, Melissa Pritchett; and

WHEREAS, the Administrator requires that the Mayor and Members of the Governing Body of each municipality in the County of Warren, in order to file Municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Assessor in the Municipality and the Municipal Attorney or any member of the firm, to file and prosecute said complaints.

NOW, THEREFORE, BE IT RESOLVED, on this 1st day of January 2007 by the Township Committee of the Township of Mansfield, in the county of Warren and State of New Jersey, that William Merdinger, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Charles M. Lee, as Attorney for the township, are hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor and Attorney, in the process of prosecution and/or filing of said Roll Back Tax Complaints, complaints to correct errors in assessments, for added

assessments, omitted assessments and added/omitted assessments in 2006 and defending or settling all 2007 local property tax appeals.

BE IT FURTHER RESOLVED, that the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, 202 Mansfield Street, Belvidere, New Jersey 07823.

Ms. Nerbak moved the foregoing resolution for adoption, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

RESOLUTION 2007-19

APPOINTMENT OF A FUND COMMISSIONER TO THE PUBLIC ALLIANCE INSURANCE COVERAGE FUND

BE IT RESOLVED, by the Township of Mansfield, County of Warren, State of New Jersey, that it hereby appoints Dena Hrebenak as the Fund Commissioner to the Public Alliance Insurance Coverage Fund; and

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the following:

1. Public Alliance Insurance Coverage Fund

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Committee of the Township of Mansfield on the 1st day of January 2007.

Mrs. Oakley moved Resolution 2007-19, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

Mr. Watters made a motion to adjourn the regular meeting at 12:34 pm, and go into the Reorganization Meeting of the Mansfield Township Board of Health, seconded by Mrs. Oakley.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

MANSFIELD TOWNSHIP BOARD OF HEALTH
REORGANIZATION MEETING
JANUARY 1, 2007

This is the Reorganization Meeting of the Mansfield Township Board of Health. The notice requirements of the law have been satisfied for this meeting by notice to Star-Gazette and the Express Times, of the time, date and location thereof. Notice was also posted on the bulletin board located in the Municipal Building.

The Mansfield Township Board of Health shall not hold regularly scheduled meetings and shall call them only as the need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey

Mayor George Baldwin called the meeting to order at 12:35 p.m.

ROLL CALL: Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, and Mayor Baldwin all present.

Mayor George Baldwin appointed Cate Oakley, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2007.

Mrs. Oakley moved to concur with the appointments, Mr. Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

HEALTH OFFICER:

Mayor George Baldwin appointed Michael Deehan, M.D., as Health Officer of the Township of Mansfield for the year 2007. This is a non-salary position.

Mrs. Oakley moved to concur with this appointment, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin
Abstained – None
Nay – None

RESOLUTION BOH2007-01
BOARD OF HEALTH
OPEN PUBLIC MEETINGS ACT
Chapter 231, P.L. 1975

WHEREAS, the legislature has adopted the Open Public Meetings Act, Chapter 231, P.L. 1975, which became effective on January 9, 1976; and

WHEREAS, the Board of Health of the Township of Mansfield being desirous of continuing to keep the public informed of its activities and to comply with the requirements of the aforesaid Act.

NOW, THEREFORE, BE IT RESOLVED:

1. In accordance with Section 13 of the Act, the Board of Health of the Township of Mansfield hereby announces that it shall not hold regularly scheduled meetings and shall call them only as need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey.
2. In accordance with Section 3 of the Act, the newspapers to which all notices required by the aforesaid Act are to be sent shall be any of the officials newspapers of the municipality; Star-Gazette, Express Times, Daily Record, Warren Reporter and Star Ledger.
3. The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Ms. Nerbak moved the foregoing resolution, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

MUNICIPAL REGISTRAR: Dena Hrebenak, appointed 1/1/07 for a three year term, which will expire 12/31/09.

RESOLUTION NO. BOH 2007-02

RESOLUTION APPOINTING REGISTRAR

WHEREAS, the Township of Mansfield appointed Laurie A. Courter, Registrar for the Township of Mansfield for a term of 3 years beginning January 1, 2005 and expiring December 31, 2007; and

WHEREAS, Laurie Couter has resigned from the position of Registrar for the Township of Mansfield effective January 1, 2007.

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

1. Dena Hrebenak is hereby appointed Registrar of the Township of Mansfield for a three year term to expire December 31, 2009.

2. A certified copy of this Resolution shall be filed with Secretary of State of the State of New Jersey within 7 days of the date hereof.

Mr. Watters made a motion to approve the passage of Resolution BOH 2007-02, seconded by Mrs. Oakley.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

Mrs. Oakley moved to adjourn the Board of Health meeting at 12:37 pm, which was seconded by Mr. Appleby.

Ayes – Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin

Abstained – None

Nay – None

Mayor George Baldwin reconvened the Township Committee Reorganization Meeting at 12:38 p.m. with the following Committee Present: Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Appleby, Mayor Baldwin.

Charles M. Lee conducted the swearing in ceremony and Oath of Office for Douglas Mace as Township Engineer, for a three year term to expire 12/31/2009.

There being no further business, it was moved by Mrs. Oakley, seconded by Mr. Appleby adjourn the Reorganization Meeting at 12:43 p.m.

Respectfully Submitted,

Dena Hrebenak
Acting Clerk