

MANSFIELD TOWNSHIP REORGANIZATION MEETING JANUARY 1, 2012

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 Tomaszewski, at 12:00 noon with the following Committee present:

Salute to the flag was done by all.

Dena Hrebenak read the Certification of Election for Ted Tomaszewski as Township Committee Member for a term of three (3) years.

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Ted Tomaszewski as Township Committee member.

Dena Hrebenak read the Certification of Election for Shirley Kocher as Township Committee Member for a term of three (3) years.

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Shirley Kocher as Township Committee member.

ELECTION OF MAYOR:

BE IT RESOLVED, that Ted Tomaszewski be appointed Mayor of the Township of Mansfield for the year 2012.

Mr. Watters moved the foregoing resolution for adoption, which was seconded by Mr. Smith.

Ayes – Mr. Smith, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Ted Tomaszewski as Mayor of the Township of Mansfield for the year 2012.

DEPUTY MAYOR:

BE IT RESOLVED, that Mr. Watters be appointed Deputy Mayor of the Township of Mansfield for the year 2012.

Mayor Tomaszewski moved the forgoing resolution for adoption, which was seconded by Mr. Smith.

Ayes – Mr. Smith, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

Dena Hrebenak conducted the swearing in ceremony and Oath of Office of Mr. Watters as Deputy Mayor of the Township of Mansfield for the year 2012.

Mayor Tomaszewski made a motion to hire Joel Kobert, of Courter, Kobert, and Cohen as Township Attorney for the

year 2012, which was seconded by Mr. Watters.

Ayes – Mr. Smith, Mr. Watters, Mayor Tomaszewski
Abstained – None
Nay – Mr. Clancy, Mrs. Kocher
Absent – None

RESOLUTION 2012-01

TOWNSHIP OF MANSFIELD

WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Township Attorney in the Township of Mansfield for legal services and advice to the Mayor and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

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

1. The agreement with Joel Kobert with the law office of Courter, Kobert, & Cohen is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. A notice of this action shall be printed once in the Star-Gazette.

Mayor Tomaszewski moved resolution 2012-01 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mayor Tomaszewski
Abstained – None
Nay – Mr. Clancy, Mrs. Kocher
Absent – None

Mayor Tomaszewski made a motion to hire Drew DiSessa, of Criterium-DiSessa Engineers, as Township Engineer for a one year term to expire 12/31/2012, which was seconded by Mr. Smith.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

Alternate Court Administrator	Irene Brownell
Deputy Tax Collector	JoAnn Fascenelli
Deputy Treasurer	JoAnn Fascenelli
Deputy Clerk/Deputy Registrar	April McGarity
Machinery Operators	Keith Beam Edward Watters John Tate Harry Appleby, Jr. Stephen Hedges Michael Mercurio
Animal Control Officer	Tim Norton
Tax Assessor Assistant	April McGarity
Planning Board Secretary	Patti Zotti
Certified List Officer	Bernard Murdock
Police Secretary	Joan Kries
Recreation Administrative Assistant	Joan Kries

Mayor Tomaszewski moved the passage of Resolution 2012-03 for adoption Mrs. Kocher seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
 Abstained – None
 Nay – None
 Absent – None

OFFICE ON AGING:

Mrs. Kocher appointed Margaret Dickerson as Mansfield Township Office on Aging Representative for the year 2012, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
 Abstained – None
 Nay – None
 Absent – None

Mrs. Kocher appointed Margaret Dickerson, Senior Citizens Coordinator for the year 2012, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
 Abstained – None

Nay – None
Absent – None

EMERGENCY MANAGEMENT DIRECTOR:

BE IT RESOLVED, that Rich Heurich be appointed Deputy Emergency Management Director for a term to begin 1/1/2012 through 12/31/2012.

Mayor Tomaszewski made a motion to approve this appointment, which was seconded by Mr. Watters.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

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 2012.

Mayor Tomaszewski made a motion to approve the foregoing appointment, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2012-04

TOWNSHIP COMMITTEE
SUBORDINATE COMMITTEES
AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2012:

	CHAIR PERSON	VICE CHAIR PERSON
Municipal Alliance	Shirley Kocher	Mike Clancy
Public Buildings Public Works	Ted Tomaszewski	Brad Smith
Shared Services	Mike Clancy	Shirley Kocher
Police & Safety	Ted Tomaszewski	Brad Smith

Fire & Emergency Management	Joe Watters	Brad Smith
Recreation	Shirley Kocher	Mike Clancy
Environmental Comm.	Mike Clancy	Shirley Kocher
Finance	Joe Watters	Brad Smith
Judiciary	Ted Tomaszewski	Joe Watters
Personnel	Shirley Kocher	Brad Smith
School Liaison	Ted Tomaszewski	Joe Watters
Economic & Industrial Dev. Advisory Council	Mike Clancy	Shirley Kocher
Open Space	Shirley Kocher	Joe Watters

Mr. Watters moved the passage of Resolution 2012-04 for adoption, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Tomaszewski appointed Robert Smith as a member of the Environmental Commission for a three year term, which expires 12/31/14.

Mayor Tomaszewski appointed Jim Moriarity as a member of the Environmental Commission for a three year term, which expires 12/31/14.

Mayor Tomaszewski appointed Ruth Pante as a member of the Environmental Commission for a three year term, which expires 12/31/14.

Mayor Tomaszewski moved to concur in said appointments, Mr. Watters seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

LAND USE BOARD APPOINTMENTS:

Mayor Tomaszewski appointed himself as the Class I Member to the Mansfield Township Planning Board term to expire 12/31/12.

Mayor Tomaszewski appointed Robert Smith as the Class II Member to the Mansfield Township Planning Board term to expire 12/31/2012.

Mayor Tomaszewski appointed Joseph Watters as the Class III Member to the Mansfield Township Planning Board term to expire 12/31/2012.

Mayor Tomaszewski appointed Ali Vaezi as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/2015.

Mayor Tomaszewski appointed Rosemarie Hight as a 1st Alternate to the Mansfield Township Planning Board term to expire 12/31/12.

Mayor Tomaszewski appointed David Spender as a 2nd Alternate to the Mansfield Township Planning Board term to expire 12/31/12.

Mayor Tomaszewski appointed Joe Farino, as a 3rd Alternate to the Mansfield Township Planning Board term to expire 12/31/12.

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

Mayor Tomaszewski appointed himself to serve as a Citizen member for a 2 year term which will expire 12/31/13.

Mayor Tomaszewski appointed Diane Margolin to serve as a Citizen member for a 1 year term which will expire 12/31/12.

Mayor Tomaszewski appointed _____ to serve as a Citizen member for a 1 year term which will expire 12/31/12.

Mayor Tomaszewski moved to concur with said appointment, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Tomaszewski appointed Ben Watters to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/12.

Mayor Tomaszewski moved to concur with said appointment, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mayor Tomaszewski
Abstained – Mr. Watters
Nay – Mr. Clancy, Mrs. Kocher
Absent – None

Ms. Hrebenak stated that the motion dies due to a tie vote.

Mr. Clancy asked why we are appointing someone new if the person that has been doing it for years still has interest in doing it.

Mr. Clancy made a motion to appoint Ellen Nerbak to the Solid Waste Advisory Council for a one year term, which expires 12/31/2012, which was seconded by Mrs. Kocher.

Ayes: Mr. Clancy, Mrs. Kocher
Abstained: None
Nays: Mr. Smith, Mr. Watters, Mayor Tomaszewski
Absent: None

MUNICIPAL ALLIANCE:

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

Susanna Olson, Irene Sisco, Nadie Hill, David Chudy, Shirley Kocher, Suyling Heurich, Marguerite Simpkins, Bee Garrison, Lauri Favreau

Mayor Tomaszewski moved the appointments, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RECREATION COMMISSION:

Mayor Tomaszewski appointed Tracy Wyckoff as Commissioner for a five year term which will expire 12/31/2016.

Mayor Tomaszewski appointed Kathie Todd as Commissioner for a five year term which will expire 12/31/2016.

Mayor Tomaszewski moved said appointments, Mrs. Kocher seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2011-05

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 Acting 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 Acting 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:

PNC Bank
Fulton Bank of New Jersey

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

Fulton Bank of New Jersey
TD Bank
PNC 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, 2012 to December 31, 2012. 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.

Mayor Tomaszewski moved to approve the passage of Resolution 2012-05, Mrs. Kocher seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-06

OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

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

1. Mayor, Ted Tomaszewski
1. Township Clerk, Dena Hrebenak
1. Acting Chief Financial Officer, Rebecca Harm.

Mr. Watters moved to approve the passage of Resolution 2012-06, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2012-07

TAX SEARCH OFFICER

BE IT RESOLVED, that Rebecca Harm be the official Tax Search Officer for the Township of Mansfield for 2011.

Mr. Watters moved resolution 2011-07 for adoption, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2012-08

ASSESSMENT SEARCH OFFICER:

BE IT RESOLVED, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2012.

Mr. Watters moved resolution 2012-08 for adoption, Mr. Clancy seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

ZONING OFFICER AND DEPUTY ZONING OFFICER:

Mayor Tomaszewski appointed Drew DiSessa, of Criterium-DiSessa Engineers, Zoning Officer of the Township of Mansfield for a term of one year.

Mayor Tomaszewski moved to concur with said appointment, Mr. Watters seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

BOND COUNCIL:

Mayor Tomaszewski appointed John Draikiwicz from the firm of Gibbons P.C.

Mr. Watters moved to said appointment, Mrs. Kocher seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-09

RESOLUTION

J. BRETT MORROW AS MUNICIPAL PROSECUTOR, STEVEN DUNBAR AS PUBLIC DEFENDER FOR THE TOWNSHIP OF MANSFIELD

WHEREAS, the position of 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. Brett Morrow be appointed Prosecutor, Steven Dunbar be appointed Public Defender for the year 2012.

Mr. Watters moved resolution 2012-09 for adoption, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-10

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, 2012 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.

Mr. Watters moved resolution 2012-10 for adoption, Mr. Clancy seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-11

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, 2011; 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, 2012.

Mr. Watters moved resolution 2012-11 for adoption, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-12

RESOLUTION SMALL BALANCE REFUND

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.

Mr. Watters moved resolution 2012-12 for adoption, Mayor Tomaszewski seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-13

OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Star-Gazette and Express Times be designated as official newspapers for the Township of Mansfield for 2012.

Mr. Watters moved resolution 2012-13 for adoption, Mr. Smith seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-14

LAND USE BOARD CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, that office of the Municipal 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 2012.

Mr. Watters moved resolution 2012-14 for adoption, Mayor Tomaszewski seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-15

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 2012 MEETINGS

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

DATE	TYPE OF MEETING	LOCATION	TIME
January 11	Regular Meeting	Meeting Room	7:30 p.m.
January 25	" "	" "	" "
February 8	" "	" "	" "
February 22	" "	" "	" "
March 14	" "	" "	" "
March 28	" "	" "	" "
April 11	" "	" "	" "
April 22	" "	" "	" "
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 26	" "	" "	" "

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

Mr. Watters moved resolution 2012-15 for adoption, Mayor Tomaszewski seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-16

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 2012

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 2012 by the Township Committee of the Township of Mansfield, in the county of Warren and State of New Jersey, that Bernard Murdock, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Joel Kobert, 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 2011 and defending or settling all 2012 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.

Mr. Smith moved resolution 2012-16 for adoption, Mr. Watters seconded the motion.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION NO. 2012-18

A RESOLUTION ESTABLISHING THE RATE FOR OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE

WHEREAS, the Code of the Township of Mansfield provides for a rate of payment of police coverage in quasi-public matters under Article 2 Section 2-20.9 b; and

WHEREAS, the rate established therein may be changed from time to time by resolution of the Township Committee, and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the charge for quasi-public services shall be paid as follows:

Uniformed Police Officer	\$63.99 per hour
Administrative Costs	\$24.01 per hour

Mr. Watters made a motion to approve the passage Resolution 2011-18, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION # 2012 –19

A RESOLUTION CONTINUING AUTHORIZAITON FOR THE REIMBURSEMENT OF ONE FOURTH THE COSTS
OF MEDICAL BENEFITS TO ELIGIBLE EMPLOYEES WAIVING COVERAGE
TOWNSHIP OF MANSFIELD

WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, all full-time employees of the Township of Mansfield working 35 or more hours per week; and

WHEREAS, medical benefits include medical insurance;

WHEREAS, some employees may experience an unwanted duplication of benefits;

WHEREAS, those employees with duplication may seek to waive insurance coverage and be reimbursed up to one-fourth of the cost for same; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, New Jersey, the Acting Chief Financial Officer will pay through payroll, subject to inclusion on federal W-2 Wage and Tax Statement, an amount equal to one-fourth (25%) of the Township's cost to provide the plan type the employee qualifies for (i.e. Family, Single, Parent/Child, Husband/Wife).

BE IT FURTHER RESOLVED, that the said payment will be made through the bi-weekly payroll of every month for a total twenty-six (26) payments per year.

Mr. Clancy made a motion to approve the passage of Resolution 2011-19, which was seconded by Mr. Smith.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION # 2011 –20

AUTHORIZATION FOR ACTING CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS
& REMIT PAYROLL TAXES
TOWNSHIP OF MANSFIELD

WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Income tax deductions and to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions;

WHEREAS, it is the intent of the Township Committee to pay the above at the required intervals;

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

- That the Acting Chief Financial Officer be and is hereby authorized to:

- Transfer sufficient funds from Current Fund to the Payroll Account.
- Transfer sufficient funds from the Payroll Account to the Payroll Agency Account
 - That the Acting Chief Financial Officer is hereby authorized to remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law.

Mr. Watters made a motion to approve the passage of Resolution 2012-22, which was seconded by Mr. Clancy.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2012-21

WHEREAS, N.J.S. 40 A: 4-19 provides authority for appropriating in a temporary resolution the permanent debt service for the coming fiscal year providing that such resolution is not made earlier than Dec. 20 of the year proceeding the beginning of the fiscal year; and

WHEREAS, the date of this resolution is subsequent to Dec. 1, 2012; and

WHEREAS, principal and interest will be due on various dates from Jan. 1, 2012 to Dec. 31, 2012, inclusive, on sundry bonds issued and outstanding:

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made to cover the period from Jan. 1, 2012 to Dec. 31, 2012, inclusive:

DEBT SERVICE - TOWNSHIP OF MANSFIELD

Bond Principle	164,212.40
Bond Interest	74,281.90
Loan Principle	22,500.00
Loan Interest	675.00
	261,669.30

Mr. Watters made a motion to approve the passage of Resolution 2012-22, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – Mrs. Kocher

Nay – None

Absent – None

RESOLUTION 2012-22

WHEREAS, N.J.S. 40 A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2011 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2012; and

WHEREAS, the total appropriations in the 2011 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$5,196,624.91 and

WHEREAS, 26.25% of the total appropriations in the 2011 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2011 budget is the sum of \$1,364,114.04

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Acting Chief Financial Officer for her records:

TEMPORARY APPROPRIATIONS - 2012

Salaries and Wages	720,000.00
Other Expenses	615,000.00

Mr. Smith made a motion to approve the passage of Resolution 2012-22, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – Mrs. Kocher

Nay – None

Absent – None

RESOLUTION # 2012 – 23

TOWNSHIP OF MANSFIELD

WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, The Township of Mansfield, County of Warren, State of New Jersey, desires to constitute the 2012 Temporary Capital Budget of said municipality by inserting therein, improvements to public building(s) projects.

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

1. The 2012 Temporary Capital Budget of the Township of Mansfield, County of Warren, State of New Jersey is hereby constituted by the adoption of a schedule to read as follows:

PROJECT	EST. COSTS	BUDGET APPROPRIATE	CAPITAL IMP. FUND	CAPITAL SURPLUS
GENERAL BOND				
Police Vehicle	35,520.00	35,520.00		
Police Equipment	33,064.50	33,064.50		
Public Buildings	10,000.00	10,000.00		
Road Construction	25,000.00	25,000.00		
Road Equipment	25,000.00	25,000.00		

Mr. Smith made a motion to approve the passage of Resolution 2012-22, which was seconded by Mr. Watters.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

Mayor Tomaszewski made a motion to adjourn the regular meeting at 12:29 pm, and go into the Reorganization Meeting of the Township of Mansfield Board of Health, seconded by Mr. Watters.

MANSFIELD TOWNSHIP BOARD OF HEALTH
REORGANIZATION MEETING
JANUARY 1, 2012

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 Tomaszewski called the meeting to order at 12:30 p.m.

ROLL CALL: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Mayor Tomaszewski appointed himself, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2012.

Mayor Tomaszewski moved said appointments, which was seconded by Mr. Watters.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

HEALTH OFFICER:

Mayor Tomaszewski appointed Michael Deehan, M.D., as Health Officer of the Township of Mansfield for the year 2012. This is a non-salary position.

Mr. Watters moved to concur with said appointments, which was seconded by Mr. Smith.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION BOH2012-01
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.
1. In accordance with Section 13 of the Act, the newspapers to which all notices required by the aforesaid Act are to be sent shall be any of the official newspapers of the municipality; Star-Gazette and the Express Times.
1. The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Mr. Watters made a motion to approve the passage of BOH2012-01, which was seconded by Mr. Clancy.

Ayes – Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

Mayor Tomaszewski moved to adjourn the Board of Health meeting at 12:32 pm.

Return to regular meeting at 12:32 pm.

Roll Call: Mr. Smith, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Mayor Tomaszewski congratulated Mrs. Kocher and told her that he was looking forward to working with them.

There being no further business, it was moved by Mayor Tomaszewski to adjourn the Reorganization Meeting at 12:32 p.m.

Dena Hrebenak
Municipal Clerk