

MANSFIELD TOWNSHIP COMMITTEE MEETING

May 8, 2013

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

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

Salute to the flag was done by all.

APPROVAL OF THE MINUTES:

Mr. Clancy made a motion to approve the minutes from the regular meeting held on April 24, 2013, which was seconded by Mr. Smith.

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

Nays: None

Absent: None

Abstain: None

APPROVAL OF THE BILL LIST:

Mr. Watters asked about the reseal at the DPW building and also at the Municipal Building.

Mr. Watters made a motion to approve the bill list, which was seconded by Mr. Clancy.

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

Nays: None

Absent: None

Abstain: None

Mr. Watters stated that there is a Purchase Order for the Girl Scouts for the Cleanup of Rockport Road and the park property. Mr. Watters asked about the fact that the bill is for \$250 and the purchase order is for \$300.

Mr. Pandos stated that he will speak to Mrs. Fascanelli about this bill.

CFO REPORT:

Mr. Pandos stated that he spoke to the Municipal Planner about COAH and she is working on it.

Mr. Pandos asked about the Police purchases for cameras for the car and the computers for the cars and the purchasing policy from 2011 and it states that the Township Committee should decide whether or not the purchases need to go to public bid even though this purchase is through the State Coop.

Mr. Vex stated that the cost through State Contract is typically the lowest and this should not have to go out to public bid.

Mr. Pandos stated that the Committee was given a memo with the renewal quotes for the Health Insurance and the quotes are inline and that the recommendation is for the Township to stay with the present Insurance Company.

Mr. Watters made a motion to stay with the renewal that is in place with our present Health Insurance Company, which was seconded by Mr. Smith.

Ayes: Mr. Smith, Mr. Watters, Mrs. Kocher, Mayor Tomaszewski

Nays: None

Absent: None

Abstain: Mr. Clancy

CLERKS REPORT:

Ms. Hrebenak stated that she gave all of the Committee members a copy of a letter from Mrs. Kries.

Mayor Tomaszewski stated that he accepted the resignation from Mrs. Kries for her duties for the Recreation Commission.

ENGINEERS REPORT:

Mr. DiSessa stated that the Township was granted the Municipal Aid Grant for the resurfacing of Diamond Hill Roads.

Mr. DiSessa asked about the property maintenance for two properties on Highland Avenue.

Mr. DiSessa stated that the bridges by Anderson Road and they seem as though they are completed other than the final layer so the bridge should be open shortly.

HEARING FOR ROUTE 57 AUTO:

Joe and Nick Toscano, Route 57 Auto Salvage were present to talk to the Township Committee to explain the progress of fulfill the requirements for the Junk Yard License requirements.

Mr. Vex stated that the fence that was supposed to be installed by May 1 is still presently not installed.

Mr. Toscano stated that he gave them a check after the last meeting and they told him that it would be three weeks until the install. Mr. Toscano provided them a copy of a check for the fence.

Mr. Vex explained to the Township Committee that they can either wait two weeks until the fence installed or issue the license and pull it if the fence is not installed.

Mayor Tomaszewski stated that we will give them two weeks until the next meeting to have the fence installed.

PUBLIC PORTION:

Mrs. Thompson stated that Route 57 Auto has been given 10 weeks to install the fence. Mrs. Thompson gave Mr. DiSessa a copy of a photo of the view of the racks from her property.

Mrs. Thompson asked if the Township is going to allow the racks.

Mrs. Thompson explained that this problem has been going on for five years.

Mrs. Thompson asked again if the Township is allowing the business to add on another business on this property.

Mr. Vex stated that it is not an additional use and the township is concerned with the amount of cars being sold not the corporate structure of how they sell cars.

Mrs. Thompson asked why the township allowing stacking when the judge stated that stacking is not allowed.

Mrs. Thompson asked again if the Township was going to address the issue of the branch location and request in writing a copy of the a

Glen Wilkinson, asked who would be in charge of taking the money and doing the work within the Municipal Building.

Mr. Wilkinson asked Mr. Vex about the lawsuit and if this can be discussed or should this be done in Executive Session.

Mr. Proefrock, stated that the properties on Highland Ave that the Engineer had mentioned for not being maintained outside are being maintained inside.

RESOLUTION:

RESOLUTION # 2013-64
Endorsement of Redeemed Municipal Tax Sale Certificate
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the following Tax Sale Certification, held by the Township, having been paid and satisfied in full pursuant to N.J.S.A. 54:5-59; the Mayor and Township Clerk are hereby authorized and directed to endorse same for cancellation, affix the Township Seal, and return same to the Tax Collector for delivery to the property owner or legal representative pursuant to N.J.S.A. 54:5-55.

TAX SALE CERTIFICATE NUMBER	BLOCK/LOT	AMOUNT
2012-03	401.02/26	\$ 3,028.02

Mr. Watters made a motion to approve the passage of Resolution 2013-64, which was seconded by Mrs. Kocher.

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

RESOLUTION NO. 2013-65

APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2013:

BE IT RESOLVED, that the following person to the following respective municipal offices and/or positions of the

Township of Mansfield:

Full Time Police Officer Michael Cameratta Effective 5/8/2013

Mayor Tomaszewski made a motion to approve the passage of Resolution 2013-65, which was seconded by Mr. Clancy.

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

2013-66
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Mansfield Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

1. Mansfield Township hereby appoints Skylands Risk Management, Inc. its local Risk Management Consultant.
2. The Ted Tomaszewski and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2013 in the form attached hereto.

Mr. Watters made a motion to approve the passage of Resolution 2013-66, which was seconded by Mayor Tomaszewski.

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

2013-67
2013 FUND YEAR
STATEWIDE INSURANCE FUND

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 8th day of May 2013, among the Statewide Insurance Fund (“FUND”), a joint insurance fund of the State of New Jersey, Mansfield Township (“MEMBER”) and Skylands Risk Management, Inc. (“CONSULTANT”) through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER’S exposures and advise on matters relating to the Member’s operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member’s commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER’S assessment and assist in the preparation of the MEMBER’S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER’S safety committee, if required.
 - (h) assist in the claims settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.

- (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
- (k) act in good faith and fair dealing to the FUND.
- (l) perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).
- (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
- (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2013 to January 1, 2014**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

Mr. Watters made a motion to approve the passage of Resolution 2013-67, which was seconded by Mr. Smith.

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

Nays: None

Absent: None

Abstain: None

ORDINANCE

First Reading:

ORDINANCE 2013-07

TOWNSHIP OF MANSFIELD WARREN COUNTY, NEW JERSEY

AN ORDINANCE TO AMEND CHAPTER 22 OF THE CODE OF THE TOWNSHIP OF MANSFIELD TO PROVIDE REGULATIONS REGARDING USED CLOTHING DONATION BINS.

WHEREAS, the Township of Mansfield believes that in light of the recent trend of businesses placing clothing donation bins, such amendments are necessary to update, supplement, clarify and/or explain certain provisions in the Zoning Ordinance, and

WHEREAS, the Township of Mansfield recognizes the control of the location of Clothing Donation Bins has become a matter of public concern as they may effect the health and safety of residents of this community, and

WHEREAS, the Township of Mansfield Residents making donations utilizing said bins are entitled to information regarding the entities receiving said donations, and

WHEREAS, pursuant to N.J.S.A. 40:48-2.60 et seq. entities utilizing said bins for the receipt of donations are required to obtain a permit from the municipality allowing such use;

NOW, THEREFORE, be it ordained by the Mayor and Township Committee of the Township of Mansfield that the Land Use Code of the Township of Mansfield shall be amended as follows:

CHAPTER 22 – Zoning, of the Ordinances of Mansfield Township, Section 22-2, Definitions, is hereby amended and supplemented with the following new definition:

CLOTHING DONATION BIN — Any enclosed receptacle or container made of metal, steel or a similar product and

designed or intended for the donation and the temporary storage of clothing or other materials.

Chapter 22-13 Conditional Uses, of the Ordinances of Mansfield Township is hereby amended and supplemented, by adding the following new subsections as follows:

22-13.12 Clothing Donation Bins

- Permitted Areas. Placement of clothing donation bins shall not be permitted on properties containing a residential use or uses, vacant or undeveloped land, or on properties within the industrial zones of the township.

- It shall be unlawful for any person to place, use, or employ a clothing donation bin (herein referred to as bin) for solicitation purposes within the Township of Mansfield unless all of the following requirements are met:
 - Any person desiring a permit under this chapter shall file with the Zoning Officer an original application, in writing, on a form furnished by the Zoning Department, along with an initial application fee as specified on the application.
 - The permit will be valid for a specified period of time.
 - In applying for such a permit, the applicant shall set forth the following information:
 - The applicant's name, business name and business address;
 - The location where the bin would be situated, as precisely as possible;
 - A description of the clothing donation bin to be covered by the permit;
 - The manner in which the person anticipates any clothing or other donations collected via the bin would be used, sold, or dispersed, and the method by which the proceeds of collected donations would be allocated or spent;
 - The name, and telephone number of the bona fide office required pursuant to subsection (4) of this section, of any entity which may share or profit from any clothing or other donations collected via the bin;
 - Name and phone number of the nonprofit organization displayed on each bin; and
 - Written consent from the property owner(s) to place the bin on the property.
 - All bins on a single property shall not cover a ground surface area in excess of six feet by twelve feet, nor be more than six feet in height.
 - The bin(s) shall be appropriately located so as not to interfere with sight triangles, on-site circulation, required setbacks, landscaping, parking, and any other requirements that may have been imposed as part of the site plan approval for the premises, and shall be placed on a concrete or paved surface.
 - The Zoning Officer shall not grant an application for a permit to place, use or employ a clothing

donation bin, if he/she determines that the placement of the bin(s) could constitute a safety hazard. Such hazards shall include, but not be limited to, the placement of clothing donation bins within 100 yards of any place which stores large amounts of, or sells, fuel or other flammable liquids or gases, or the placement of the bin would constitute a traffic hazard.

- The bin(s) shall be of the type that are enclosed by use of a receiving door and locked so that the contents of the bin(s) may not be accessed by anyone other than those responsible for the retrieval of the contents.
- The following information shall be clearly and conspicuously displayed on the clothing donation bin(s):
 - The name and address of the registered person that owns the bin(s) and of any other entity which may share or profit from clothing or other donations collected via the bin(s); and
 - The telephone number of the person's bona fide office, and if applicable, the telephone number of the bona fide office of any other entity which may share or profit from any clothing or other donations collected via the bin(s);
 - In cases where any entity other than the person who owns the bin(s) may share or profit from any clothing or other donations collected via the bin(s), a notice, written in a clear and easily understandable manner, indicating that clothing or other donations collected via the bin(s), their proceeds or both, may be shared or given entirely to, an entity other than the person who owns the bin(s), and identifying all such entities which may share or profit from such donations;
 - A statement consistent with the information as required by Section 3-(4) of this Ordinance, indicating the manner in which the person anticipates any clothing or other donations collected via the bin(s) would be used, sold or dispensed and indicating the method by which the proceeds of the collected donations would be allocated.
- It shall be the duty of each registered organization issued a permit hereunder to properly maintain and service any clothing donation bin placed within the Township so as to prevent such clothing bins from creating any nuisance, hazardous or unsafe condition, including accumulation of any items outside of the bin(s).
- An expiring permit for a clothing donation bin may be renewed upon application for renewal and payment of a renewal fee not to exceed \$25 annually.
- If any used clothing donation bins are placed without a permit, or an inspection reveals that such bins are not in compliance with this section, enforcement and abatement shall take place as generally provided under this article.
 - The minimum penalty of fine for the violations of any of the provisions of this chapter shall be \$100 per violation.
 - The zoning officer, the building inspector, or other code enforcement officer, the police department, and the Warren County Department of Health are hereby individually and severally empowered to enforce the provisions of the Ordinance.

- A violation of this ordinance may result in the Township seizing the bin, removing it at the owner's expense and selling the contents at public auction. All proceeds from such sale shall be paid to the Chief Financial Officer of the municipality.

Mayor Tomaszewski made a motion to approve the introduction of Ordinance 2013-07 and requested that the public hearing be held on May 22, 2013 at 8pm, which was seconded by Mr. Smith.

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

ORDINANCE 2013-10

AN ORDINANCE TO AMEND CHAPTER III A OF THE CODE OF THE TOWNSHIP OF MANSFIELD BY ADDING NEW SECTIONS 3 CLINIC SPORTS REGISTRATION FEES AND SCHOLARSHIPS

WHEREAS, the Township Committee of the Township of Mansfield has determined that there should be, within the Township of Mansfield; recreation registration fees.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the Code of the Township of Mansfield is hereby amended to include the following provisions regarding recreation registration fees.

Section 1

Chapter IIIA of the Code of the Township of Mansfield is hereby amended to include a new section establishing Clinic Sports Registration Fees:

Chapter IIIA-13. Clinic sports registration fees for participation of children in sports clinics of the Township of Mansfield shall be as follows:

- | | | |
|-----|-------------------------------------|--|
| (a) | Learn to Play Field Hockey Clinic | \$40.00 |
| (b) | Summer Soccer Clinics | |
| | 1. PreK-K | \$40 for five (5) one (1) hour sessions |
| | 2. 1 st -8 th | \$90 for five (5) two (2) hours sessions |

Mr. Clancy made a motion to introduce Ordinance 2013-10 and requested that the public hearing be held on May 22, 2013 at 8pm, which was seconded by Mrs. Kocher.

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

Second Reading:

ORDINANCE 2013-08

AN ORDINANCE AMENDING THE TOWNSHIP OF MANSFIELD GENERAL ORDINANCES TO

**CLARIFY THE TOWNSHIP’S PROHIBITIONS ON SMOKING INSIDE TOWNSHIP BUILDINGS
AND VEHICLES AND OUTSIDE TOWNSHIP BUILDING ENTRANCES**

WHEREAS, the Township Committee of the Township of Mansfield has determined that clarification is required with respect to the Township’s policy regarding smoking by employees and visitors inside Township buildings and outside the Municipal Building entrances

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

Section 1

The following new regulation related to smoking shall be added to the Township of Mansfield Ordinances:

SMOKING PROHIBITIONS IN MUNICIPAL BUILDINGS AND WITHIN 30 FEET OF ALL ENTRANCES TO THE MUNICIPAL BUILDING

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breath clean air supersedes the rights of smokers. In accordance with the State law, the Township has adopted a smoke-free policy for all buildings. Township facilities shall be smoke-free, and no employee or visitor will be permitted to smoke anywhere inside Township buildings. Employees and visitors are permitted to smoke only outside of Township buildings and in such locations as not to allow the reentry of smoke into any building entrances. Furthermore, employees and visitors are prohibited from smoking within 30 feet of any entrance to the Township Municipal Building, as that building is regularly frequented by other employees and many members of the general public. Smoking inside vehicles owned by the Township and near equipment that may be sensitive to smoke is also prohibited.

ENFORCEMENT

The enforcement authority for this chapter shall be the police officers of the Township of Mansfield.

VIOLATIONS AND PENALTIES

Any person who violates any provision of this chapter shall be subject to the following penalties:

- For the first offense, a fine not to exceed the amount of \$50.
- For the second offense, a fine not to exceed the amount of \$100.
- For each additional violation, a fine not to exceed \$250.

Section 2

All other ordinance provisions which are inconsistent with the terms of this Ordinance, are hereby declared null and void and repealed.

Mr. Watters made a motion to approve the passage of Ordinance 2013-08, which was seconded by Mr. Smith.

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

Nays: None

Absent: None

Abstain: None

ORDINANCE 2013-09

AN ORDINANCE AMENDING THE TOWNSHIP OF MANSFIELD GENERAL ORDINANCES TO CREATE THE POSITION OF OFFICE MANAGER

WHEREAS, the Township Committee of the Township of Mansfield has determined that it is in the best interests of the Township to create the position of Office Manager to supervise the day to day operations of the Municipal Building administrative staff.

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

Section 1

OFFICE MANAGER

Appointment; Term. The Officer Manager shall be appointed by majority vote of the governing body. He or she shall hold this office for a two year term (with the first term ending December 31, 2014). He or she may also be removed from the position for cause as determined by the governing body.

Duties. The Office Manager shall be responsible for the following duties:

1. Supervise the Township administrative office and staff.
2. Coordinate the operations, activities and administration of the programs, departments, offices, boards, committees, agencies and activities of the Township.
3. Investigate, examine and inquire, when deemed necessary or as directed from time to time by the Township Committee, into the affairs and operations of any department, office, board, committee or agency of the Township in connection with the performance of their designated responsibilities and to generally ensure the efficient operations thereof.
4. Perform such other and additional duties and functions as may from time to time be designated or assigned by the Township Committee.

Section 2

The Township's Salary Ordinance shall reflect that the annual salary rate for the Office Manager position shall be \$20,000 to \$25,000.

Section 3

All other ordinance provisions which are inconsistent with the terms of this Ordinance are hereby declared null and void and repealed.

Mr. Smith made a motion to approve the passage of Ordinance 2013-09, which was seconded by Mr. Watters.

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

EXECUTIVE SESSION:

Mr. Watters made a motion to enter into Executive Session at 8:37pm, which was seconded by Mr. Smith.

Return to Regular Session at 9:23pm.

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

Mayor Tomaszewski made a motion to appoint Joseph Layton as the Township's Municipal Planner for the year 2013, which was seconded by Mr. Watters.

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

RESOLUTION # 2013-68
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
TO AUTHORIZE AND APPROVE THE ANNUAL SALARY FOR A TOWNSHIP EMPLOYEE

WHEREAS, Ordinance # 2013-09 established the salary for a certain employee of the Township of Mansfield, County of Warren,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated as follows per the August 29, 2012 Offer of Employment Agreement:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
William Pandos	Office Manager	\$ 20,000.00 / Annual Salary Commencing 5/8/13

Mayor Tomaszewski made a motion to approve Resolution 2013-68 to appoint Mr. Pandos office manager, which was seconded by Mr. Smith.

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

COMMITTEE PERSON COMMENTS:

Mrs. Kocher explained that recreation will be looking into the costs for the background check fees for coaches.

Mr. Watters made a motion to adjourn at 9:29pm, which was carried by all.