

MANSFIELD TOWNSHIP COMMITTEE MEETING

September 11, 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

Salute to the flag was done by all.

PRESENTATION:

Lou Nisivoccia, Nisivoccia Consulting explained to the Township Committee the provisions that will be on the server that was quoted. He explained that the server will be equipped with Windows Server Version 8 with a 2TB hard drive and 8 GB memory. This system will be plenty to serve the administrative offices. Mr. Nisivoccia also explained that servers at this point have a life of about 5 years. The off-site storage would be about \$20 per month and will hold 20GB of storage which would cover the storage requirements.

Mr. Smith made a motion to go with Nisivoccia Consulting for a server for the administrative offices for a total amount not to exceed \$6766 subject to the certification of availability of funds from the Acting CFO and proceed with the cloud backup, which was seconded by Mr. Clancy.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

APPROVAL OF THE MINUTES:

Mr. Smith made a motion to approve the minutes from the regular meeting held on August 14, 2013, which was seconded by Mr. Clancy.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

Mr. Clancy made a motion to approve the minutes from the regular meeting held on August 28, 2013, which was seconded by Mr. Smith.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

APPROVAL OF THE BILL LIST:

Mr. Watters asked where there was a meter installed by Don Longo?

Ms. Hrebenak stated that this meter was installed at the municipal garage and it was a diesel meter.

Mr. Smith stated that there was a problem with the other meter and the quality was poor so it was replaced.

Mrs. Kocher asked if the bill for the animal control was the last one for Norton.

Ms. Hrebenak stated that this was the final bill.

Mr. Watters asked about the bill for the alarm company one for \$45.00 and one for \$95.

Ms. Hrebenak stated that the bill for \$45.00 was for two alarm codes and the one for \$95 was when they had to come out and reset the system and give us an alarm code.

Mr. Watters asked about the billing for the Russian and Spanish interpreters if it was different prices or more service hours.

Ms. Hrebenak explained that it was 3 hours at \$120 and 2 hours travel at \$35 for the Russian Interpreter and it was only 2 hours for the Spanish Interpreter.

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

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

CLERKS REPORT:

Ms. Hrebenak explained that next Wednesday will be the Combo Seminar for Harassment, Discrimination, Family leave and the Insurance Company has strongly suggested that all Committee members attend. If any members plan on attending, please contact my office.

Ms. Hrebenak stated that the Cub Scout Troop, which is made up of all Mansfield Residents, will be doing a Car wash at PNC and would like this to be advertised on the website.

The Township Committee agreed that it would be ok to place this on the Township website.

Ms. Hrebenak stated that the website training was performed and today she was given access to add department heads so that they may input their changes to the website, so if at this point people are saying that there are not updates done to the pages and the information is incorrect the department heads do have the availability to make the changes.

ENGINEERS REPORT:

Mr. DiSessa explained that the bids will be advertised this Friday and the bids will be received back on October 1, 2013.

Mr. DiSessa stated that they are working on some property maintenance issues and they have one in court presently.

Mr. Watters asked if the Township Committee would be interested in having a special meeting to award the bids.

Mr. DiSessa stated that he believes that we will have to wait for the bond ordinance to be approved for the Certification of availability of funds.

PUBLIC PORTION:

Mr. Scott Cruts, 93 Schaffer Road, spoke about the Concession Stand at the Football Field which was donated by Home Depot. The parents were told that the building was owned by the township and that the parents association could use the building.

Mrs. Patty Titus, explained that her daughter plays field hockey and the field conditions are deplorable. The grass has been too high for the girls to play.

Mr. Smith stated that he would speak to Mr. Sliker about the fields and we would get this issue taken care of.

RESOLUTION:

Mr. Watters asked Mr. Smith if he had gotten any updates on the reason for the car.

Mr. Smith stated that this lease would basically be replacing the old lease that was paid off, and that this car would be a new car on an existing lease and that this car was budgeted for.

Lieutenant Reilly stated that typically how we have done it is when one lease is paid off then we begin a new lease.

Mrs. Kocher stated that the computer and the equipment was already purchased for this car.

RESOLUTION # 2013 -97
LEASE/PURCHASE OF POLICE VEHICLE
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, the Township of Mansfield wishes to lease/purchase a Police Vehicle from an authorized vendor under State Contract;

WHEREAS, the purchase of goods and services by local contracting units is authorized by Local Public Contracts Law, N.J.S.A. 40A:11-12a; and

WHEREAS, Ford Credit has been awarded the State Contract;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that a contract be awarded to Ford Credit for lease/purchase of one (1) 2014 Dodge Charger, schedule No. 6366510 for a 36 month lease at \$ 11,505.59 per year.

Mrs. Kocher made a motion to approve the passage of Resolution 2013-97, which was seconded by Mr. Clancy.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

RESOLUTION 2013-98

**A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,
STATE OF NEW JERSEY, AUTHORIZING MEMBERS OF THE TOWNSHIP
COMMITTEE TO PARTICIPATE IN TOWNSHIP COMMITTEE MEETINGS VIA
TELEPHONE**

WHEREAS, it had been the policy of the Township of Mansfield that Committee Members could not participate in Township meetings via telephone; and

WHEREAS, the Township Committee determines that it is in the best interest of the Township to permit Township Committee Members to participate in meetings via telephone; and

WHEREAS, Township Committee Members shall be allowed to participate in Township meetings via telephone provided that they are able to hear everyone in the meeting room and everyone in the meeting room is able to hear the participating committee person; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Township Committee Members are hereby authorized to participate in Township Meetings via telephone.

Mr. Smith made a motion to approve the passage of Resolution 2013-98, which was seconded by Mr. Clancy.

Ayes: Mr. Smith, Mr. Clancy, Mrs. Kocher

Nays: Mr. Watters

Absent: Mayor Tomaszewski

Abstain: None

**TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION # 2013 -99**

**TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER
159**

WHEREAS, N.J.S.A. 40A4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield will receive \$ 4,400.00 for a Drive Sober or Get Pulled Over Grant and wishes to amend its 2013 budget to include a portion of this amount as a revenue

NOW, THERE, BE IT RESOLVED that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$4,400.00 that is now available as revenue from:

- Miscellaneous Revenues
- Special Items of General Revenue Anticipated with Prior Written Consent
- Of the Director of Local Government Services:
- Public and Private Revenues Offset with Appropriations:
- Drive Sober or Get Pulled Over Grant

BE IT FURTHER RESOLVED, that a like sum of \$4,400.00 be and the same is hereby appropriated under the caption of:

- General Appropriations
- Operations – Excluded from caps Public and Private Programs
- Offset by Revenues:
- Drive Sober or Get Pulled Over Grant

BE IT FURTHER RESOLVED, that the Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

Mrs. Kocher made a motion to approve the passage of Resolution 2013-99, which was seconded by Mr. Smith.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION # 2013 –100

TITLE: INSERTION OF SPECIAL ITEM OF REVENUE PURSUANT TO N.J.S.A. 40A:4-87, CHAPTER 159

WHEREAS, N.J.S.A. 40A4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of any item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield received \$ 2,129.75 for a Drunk Driving Enforcement Fund and wishes to amend its 2013 budget to include a portion of this amount as a revenue

NOW, THERE, BE IT RESOLVED that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$ 2,129.75 that is now available as revenue from:

- Miscellaneous Revenues
- Special Items of General Revenue Anticipated with Prior Written Consent
- Of the Director of Local Government Services:
- Public and Private Revenues Offset with Appropriations:
- Drunk Driving Enforcement Fund

BE IT FURTHER RESOLVED, that a like sum of \$ 2,129.75 be and the same is hereby appropriated under the caption of:

- General Appropriations
- Operations – Excluded from caps Public and Private Programs
- Offset by Revenues:
- Drunk Driving Enforcement Fund

BE IT FURTHER RESOLVED, that the Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

Mr. Clancy made a motion to approve the passage of Resolution 2013-100, which was seconded by Mr. Smith.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

ORDINANCE

Deputy Mayor Watters introduced Ordinance 2013-14:

ORDINANCE # 2013-14

BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$432,000 FOR VARIOUS IMPROVEMENTS TO DIAMOND HILLS ROADS IN AND BY THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$196,650 BONDS OR NOTES OF THE TOWNSHIP FOR FINANCING PART OF THE APPROPRIATION.

BE IT ORDAINED, BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

The improvement described in Section 3 of this Bond Ordinance (the "Improvement") is hereby authorized to be undertaken by the Township of Mansfield, in the County of Warren, New Jersey (the "Township") as a general improvement. For the said Improvement there is hereby appropriated the amount of \$432,000. Such sum includes the sum of (a) \$125,000 expected to be received as a grant from the New Jersey Department of Transportation; (b) \$100,000 expected to be received from the Hackettstown Municipal Utilities Authority and (c) \$10,350 as the down payment (the "Down Payment") required by the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes, as amended and supplemented (the "Local Bond Law"). The Down Payment is now available by virtue of provision in one or more previously adopted budgets for down payments for capital improvement purposes.

In order to finance the additional cost of the Improvement not covered by application of the Down Payment, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$196,650 pursuant to the provisions of the Local Bond Law (the "Bonds"). In anticipation of the issuance of the Bonds and to temporarily finance said Improvement or purposes, negotiable bond anticipation notes of the Township are hereby authorized to be issued

in the principal amount not exceeding \$196,650 pursuant to the provisions of the Local Bond Law (the “Bond Anticipation Notes” or “Notes”).

The improvement hereby authorized and the purpose for which obligations are to be issued is for various improvements to roads within the Diamond Hills Development, including all work and materials necessary therefore or incidental thereto.

The estimated maximum amount of Bonds or Notes to be issued for the purpose of financing a portion of the cost of the Improvement is \$196,650.

The estimated cost of the Improvement is \$432,000 which amount represents the initial appropriation made by the Township.

All Bond Anticipation Notes issued hereunder shall mature at such times as may be determined by the municipal finance officer of the Township (the “Chief Financial Officer”); provided that no Note shall mature later than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with Notes issued pursuant to this ordinance, and the signature of the Chief Financial Officer upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject to the provisions of Section 8(a) of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the Notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the Township Committee of the Township at the meeting next succeeding the date when any sale or delivery of the Notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and the name of the purchaser.

The capital budget of the Township is hereby amended to conform with the provisions of this Ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey is on file with the Township Clerk and is available for public inspection.

The following additional matters are hereby determined, declared, recited and stated:

The Improvement described in Section 3 of this Bond Ordinance is not a current expense, and is a capital improvement or property that the Township may lawfully make or acquire as general improvements, and no part of the cost thereof has been or shall be specially assessed on property

specially benefited thereby.

The period of usefulness of the Improvement, within the limitations of the Local Bond Law, taking into consideration the respective amounts of all obligations authorized for such purpose, according to the reasonable life thereof computed from the date of the Bonds authorized by this Bond Ordinance, is 20 years.

The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such statement shows that the gross debt of the Township, as defined in the Local Bond Law, is increased by the authorization of the Bonds and Notes provided in this Bond Ordinance by \$196,650 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

An aggregate amount not exceeding \$108,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost of the Improvements, as indicated herein.

Any funds or grant monies received for the purpose described in Section 3 of this Ordinance shall be used for financing said Improvement by application thereof either to direct payment of the cost of said Improvement or to the payment or reduction of the authorization of the obligations of the Township authorized therefore by this Bond Ordinance. Any such funds received may, and all such funds so received which are not required for direct payment of the cost of said Improvement shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this Bond Ordinance.

The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this Bond Ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

This Bond Ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Township reasonably expects to pay expenditures with respect to the Improvement prior to the date that Township incurs debt obligations under this Bond Ordinance. The Township reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Township under this Bond Ordinance. The maximum principal amount of debt expected to be issued for payment of the cost of the Improvement is \$196,650.

This Bond Ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mr. Clancy made a motion to approve the introduction of Ordinance 2013-14, which was seconded by Mrs. Kocher.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

COMMITTEE PERSON COMMENTS:

Mr. Smith stated that the new tractor has an issue with the tire.

Mr. Clancy stated that Lieutenant Reilly gives us a pretty good account of what the police department is doing and there is a major increase in activity and the police department needs to be properly staffed.

Mr. Smith stated that he is spearheading the working of numbers for adding police officers because with the staffing being low there are issues with safety of the officers and the tax payers of the township and he would really like to start looking into hiring officers.

Mrs. Kocher made a motion to go into Executive Session at 7:53 pm, which was seconded by Mr. Smith.

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

Nays: None

Absent: Mayor Tomaszewski

Abstain: None

Return to regular session at 8:37pm.

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

Mr. Watters made a motion to adjourn at 8:38pm.