

MANSFIELD TOWNSHIP REORGANIZATION MEETING JANUARY 1, 2008

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 George Baldwin, at 12:00 noon with the following Committee present: Mrs. Oakley, Mr. Watters, Ms. Nerbak, Mr. Baldwin, Mr. Jewell.

Mayor Baldwin thanked everyone in the public and the governing body for a great year, and stated that there have been a number of significant changes, the office of emergency management changes, the change in attorney, and the shared services that have taken place.

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

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

Senator Leonard Lance conducted the swearing in ceremony and Oath of Office for George Baldwin as Township Committee member.

Howard Vex, Esq. conducted the swearing in ceremony and Oath of Office for Robert Jewell as Township Committee member.

ELECTION OF MAYOR:

BE IT RESOLVED, that Ellen Nerbak be appointed Mayor of the Township of Mansfield for the year 2008.

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

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

Abstained – None

Nay – None

Senator Leonard Lance conducted the swearing in ceremony and Oath of Office to Ellen Nerbak as Mayor of the Township of Mansfield for the year 2008.

Ms. Nerbak thanked Mr. Baldwin for his service as mayor and Mr. Watters for his service as deputy mayor. Ms. Nerbak stated that she would like to move forward with her goals first goal being to continue the policy of sound fiscal management. Second goal being working with the Recreation Commission on the Recreation park project in such a way as to not over burden the tax payers, with the help of her fellow committee members, employees and volunteers to the Township of Mansfield.

Ms. Nerbak stated that she would like to thank Mr. Baldwin and Mr. Coppola for all of their hard work with the shared services project.

Ms. Nerbak stated that she is of the opinion that Mansfield Township is a good place to live and work and she looks forward to working with all of you for the upcoming year.

DEPUTY MAYOR:

BE IT RESOLVED, that George Baldwin be appointed Deputy Mayor of the Township of Mansfield for the year 2008.

Mrs. Oakley moved the forgoing resolution for adoption, Mr. Jewell seconded the motion.

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

Abstained – None

Nay – None

Senator Leonard Lance conducted the swearing in ceremony and Oath of Office to George Baldwin as Deputy Mayor of the Township of Mansfield for the year 2008.

TAX ASSESSOR: Mayor Ellen Nerbak appointed Bernard Murdock, be appointed from January 1, 2007 through July 1, 2007 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.

REGISTERED MUNICIPAL CLERK: Dena Hrebenak, appointed 5/23/07 for a term of three years, term to expire 5/23/2010 in accordance with N.J.S.A. 40A:9-133.

Mayor Nerbak made a motion hire Joel Kobert, Esq of Courter, Kobert, & Cohen as Township Attorney for the year 2008.

Mrs. Oakley moved the foregoing, which was seconded by Mr. Baldwin.

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

Abstained – None

Nay – None

Mayor Nerbak made a motion to hire Doug Mace as Township Engineer for the year 2008.

Mr. Watters moved the foregoing, which was seconded by Mrs. Oakley.

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

Abstained – None

Nay – None

RESOLUTION 2008-01

APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND
POSITIONS FOR THE YEAR 2008:

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2008 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 Judith Casella
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, Jr.
Public Works Assistant	Jennifer Hikade
Animal Control Officer	Betty Wysocki Gary Wysocki
Alternate Animal Control Officer	Kim/Robert Kopack
Construction Office Technical Assistant	Michelle Coward

Tax Assessor Assistant	Jennifer Hikade
Planning & Zoning Board Secretary	Patti Zotti
Website Administrator	Dena Hrebenak
Certified List Officer	Bernard Murdock
Police Secretary	Joan Cichy

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

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

OFFICE ON AGING:

Mayor Ellen Nerbak appointed Margaret Dickerson as Mansfield Township Office on Aging Representative for the year 2008.

Mr. Baldwin moved to concur in said appointment, seconded by Mr. Watters.

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

Mayor Ellen Nerbak appointed Margaret Dickerson, Senior Citizens Coordinator for the year 2008.

EMERGENCY MANAGEMENT DIRECTOR:

BE IT RESOLVED, that Scott Hammel be appointed Deputy Emergency Management Director for the year 2008 a one (1) year term.

Moved by Mr. Baldwin, and seconded by Mrs. Oakley.

Ayes – Mrs. Oakley, Mr. Watters, Mr. Baldwin, Mr. Jewell, Mayor Nerbak
 Abstained – None
 Nay – 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 2008.

Mrs. Oakley moved the foregoing appointment, Mr. Baldwin seconded the motion.

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

RESOLUTION 2008-02

TOWNSHIP COMMITTEE
 SUBORDINATE COMMITTEES
 AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2008:

	<u>CHAIR PERSON</u>	<u>VICE CHAIR PERSON</u>
Municipal Alliance	Ellen Nerbak	
Public Buildings Public Works	George Baldwin	Robert Jewell
Shared Services Police & Safety	George Baldwin Cate Oakley	Ellen Nerbak Robert Jewell
Fire & Emergency Management	Joe Watters	Robert Jewell
Recreation	Ellen Nerbak	George Baldwin
Environmental Comm.	Robert Jewell	Joe Watters
Events Coordinator	Cate Oakley	Ellen Nerbak
Finance	George Baldwin	Joe Watters
Judiciary	George Baldwin	Ellen Nerbak
Personnel	Cate Oakley	Joe Watters
School Liaison	Joe Watters	Robert Jewell
Economic & Industrial Dev. Advisory Council	Ellen Nerbak	George Baldwin
Open Space	Ellen Nerbak	Cate Oakley

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

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

Abstained – None

Nay – None

Mayor Ellen Nerbak appointed Andrew Coppola as the Shared Service Liaison for the year 2008.

Mr. Baldwin thanked Mr. Coppola for all of his hard work with the Shared Services group.

Mr. Baldwin moved to concur with said appointment, which was seconded by Mr. Jewell.

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

Abstained – None

Nay – None

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Ellen Nerbak appointed Glen Todd as a member of the Environmental Commission for a three year term, which expires 12/31/10.

Mayor Ellen Nerbak appointed Orson Kirk as a member of the Environmental Commission for a three year term, which expires 12/31/10.

Mayor Ellen Nerbak appointed Kathie Todd as chairman for the Environmental Commission for the year 2008.

Mrs. Oakley moved to concur in said appointments, Mr. Jewell seconded the motion.

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

Abstained – None

Nay – None

PLANNING BOARD APPOINTMENTS:

Mayor Ellen Nerbak appointed herself as the Class I Member to the Mansfield Township Planning Board term to expire 12/31/08.

Mayor Ellen Nerbak appointed George Baldwin as her replacement in her absence at the Planning Board meetings.

Mayor Ellen Nerbak appointed Joe Watters as a Class III member to the Mansfield Township Planning Board term to expire 12/31/08.

Mayor Ellen Nerbak appointed Ali Vaezi as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/11.

Mayor Ellen Nerbak appointed Zola Mills, for the unexpired term of Jeff Marchioni, as a Class IV member to the Mansfield Township Planning Board term to expire 12/31/10.

ZONING BOARD OF ADJUSTMENT:

Mayor Ellen Nerbak appointed Cynthia McGuiness as a member to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/11.

Mayor Ellen Nerbak appointed David Spender, for the unexpired term of Robert Jewell, Mansfield Township Zoning Board of Adjustment term to expire 12/31/09.

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

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

Abstained – None

Nay – None

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

Mayor Ellen Nerbak appointed herself to serve as the Township Committee member, for a two year term which will expire 12/31/2009.

Mayor Ellen Nerbak appointed Scott Cruts to serve as a member from the Recreation Commission, for a two year term which will expire 12/31/2009.

Mayor Ellen Nerbak appointed Bruce Stymacks to serve as a Citizen member for a 1 year term which will expire 12/31/2008.

Mayor Ellen Nerbak appointed Jeremy DeLuca to serve as a Citizen member for a 1 year term which will expire 12/31/2008.

Mayor Ellen Nerbak appointed Dick Appleby to serve as a Citizen member for a 1 year term which will expire 12/31/2008.

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

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

Abstained – None

Nay – None

WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Ellen Nerbak appointed herself to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/08.

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

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

Abstained – None

Nay – None

MUNICIPAL ALLIANCE:

Mayor Ellen Nerbak 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

Mrs. Oakley made a motion to concur with said appointments, Mr. Baldwin seconded the motion.

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

Abstained – None

Nay – None

RESOLUTION 2008-03

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, 2008 to December 31, 2008. 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.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-04

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, Ellen Nerbak
2. Township Clerk, Dena Hrebenak
3. Chief Financial Officer, Andrew Coppola.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-05

TAX SEARCH OFFICER

BE IT RESOLVED, that Carrie Rochelle be the official Tax Search Officer for the Township of Mansfield for 2008.

Mr. Jewell moved resolution 2008 for adoption, Mrs. Oakley seconded the motion.

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

Abstained – None

Nay – None

RESOLUTION 2008-06

ASSESSMENT SEARCH OFFICER:

BE IT RESOLVED, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2008.

Mr. Baldwin moved resolution 2008 for adoption, Mr. Jewell seconded the motion.

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

Abstained – None

Nay – None

ZONING OFFICER AND DEPUTY ZONING OFFICER:

Mayor Ellen Nerbak appointed Doug Mace of Mace Consulting Engineers, Zoning Officer and Deputy Zoning Officer of the Township of Mansfield for a term of one (1) year to expire on December 31, 2008.

Mrs. Oakley moved to concur in said appointments, Mr. Baldwin seconded the motion.

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

Abstained – None

Nay – None

BOND COUNCIL:

Mayor Ellen Nerbak appointed Kevin Quinn from the firm of McCarter and English, LLP.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-07

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 2008.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-08

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, 2008 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.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-9

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, 2007; 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, 2008.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-10

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.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-11

OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Star-Gazette, The Star-Ledger, Express Times, Daily Record and be designated as official newspapers for the Township of Mansfield for 2008.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-12

PLANNING 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 2008.

Mr. Baldwin moved the foregoing resolution for adoption, Mr. Jewell seconded the motion.

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

Abstained – None

Nay – None

RESOLUTION 2008-13

WHEREAS, the Township of Mansfield, County of Warren, State of New Jersey, desires to constitute the 2008 Temporary Capital Budget of said municipality by inserting therein Road Equipment Purchase 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 2008 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 Appropriation	Capital Imp. Fund	Capital Surplus	General Bonds
Road Equipment	30,071.40	30,071.40			

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

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

Abstained – None

Nay – None

RESOLUTION 2008-14

WHEREAS, N.J.S.A. 40 A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2008 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, 2008; and

WHEREAS, the total appropriations in the 2007 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$4,824,629.17 and

WHEREAS, 26.25% of the total appropriations in the 2007 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2007 budget is the sum of \$1,266,465.16

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

TEMPORARY APPROPRIATIONS - 2008

Salaries and Wages	600,000.00
Other Expenses	500,000.00
Body Armor Grant	1,588.07

Mrs. Oakley moved the forgoing resolution for adoption, Mr. Baldwin seconded the motion.

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

RESOLUTION 2008-15

WHEREAS, N.J.S.A. 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 preceding the beginning of the fiscal year; and

WHEREAS, the date of this resolution is subsequent to Dec. 1, 2007; and

WHEREAS, principal and interest will be due on various dates from Jan. 1, 2008 to Dec. 31, 2008, 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, 2008 to Dec. 31, 2008, inclusive:

DEBT SERVICE - TOWNSHIP OF MANSFIELD

Bond Principle	158,269.00
Bond Interest	103,622.55
Loan Principle	22,500.00
Loan Interest	2,025.00
	286,416.55

Mr. Watters moved the forgoing resolution for adoption, Mr. Baldwin seconded the motion.

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

RESOLUTION 2008-16

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 2008 MEETINGS

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

DATE	TYPE OF MEETING	LOCATION	TIME
January 9	Regular Meeting	Meeting Room	7:30 p.m.
January 23	" "	" "	"
February 13	" "	" "	"
February 27	" "	" "	"
March 12	" "	" "	"
March 26	" "	" "	"
April 9	" "	" "	"
April 23	" "	" "	"
May 14	" "	" "	"
May 28	" "	" "	"
June 11	" "	" "	"
June 25	" "	" "	"
July 9	" "	" "	"
July 23	" "	" "	"
August 13	" "	" "	"
August 27	" "	" "	"
September 10	" "	" "	"
September 24	" "	" "	"
October 8	" "	" "	"
October 22	" "	" "	"
November 12	" "	" "	"
November 25	" "	" "	"
December 10	" "	" "	"
December 23	" "	" "	"

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 2008-16, Mr. Baldwin seconded the motion.

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

Abstained – None

Nay – None

RESOLUTION 2008-17

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 2008

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 2008 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 2007 and defending or settling all 2008 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.

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

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

Abstained – None

Nay – None

RESOLUTION 2008-18

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 2008.

Mr. Baldwin moved Resolution 2008-18, Mr. Watters seconded the motion.

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

Abstained – None

Nay – None

RESOLUTION NO. 2008-19

MANSFIELD TOWNSHIP DEPARTMENT OF PUBLIC WORKS

2008 SALARIES

BE IT RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, Warren County, New Jersey, that the Salaries for the Department of Public Works for the period beginning Jan 1, 2008 through December 31, 2008 shall be as follows:

Keith Beam	\$48,768
Everett Cox	\$48,768
John Prisco	\$48,768
John Tate	\$48,768
Ed Watters	\$48,768
Ron Richardson	\$48,768

BE IT FURTHER RESOLVED, that salaries are to be paid in accordance with Salary Ordinance – Ordinance No. 2007-01, which was adopted by the Mansfield Township Committee on Feb. 28, 2007.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Chief Financial Officer shall be hereby authorized to pay the foregoing salaries commencing Jan. 1, 2008.

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

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

Abstained – None

Nay – None

RESOLUTION NO. 2008-21

MANSFIELD TOWNSHIP POLICE DEPARTMENT

2008 SALARIES

WHEREAS, there is an agreement in place between the Township of Mansfield, Warren County, New Jersey and the Fraternal Order of Police Lodge #157 on behalf of the Township of Mansfield Police which sets for the per annum salaries of Patrolmen and Sergeants;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, Warren County, New Jersey, that the per annum salaries for the following Patrolmen and Sergeants for the periods below shall be as follows:

		From	To		From	To
Sgt. Patricia Mannon	\$77,561.00	1-Jan	31-Dec			
Sgt. Robert Emery	\$77,561.00	1-Jan	31-Dec			
Sgt. James Newman	\$77,561.00	1-Jan	31-Dec			
Ptl. Shawn Bates	\$73,040.00	1-Jan	31-Dec			
Sgt. Michael Clancy	\$77,561.00	1-Jan	31-Dec			
Ptl. James Hikade	\$73,040.00	1-Jan	31-Dec			
Ptl. Glenn Hydock	\$73,040.00	1-Jan	31-Dec			
Ptl. Patrick Kirchner	\$73,040.00	1-Jan	31-Dec			
Ptl. Michael Reilly	\$73,040.00	1-Jan	31-Dec			
Ptl. Steven Browns	\$73,040.00	1-Jan	31-Dec			
Ptl. Anthony Sillett	\$65,852.00	1-Jan	5-Aug	\$67,929.00	6-Aug	31-Dec
Ptl. Conklin	\$65,852.00	1-Jan	31-Dec			
Ptl. Christian Gilbert	\$56,988.00	1-Jan	31-Jul	\$65,852.00	1-Aug	31-Dec
Ptl. James MacDonough	\$56,988.00	1-Jan	31-Oct	\$65,852.00	1-Nov	31-Dec

BE IT FURTHER RESOLVED, that salaries are to be paid in accordance with Salary Ordinance – Ordinance No. 2007-06, which was adopted by the Mansfield Township Committee on June 27, 2007.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Chief Financial Officer shall be hereby authorized to pay the foregoing salaries in accordance with Ordinance 2007-06 commencing Jan, 1, 2008.

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

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

Mrs. Oakley 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 Mr. Watters.

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

MANSFIELD TOWNSHIP BOARD OF HEALTH
REORGANIZATION MEETING
JANUARY 1, 2008

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 Ellen Nerbak called the meeting to order at 12:35 p.m.

ROLL CALL: Mrs. Oakley, Mr. Watters, Mr. Baldwin, Mr. Jewell, Mayor Nerbak

Mayor Ellen Nerbak appointed Cate Oakley, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2008.

Mr. Baldwin moved to concur with the appointments, Mr. Jewell seconded the motion.

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

HEALTH OFFICER:

Mayor Ellen Nerbak appointed Michael Deehan, M.D., as Health Officer of the Township of Mansfield for the year 2008. This is a non-salary position.

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

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

RESOLUTION BOH2008-01
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 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, Express Times, Daily Record, and Star Ledger.
3. The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Mr. Baldwin moved the foregoing resolution, Mr. Jewell seconded the motion.

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

Abstained – None

Nay – None

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

Mr. Baldwin moved to adjourn the Board of Health meeting at 12:36 pm, which was seconded by Mr. Watters.

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

Abstained – None

Nay – None

Mayor Ellen Nerbak reconvened the Township Committee Reorganization Meeting at 12:37 p.m. with the following Committee Present: Mrs. Oakley, Mr. Watters, Mr. Baldwin, Mr. Jewell, Mayor Nerbak

There being no further business, it was moved by Mr. Baldwin, seconded by Mr. Watters to adjourn the Reorganization Meeting at 12:40 p.m.

Respectfully Submitted,

Dena Hrebenak
Municipal Clerk