

MANSFIELD TOWNSHIP COMMITTEE MEETING

January 9, 2008

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

Salute to the flag was done by all.

APPROVAL OF THE MINUTES:

Mrs. Oakley made a motion to approve the minutes of the regular meeting held on December 26, 2007, which was seconded by Mr. Watters.

Ayes: Mrs. Oakley, Mr. Watters, Mr. Baldwin, Mayor Nerbak

Nays: None

Abstain: Mr. Jewell

Mrs. Oakley made a motion to approve the minutes of the Reorganization Meeting held on January 9, 2008. Mr. Jewell stated that there was a word that needed to be corrected toward the bottom of the page in Mayor Nerbak's speech from healthy to sound. Mr. Baldwin seconded Mrs. Oakley's motion with Mr. Jewell's correction.

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

Nays: None

Abstain: None

PAYMENT OF BILLS:

Mr. Coppola requested that the contractual amount for the Emergency Services be added to the bill list which would be \$12,500.

Mrs. Oakley asked what the Blue Bird Cutter was.

Mr. Coppola answered that it is something for the grass.

Mrs. Oakley said ok.

Mr. Jewell asked which truck it was that the fuel tank was replaced and why we did not just put a patch on the tank.

Mr. Baldwin answered that it is the oldest truck and he thought that it was regular gas.

Mr. Jewell stated that the truck was a diesel and with a patch we could have saved money.

Mr. Watters asked if something was wrong with the new backhoe that we purchased all new filters.

Mr. Baldwin answered that this was just for maintenance in the future.

Mr. Watters asked if the Natural Gas bill was correct.

Mr. Coppola stated that this total was correct.

Mr. Baldwin made a motion to approve the bill list with the addition of the Emergency Services, which was seconded by Mrs. Oakley.

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

Nays: None

Abstain: None

CFO REPORT:

Mr. Coppola stated that the Police Department has requested that money be added to their training budget for the Chief to take a class for Certified Public Manager at a cost of \$1,150 and a class for Detective MacDonough at a cost of \$400.

Mr. Coppola stated that we are waiting for a new quote from the phone system company since the lease price has changed.

CLERKS REPORT:

Ms. Hrebenak stated that the quotes for the fire equipment have been received from Chief Fournier of Mansfield Twp and were placed on each Committee members place.

Ms. Hrebenak also stated that the proposed new directory was also given to all of the Committee members for their review and comment.

ENGINEERS REPORT:

Mr. Mace stated that his office has been working with Ms. Hrebenak to have a smooth transition for the zoning office, and that there has already been an application that came through to his office.

PUBLIC PORTION:

Mayor Nerbak opened the public portion, seeing as there were no comments from the public the public portion was closed.

RESOLUTION:

RESOLUTION- No. 2008-22

FOR TRANSFER OF FUNDS

WHEREAS, there are insufficient funds in some of the 2007 budget line items; and

WHEREAS, it is permissible to transfer appropriation reserve funds before April 1, 2008.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the following transfers be made:

FROM		TO	
Streets & Roads OE	\$5,100	Legal OE	\$4,600
Municipal Court S&W	\$4,000	Police S&W	\$4,500

Mr. Baldwin made a motion to approve the passage of Resolution 2008-22, which was seconded by Mrs. Oakley.

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

Nays: None

Abstain: None

RESOLUTION 2008-23

RESOLUTION OF THE TOWNSHIP OF MANSFIELD APPOINTING ACTING DEPUTY COURT ADMINISTRATOR

WHEREAS, the administration of the Municipal Court requires the appointment of an Acting Deputy Court Administrator to perform the duties of the Court Administrator during her absence from this position; and WHEREAS, Edward Palmer, Judge of the Municipal Court of the Townships of Mansfield and Washington has recommended that appointment of Virginia Cortese, Court Administrator of Washington Borough as Acting Deputy Court Administrator for this municipal court; and NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Township of Mansfield in the County of Warren, and the State of New Jersey that Virginia Cortese is hereby appointed by the Governing Body of the Township of Mansfield as Acting Deputy Court Administrator at a salary set by contract for the Municipal Court of the Township of Mansfield in the capacity of Court Administrator of this court during the absence of the Court Administrator or Deputy Court Administrator.

Mrs. Oakley made a motion to approve the passage of Resolution 2008-23, which was seconded by Mr. Jewell.

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

Nays: None

Abstain: None

RESOLUTION 2008-24

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.

Mrs. Oakley made a motion to approve the passage of Resolution 2008-24, which was seconded by Mr. Watters.

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

Nays: None

Abstain: None

ORDINANCE:

First Reading:

ORDINANCE NO. 2008-01

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND COMPENSATION FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES AND COMPENSATION.

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

SECTION 1. The salaries per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Committee Members	\$21,006	-	\$25,674
Deputy Mayor	\$270	-	\$330
Mayor	\$540	-	\$660
Insurance Fund Commissioner	\$1,350	-	\$1,650
Municipal Clerk	\$46,260	-	\$56,540
Elections Officer		\$200 per election	
Chief Financial Officer	\$53,678	-	\$65,606
Deputy Treasurer	\$8,100	-	\$9,900

Tax Collector	\$27,479	-	\$39,089
Tax/Finance Clerk	\$16,216	-	\$19,820
Tax Search Officer	\$900	-	\$1,100
Alternate Deputy Tax Collector	\$1,250	-	\$2,750
Deputy Tax Collector	\$11,976	-	\$14,638
Assessment Search Officer	\$900	-	\$1,100
Tax Assessor	\$19,800	-	\$24,200
COAH Calculations		20 per calc.	
Tax Assessor Secretary	\$4,668	-	\$5,705
Certified Lists (Tax Assessor)	\$560	-	\$685
Economic Development Secretary	\$233	-	\$285
Environmental Secretary	\$840	-	\$1,027
Planning Board Clerk	\$7,650	-	\$9,350
Zoning Board Clerk	\$5,850	-	\$7,150
Zoning Officer	\$4,500	-	\$5,500
Court appearance by Zoning Officer		\$75 per appearance	
Police Chief	\$69,978	-	\$85,529
Police Secretary	\$26,839	-	\$32,803
Patrolmen	\$30,000	-	\$75,962
Sergeants	\$75,297	-	\$80,663
Court Security	\$180	-	\$220
Director Emergency Management	\$2,334	per session	\$2,852
OEM Certification Step		\$500	
Assistant Emergency Management Director	\$467	-	\$570
Fire Department Liason		\$2,500	

Prosecutor	\$17,392	-	\$21,256
DPW Superintendent	\$62,546	-	\$76,445
Recreation Supervisor	\$45,696	-	\$55,851
Machine Operator/Truck Driver	\$30,000	-	\$48,769
DPW Secretary	\$14	-	\$17
Recreation Administrative Asst.	\$14	-	\$17
Part-Time Public Works Laborer		8 to 15 per hour	
Director Recycling	\$1,283	-	\$1,569
Custodian		10 to 15 per hour	
Department of Health Deputy Registrar	\$29,173	-	\$35,655
Animal Control Officers	\$6,675	-	\$8,158
Recreation Secretary	\$673	-	\$823
Clean Communities Coordinator	\$1,890	-	\$2,310
Judge	\$33,817	-	\$41,332
Court Administrator	\$43,479	-	\$53,141
Bonus	\$750	-	\$1,500
Court Deputy Clerk	\$37,341	-	\$45,639
Violations Clerk	\$11	-	\$14
Call-outs		\$50/each	
Public Defender		\$150 per case	
Website Administrator	\$1,350	-	\$1,650
Detective Stipend		\$1,000	
Corporal Stipend		\$1,000	
EMT Stipend		\$1,000	

Mr. Jewell indicated that he would like the way the Committee member's salaries are listed in totals instead he would rather see them listed as five individual totals.

Mr. Coppola stated that he would change the total from the amount for all Committee members as listed to list as individuals.

Mrs. Oakley made a motion to approve the introduction of Ordinance 2008-01 with the corrections, which was seconded by Mr. Baldwin.

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

Nays: None

Abstain: None

COMMITTEE PERSON COMMENTS:

Mrs. Oakley stated that she had received calls from Andrew requesting to switch his day from Wednesday to Tuesday and from Becky to switch her day from Monday to Wednesday. Mrs. Oakley stated that the office would have coverage so she approved the switching of the days.

Mr. Baldwin stated that Brent Sliker would be meeting with two different heating companies to go over the heating system Thursday and Friday of this week, and that once he meets with them we will be able to move forward with the architect for the building.

Mayor Nerbak stated that the report from the Mansfield Emergency Services has been received to show the change since the department went to two paid EMT's on staff during the day.

PRESENTATION:

Mrs. Oakley introduced Tyler Wargo who is here representing Home Depot was at the meeting to present the Police Department with some of the items that were needed for their tactical response bags. Sgt. Emery, Sgt. Newman, Sgt. Mannon, and Patrolman Browns were here to accept the donation and expressed their gratitude for the donation.

Mr. Watters questioned the police rifles request.

Mr. Joel Kobert, Esq. stated the reasoning for the Executive Session.

A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12.

WHEREAS, the Township Committee of the Township of Mansfield is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

WHEREAS, it is necessary for the Township Committee of the Township of Mansfield to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (5) Matters Relating to Public Safety and Property: any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield, assembled in public session on January 9, 2008, that an Executive Session closed to the public shall be held on January 9, 2008 at 7:55 PM in the Mansfield Township Municipal Building, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in the closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

Mrs. Oakley made a motion to go into Executive Session, which was seconded by Mr. Watters.

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

Nays: None

Abstain: None

Return from Executive Session at 8:15pm.

Roll Call: Mrs. Oakley, Mr. Watters, Mr. Baldwin, Mr. Jewell, Mayor Nerbak

Mr. Baldwin made a motion to adjourn at 8:43pm, which was seconded by Mrs. Oakley and carried by all.

Respectfully Submitted,

Dena Hrebenak