

MANSFIELD TOWNSHIP COMMITTEE MEETING

August 22, 2012

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 August 8, 2012, which was seconded by Mr. Smith.

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

Nays: None

Absent: None

Abstain: None

PAYMENT OF BILLS:

Mr. Watters asked about the bill for Courter, Kobert, and Cohen for Ameripay and stated that there will be no more bills paid for this.

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

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

Nays: None

Absent: None

Abstain: None

FINANCE REPORT:

Mrs. Fascenelli stated that the retired individual is not interested in switching to the Direct Access Insurance and would rather stay with the Traditional Insurance.

Mrs. Fascenelli also stated that she is working on compiling a list for the employee paid insurance benefits.

CLERKS REPORT:

Mrs. Hrebenak had nothing to report other than at the next meeting we will have Stan Prater, JCP&L and also a gentleman about the website.

ENGINEERS REPORT:

Mr. DiSessa stated that he will have the apparent low bidder for the generator bid.

Mr. DiSessa also stated that he sent a notice of violation to Woodland Auto Sales.

Mr. Watters asked about the car lot on Route 57 and when the board should view the site.

Mr. DiSessa explained that the board should look at the property at this point and explained some of the items that will need to be discussed at the next meeting.

CORRECTIVE ACTION PLAN DISCUSSION: TOM FERRY

Mr. Ferry explained the fund balance to the committee and stated that everything looks good.

Mr. Ferry went through the Corrective Action Plan with the Township Committee.

EXECUTIVE SESSION:

Mr. Watters made a motion to go into Executive Session at 7:48pm, which was seconded by Mr. Smith.

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

Nays: None

Absent: None

Abstain: None

Return from Executive Session at 8:41 PM.

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

PRESENTATION: Website

William Baumgartner, Imagine Computers, explained that the website would need to be torn down and rebuilt which would cost anywhere from \$10,000 to \$12,000. Mr. Baumgartner stated that this process will take time. Mr. Baumgartner suggested having a photo contest, school scores a larger recreation page. Mr. Baumgartner stated that there needs to be control over the webpage.

RESOLUTION:

RESOLUTION # 2012 -62
REFUND OF PLANNING BOARD ESCROW BALANCE
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Mr. Jeff Caputo issued checks for Planning Board escrow with the Township of Mansfield, County of Warren,

WHEREAS, there remains a balance of \$ 105.00 in the escrow account,

WHEREAS, the Planning Board Attorney and Engineer have determined that the project is complete,
NOW THEREFORE BE IT RESOLVED, that the Township Finance Office be authorized to refund the

amount of \$ 105.00 to Mr. Jeff Caputo.

Mr. Watters made a motion to approve Resolution 2012-62, which was seconded by Mr. Clancy.

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

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2012 -63
REFUND OF RECREATION REGISTRATION
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Mrs. Donna Creedon issued a check for tennis lessons with the Township of Mansfield, County of Warren,

WHEREAS, her child is unable to attend the second session,

NOW THEREFORE BE IT RESOLVED, that the Finance Office be authorized to refund the amount of \$ 15.00 to Mrs. Donna Creedon.

Mrs. Kocher made a motion to approve the passage of Resolution 2012-63, which was seconded by Mr. Watters.

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

Nays: None

Absent: None

Abstain: None

TOWNSHIP OF MANSFIELD
COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION 2012 -64

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2011 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Financial Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body has personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-

five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Mansfield, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Mr. Watters made a motion to approve the passage of Resolution 2012-64, which was seconded by Mr. Clancy.

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

Nays: None

Absent: None

Abstain: None

RESOLUTION 2012-65
TOWNSHIP OF MANSFIELD
DARE REIMBURSEMENT GRANT

WHEREAS, N.J.S. 40A4-87 provides that the Director of the Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item thereof was not determined at the time of the adoption of the budget, and;

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

WHEREAS, the Township of Mansfield has received \$242.08 to administer DARE funds from the Warren County DARE Association and wishes to amend its 2012 Budget to include a portion of this amount as a revenue

NOW, THEREFORE, 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 2012 in the sum of \$242.08

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:

DARE \$242.08

BE IT FURTHER RESOLVED that a like sum of \$242.08 be and the same is hereby appropriated under the caption of:

- General Appropriations
 - Operations – Excluded from 5% Caps Public and Private Programs Offset by Revenues:
DARE \$242.08

Mr. Watters made a motion to approve the passage of Resolution 2012-65, which was seconded by Mr. Clancy.

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

RESOLUTION 2012-66

**FORM OF RESOLUTION REQUESTING CHANGE IN TITLE, TEXT, OR AMOUNT OF APPROPRIATION
PURSUANT TO NJS 40A:4-85**

WHEREAS, NJS 40A: 4-85 provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of any county or municipality, make such correction of the title, text, or amount of any appropriation appearing in the budget as may be necessary to make said item of appropriation available for the purpose or purposes required for the needs of any county or municipality,

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of NJS 40A:4-85, the Township of Mansfield hereby requests the Director of the Division of Local Government Services to make the following correction in the 2012 budget:

From:			
Recreation and Education			
	Recreation		
	Salaries and Wages		\$101,480.00
	Other Expenses		\$5,250.00
To:			
Public Works			
	Road Repair and Maintenance		
	Salaries and Wages		\$81,480.00
	Other Expenses		\$25,250.00

BE IT FURTHER RESOLVED that the foregoing correction is, in the opinion of the governing body, warranted and authorized by the statute referred to above, and is necessary for the orderly operation of the

Township of Mansfield for the reasons set forth:

Change from salaried individual(s) to contractual payment
Specifically for outsourcing of recreation field maintenance and
Corresponding reduction in staff

Mr. Watters made a motion to approve the passage of Resolution 2012-66, which was seconded by Mr. Smith.

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

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2012 -67
REFUND OF RECREATION REGISTRATION
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Ms. Cindy Korczukowski registered 2 children on 7/6/12 for football with the Township of Mansfield, County of Warren,

WHEREAS, Jacob does not wish to participate in the football program,

NOW THEREFORE BE IT RESOLVED, that the Finance Office be authorized to refund the amount of \$ 75.00 to Ms. Cindy Korczukowski.

Mrs. Kocher made a motion to approve the passage of Resolution 2012-67, which was seconded by Mr. Clancy.

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

Nays: None

Absent: None

Abstain: None

RESOLUTION # 2012 -68
REFUND OF RECREATION REGISTRATION
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Mrs. Taryn Hummel issued a check for tennis lessons with the Township of Mansfield, County of Warren,

WHEREAS, her child is unable to attend the session,

NOW THEREFORE BE IT RESOLVED, that the Finance Office be authorized to refund the amount of \$ 15.00 to Mrs. Taryn Hummel.

Mr. Watters made a motion to approve the passage of Resolution 2012-68, which was seconded by Mr. Smith.

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

Nays: None
Absent: None
Abstain: None

RESOLUTION 2012-69

RESOLUTION FOR CORRECTIVE ACTION PLAN FOR 2011 AUDIT REPORT OF THE TOWNSHIP OF
MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY

WHEREAS, Local Finance Notice #92-15 issued July 8, 1992, requires that all municipalities prepare and submit a Corrective Action plan as part of their annual audit process and in accordance with OMB Circulars and #92-15, and

WHEREAS, the resolution is submitted to the Division of Local Government Services, Department of Community Affairs and placed on file with the clerk sixty (60) days from the date the audit was received by the governing body, and

WHEREAS, the audit report was received on July 18, 2012, and

WHEREAS, this corrective action plan resolution has been prepared by the Finance Department and approved by the governing body of the Township,

WHEREAS, the Finance Department has prepared a corrective action plan for findings in the 2011 Audit Report of the Township of Mansfield, County of Warren, State of New Jersey, and

WHEREAS, the Finance Department has provided the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, with a copy of this corrective action plan, and

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, have reviewed the findings and the corrective actions of this plan,

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey approve the corrective action plan and that the Finance Department of Mansfield, County of Warren, State of New Jersey, is hereby directed to carry out the Corrective Action Plan for the 2011 Audit Report and have a copy of this resolution forwarded to the Department of Community Affairs.

Mr. Watters made a motion to approve the passage of Resolution 2012-69, which was seconded by Mr. Clancy.

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

Nays: None

Absent: None

Abstain: None

2012-70

Resolution: Change In Custodian Of Petty Cash Fund

WHEREAS, Klara Tarsi was custodian of the General Petty Cash Fund, and

WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township of Mansfield is changing custodians to JoAnn Fascenelli; and

WHEREAS, JoAnn Fascenelli is bonded in the amount of \$ 50,000 by virtue of a surety bond.

NOW, THEREFORE, BE IT RESOLVED that the *Township of Mansfield*, County of Warren hereby authorizes such action and

two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Mr. Watters made a motion to approve the passage of Resolution 2012-70, which was seconded by Mr. Clancy.

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

RESOLUTION 2012-71

BONFIRES

WHEREAS, the Mansfield Cowboys Parents Association has made application to the Township Committee for the permission to hold a Bonfire on Municipal Property on the Recreation Field, located on Port Murray Road, in the area known as the "Pit"; and

WHEREAS, Permit No. A6-12-139 issued by The New Jersey Department of Environmental Protection Bureau of Forest Management, Bonfire Date August 20, 2012 has been submitted to the Township Committee by the Mansfield Cowboys Parents Association to verify that they have State approval for the permit.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, that Mansfield Cowboys Parents Association are authorized, in accordance with the Fire Permit issued, dated August 20, 2012, to be held on August 31, 2012 between the hours of 1700 and 2200 upon the condition that Mansfield Cowboys Parents Association make arrangements for the Fire Department to be in attendance at all times during the period that the fire is burning, and that the applicant comply with all of the matters set forth in the application Permit No. A6-12-139 as set forth therein.

Mr. Watters made a motion to approve the passage of Resolution 2012-71, which was seconded by Mr. Smith.

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

DISCUSSION: Mansfield Township Fire Department

Mrs. Hrebenak explained that Mansfield Township Fire Department was not able to attend tonight, but that they will be attending the next meeting to discuss the application for historical that has been filed with the County.

PUBLIC PORTION:

Mr. Profrock, Diamond Hill, talked about the website and the code being put on the website.

Joe Farino, Blau Road, spoke about the recreation commission and stated that the separate commissioners should not be the only ones that are in charge of everything.

Carol Thompson, Route 57, stated that she called the police and had a report done for the cars being outside the fence. Mrs. Thompson stated that in 2009 and 2010 there were warnings were issued and at this point a summons should be issued at this point for cars outside the fence.

ORDINANCE:

ORDINANCE # 2012-06

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

		Range	
Acting Municipal Finance Officer	\$55,000	-	\$65,000

Mr. Watters made a motion to approve the introduction of Ordinance 2012-06 and requested that the public hearing be advertised for September 12, 2012 at 8:00PM, which was seconded by Mrs. Kocher.

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

Nays: None

Absent: None

Abstain: None

COMMITTEE PERSON COMMENTS

Mr. Watters made a motion to adjourn at 9:33PM, which was carried by all.