

MANSFIELD TOWNSHIP REORGANIZATION MEETING JANUARY 1, 2006

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 Appleby, at 12:00 noon with the following Committee present: Mrs. Oakley, Mr. Baldwin, Mr. Watters, and Mayor Appleby. Mrs. Nerbak, absent.

Municipal Attorney read the Certification of Election for Cate Oakley as Township Committee Member for a term of three (3) years.

Judge Palmer conducted the swearing in ceremony and Oath of Office for Cate Oakley as Township Committee member.

ELECTION OF MAYOR:

BE IT RESOLVED, that Joseph Watters be appointed Mayor of the Township of Mansfield for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

Judge Palmer conducted the swearing in ceremony and Oath of Office to Joseph Watters as Mayor of the Township of Mansfield for the year 2006.

DEPUTY MAYOR:

BE IT RESOLVED, that George Baldwin be appointed Deputy Mayor, and Dick Appleby, be appointed Deputy Mayor Alternate of the Township of Mansfield for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

Judge Palmer conducted the swearing in ceremony and Oath of Office to George Baldwin as Deputy Mayor of the Township of Mansfield for the year 2006.

MUNICIPAL ATTORNEY:

BE IT RESOLVED, that Charles M. Lee be appointed Municipal Attorney for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

MUNICIPAL AUDITOR:

BE IT RESOLVED, by the Township of Mansfield that Thomas Ferry, RMA of the firm of Ferraioli, Wielkocz, Cerrulo, & Cuva be appointed Municipal Auditor for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-01

RESOLUTION AUTHORIZING THE APPOINTMENT OF THE
MUNICIPAL ATTORNEY, MUNICIPAL AUDITOR, AND MUNICIPAL ENGINEER
WITHOUT PUBLIC BIDDING

WHEREAS, the position of Municipal Attorney, Auditor, and Engineer are filled by persons providing professional services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5 professional services for the municipality may be retained without public bidding.

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

1. That the appointment of Charles M. Lee of the firm of Charles M. Lee & Associates and Thomas Ferry of the firm of Ferraioli, Wielkocz, Cerrulo, & Cuva, Douglas Mace of the firm Mace Consulting as Municipal Attorney, Municipal Auditor, and Municipal Engineer respectively and retaining them and their firms to render legal, auditing, and engineering services respectively to the Township of Mansfield, are hereby appointed without public bidding.
2. Copies of their Agreements will be available for public inspection in the Office of the Municipal Clerk.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

ELECTRICAL SUBCODE OFFICIAL: Greg Chontow, appointed 1/1/06 for a term of 4 years, which will expire 12/31/09.

MUNICIPAL CLERK: Laurie Courter, appointed 5/11/05 in accordance with N.J.S.A. 40A9-133.1.

MUNICIPAL REGISTRAR: Laurie Courter, appointed 5/11/05 in accordance with N.J.S.A.26:8-11-13.

TAX ASSESSOR: William Merdinger, re-appointed 6/30/96 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.

RESOLUTION 2006-02

APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2006:

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2006 to the following respective municipal offices and/or positions of the Township of Mansfield:

Court Administrator	Barbara Ball
Deputy Court Administrator	Jennifer Golas
Municipal Clerk/Registrar	Laurie Courter
Deputy Municipal Clerk	Dena Hrebenak
Deputy Tax Collector	Andrew Coppola
Acting Chief Financial Officer	Andrew Coppola
Assistant Public Works Super.	Steven Hedges

Machinery Operators	Brent Sliker Everett Cox Keith Beam Edward Watters John Prisco John Tate Ronald Richardson
Public Works Assistant	Michelle Coward
Animal Control Officer	Betty Wysocki
Deputy Animal Control Officer	Gary Wysocki
Alternate Animal Control Officer	Kim/Robert Kopack
Construction Office Technical Assistant	Michelle Coward
Tax Assessor Assistant	Dena Hrebenak
Zoning Officer	Dena Hrebenak
Rehabilitation Director Section 8-3:18 of the General Ordinances	Charles O'Connor
Municipal Alliance Members	Sue Olson Nadie Hill Lynda Tanner Suyling Heurich Marguerite Simpkins Diane Bonelli Irene Sisco Ellen Nerbak
Committee Person:	
Compliance Officer for the Prevailing Wage Certification And Public Contracts and Certification Act	Charles Lee, Esq.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
 Abstained – None
 Nay – None
 Absent- Mrs. Nerbak

FIRE MARSHALL:

Jeff Marchioni was appointed as Fire Marshall on January 1, 2006 for a term of two (2) years, which will expire 12/31/08.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

PLUMBING SUBCODE OFFICIAL:

Was awarded to Warren County Plumbing Subcode Service on January 1, 2004, which will expire 12/31/07.

OFFICE ON AGING:

Mayor Joseph Watters appointed Margaret Dickerson as Mansfield Township Office on Aging Representative for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

Mayor Watters appointed Margaret Dickerson, Senior Citizens Coordinator for the year 2006.

EMERGENCY MANAGEMENT DIRECTOR:

John Hague was appointed Emergency Management Director for the year 2004 for a three (3) year term to expire 12/31/06

BE IT RESOLVED, that Richard Heurich be appointed Deputy Emergency Management Director for the year 2006 a one (1) year term.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
 Abstained – None
 Nay – None
 Absent- Mrs. Nerbak

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 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
 Abstained – None
 Nay – None
 Absent- Mrs. Nerbak

RESOLUTION 2006-03

TOWNSHIP COMMITTEE
 SUBORDINATE COMMITTEES
 AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2004:

	<u>CHAIR PERSON</u>	<u>VICE CHAIR PERSON</u>
Municipal Alliance	Ellen Nerbak	George Baldwin
Public Buildings Public Works	George Baldwin	Joseph Watters
Police & Safety	Cate Oakley	Joseph Watters
Fire & Emergency Management	Cate Oakley	Joseph Watters
Recreation	Ellen Nerbak	Dick Appleby
Environmental Comm.	Dick Appleby	George Baldwin
Events Coordinator	Cate Oakley	Dick Appleby
Finance	Ellen Nerbak	Joseph Watters

(George Baldwin, alternate)

Judiciary	George Baldwin	Ellen Nerbak
Personnel	Ellen Nerbak	Cate Oakley
School Liaison	Joseph Watters	Dick Appleby
Economic & Industrial Dev. Advisory Council	Ellen Nerbak	George Baldwin
Open Space	Dick Appleby	Joseph Watters
Safety Committee	Joseph Watters	Dick Appleby

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Joseph Watters appointed Ruth Pante as Chairperson of the Environmental Commission for the year 2006.

Mayor Joseph Watters appointed Robert Kayhart as a member of the Environmental Commission for a three year term, which expires 12/31/08

Mayor Joseph Watters appointed William Mannon as a member of the Environmental Commission, Planning Board Representative, for a three year term, which expires 12/31/08.

Mayor Joseph Watters appointed Ruth Pante, as Environmental Commission Secretary, for a three year term, which expires 12/31/08.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

PLANNING BOARD APPOINTMENTS:

Mayor Joseph Watters declared himself as the Class I Member to the Mansfield Township Planning Board.

Mayor Joseph Watters appointed Richard Meyers as a member to the Mansfield Township Planning Board term to expire 12/31/09.

Mayor Joseph Watters appointed Phil Hazen as a member to the Mansfield Township Planning Board term to expire 12/31/09.

Mayor Joseph Watters appointed Committee Person George Baldwin as the Class III Member.

ZONING BOARD OF ADJUSTMENT:

Mayor Joseph Watters appointed Robert Jewell as a member to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/06.

Cynthia McGuiness will be moved into Alternate Member 1 position, to the Mansfield Township Zoning Board of Adjustment.

Mayor Joseph Watters appointed William Mills as Alternate Member 2 position, to the Mansfield Township Zoning Board of Adjustment term to expire 12/31/07.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

ECONOMIC & INDUSTRIAL DEVELOPMENT ADVISORY COUNCIL:

Mayor Joseph Watters appointed Dave Spender as a member of the Economic and Industrial Development Advisory Council for a three year term which will expire 12/31/08

Mayor Joseph Watters appointed Tracy Tobin as Alternate 1.

Mayor Joseph Watters appointed Richard Zorn as Alternate 2.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

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

Mayor Joseph Watters appointed Alice Mayberry to serve as Chairman for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Joseph Watters appointed Ellen Nerbak to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/06.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RECREATION COMMISSION:

Mayor Joseph Watters appointed Scott Cruts to the Mansfield Township Recreation Commission to a five year term which expire 12/31/10.

Mayor Joseph Watters appointed Guy Hepworth to the Mansfield Township Recreation Commission to a five year term, which expires 12/31/10.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-04

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, 2006 to December 31, 2006. 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. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-05

OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS:

BE IT RESOLVED, that each check and warrant of the Township be signed by three of the following and that they hereby are authorized to sign same.

1. Mayor, Joseph Watters
2. Township Clerk, Laurie Courter
3. Acting Chief Financial Officer, Andrew Coppola.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-06

TAX SEARCH OFFICER

BE IT RESOLVED, that Carrie Rochelle be the official Tax Search Officer for the Township of Mansfield for 2006.

Mr. Baldwin moved resolution 2006-07 for adoption, Mayor Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-07

TAX ASSESSMENT OFFICER:

BE IT RESOLVED, that Laurie Courter be the official Tax Assessment Officer for the Township of Mansfield for the year 2006.

Mr. Baldwin moved resolution 2006-07 for adoption, Mayor Watters seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

ZONING OFFICER AND DEPUTY ZONING OFFICER:

Mayor Joseph Watters appointed Dena Hrebenak, Zoning Officer and Douglas Mace, Deputy Zoning Officer of the Township of Mansfield for a term of one (1) year to expire on December 31, 2006

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

BOND COUNCIL:

Mayor Joseph Watters appointed Kevin Quinn from the firm of McCarter and English, LLP.

RESOLUTION 2006-08

RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL
SERVICES TO J. EDWARD PALMER
AS MUNICIPAL JUDGE FOR THE TOWNSHIP OF MANSFIELD

WHEREAS, the position of Municipal Judge are filled by persons providing professional services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5 professional services for the municipality may be retained without public bidding.

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

1. That J. Edward Palmer be appointed Municipal Judge for the year 2006 be hereby authorized without public bidding.
2. Copies of their Agreements will be available for public inspection in the Office of the Municipal Clerk.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-09
BOND COUNCIL

RESOLUTION AWARDING CONTRACT FOR
PROFESSIONAL SERVICES TO BOND COUNSEL
FOR THE TOWNSHIP OF MANSFIELD

WHEREAS, the position of Bond Counsel is filled by person providing professional services;
and

WHEREAS, pursuant to N.J.S.A.40A:11-5 professional services for the municipality may be retained without public bidding.

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

1. That Kevin Quinn from the firm of McCarter & English, LLP be appointed Bond Counsel for the year 2006 without public bidding.
2. Copies of the Agreement will be available for public inspection in the Office of the Municipal Clerk.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-10

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, 2006 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.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None

Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-11

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, 2005; 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, 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-12

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. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-13
OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Star-Gazette, The Star-Ledger, Express Times, Daily Record and Warren Reporter be designated as official newspapers for the Township of Mansfield for 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-14
PLANNING BOARD
CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, that office of the deputy 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 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-15

TEMPORARY BUDGET

See Attached Budget

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-16

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 2006 MEETINGS

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

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

October 25	“	“	“	“	“
November 8	“	“	“	“	“
November 22	“	“	“	“	“
December 13	“	“	“	“	“
December 27	“	“	“	“	“

Note: Caucus Work Session held at 7:15 p.m. in the executive office and immediately following the completion of the regular meeting.

Mr. Baldwin moved the adoption of resolution 2006-16, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-17

**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 2006**

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 2006 by the Township Committee of the Township of Mansfield, in the county of Warren and State of New Jersey, that William Merdinger, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Charles M. Lee, 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 2005 and defending or settling all 2006 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.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

2006-18

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND
RESOLUTION FOR RENEWAL OF MEMBERSHIP**

WHEREAS, the Township of Mansfield, hereafter referred to as "**Public Entity**" is a member of the Public Alliance Insurance Coverage Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of January 1, 2006 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Public Entity** and the **Fund**; and

WHEREAS, the **Public Entity** is afforded the following types of coverages (as indicated by an "x"):

- ⊖ Workers' Compensation
- ⊖ Package (property, boiler & machinery, crime, auto & general liability, including Police Professional)
- ⊖ Public Officials Liability
- ⊖ Excess Liability
 - ⊖ Auto & General Liability (including Police Professional)
 - ⊖ Public Officials Liability
- ⊖ Environmental Impairment Liability

WHEREAS, the **Public Entity** desires to renew said membership.

NOW THEREFORE, BE IT RESOLVED as follows:

1. The **Public Entity** agrees to renew its membership in the **Fund** for a period of three years beginning January 1, 2006, and ending January 1, 2009 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Public Entity** hereby appoints Dena Hrebenak as the **Public Entity's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Public Entity's** renewal of its membership.

Mr. Baldwin moved Resolution 2006-18, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-19

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 2006.

Mr. Baldwin moved Resolution 2006-19, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

2006-20

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND
INDEMNITY AND TRUST RENEWAL AGREEMENT**

THIS AGREEMENT, made this First day of January, 2006, in the County of Warren, State of New Jersey, by and between the Public Alliance Insurance Coverage Fund, hereinafter referred to as "**Fund**", and the Governing Body of THE TOWNSHIP OF MANSFIELD hereinafter referred to as "**Public Entity**"; and

WHEREAS, the **Fund** seeks to provide its members with insurance coverage; and

WHEREAS, two or more public entities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 40A:10-36 *et. seq.* and the regulations promulgated pursuant thereto; and

WHEREAS, the **Public Entity** has resolved to renew said membership.

NOW, THEREFORE, it is agreed as follows:

1. The **Public Entity** hereby renews its membership in the **Fund** for a three (3) year, beginning January 1, 2006 and ending January 1, 2009 at 12:01 a.m. eastern standard time.
2. The **Public Entity** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended and altered by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were executed contemporaneously herewith.

3. The **Public Entity** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of renewal of membership in the **Fund**, the **Public Entity** agrees that for those types of insurance in which it participates, the **Public Entity** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Public Entity** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
5. If the **Fund**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Public Entity** agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.
6. The **Public Entity** and the **Fund** agree that the **Fund** shall hold all monies paid by the **Public Entity** to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
7. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.A.C. 11:15-2.13 and such other statutes and regulations as may be applicable.
8. Each **Public Entity** that becomes a member of the **Fund** shall be obligated to execute this Agreement.
9. The Fund Commissioner designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

Mr. Baldwin moved Resolution 2006-20, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

RESOLUTION 2006-21

RISK MANAGEMENT CONSULTANT

WHEREAS, the Township of Mansfield has resolved to join the Public Alliance Insurance Coverage Fund ("PAIC") following a detailed analysis; and

WHEREAS, the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED that the **Township of Mansfield** does hereby appoint Brown & Brown of New Jersey, Inc. as its Risk Management Consultant in accordance with the Fund's Bylaws.

Mr. Baldwin moved Resolution 2006-21, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
 Abstained – None
 Nay – None
 Absent- Mrs. Nerbak

RESOLUTION NO. 2006-22

MANSFIELD TOWNSHIP POLICE DEPARTMENT

2006 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	\$72,261.00	1-Jan	31-Dec			
Sgt. Robert Emery	\$72,261.00	1-Jan	31-Dec			
Sgt. James Newman	\$69,997.00	1-Jan	31-May	\$72,261.00	1-Jun	31-Dec
Ptl. Shawn Bates	\$67,740.00	1-Jan	31-Dec			
Sgt. Michael Clancy	\$69,997.00	1-Jan	31-Dec			
Ptl. James Hikade	\$67,740.00	1-Jan	31-Dec			
Ptl. Glenn Hydock	\$67,740.00	1-Jan	31-Dec			
Ptl. Patrick Kirchner	\$67,740.00	1-Jan	31-Dec			
Ptl. Michael Reilly	\$67,740.00	1-Jan	31-Dec			
Ptl. Steven Browns	\$60,852.00	1-Jan	31-Dec			
Ptl. Anthony Sillett	\$44,902.00	1-Jan	31-Dec	\$51,988.00	6-Aug	31-Dec
Ptl. Conklin	\$44,902.00	1-Jan	31-Dec			
Gilbert	\$30,000.00	1-Jan	31-Jul	\$44,902.00	1-Aug	31-Dec
MacDonough	\$30,000.00	1-Jan	31-Oct	\$44,902.00	1-Nov	31-Dec

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Chief Financial Officer shall be hereby authorized to pay the foregoing salaries commencing Jan, 1, 2006.

Mrs. Oakley made motion to approve 2006-22, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

Mr. Baldwin made motion to recess at 12:28, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

MANSFIELD TOWNSHIP BOARD OF HEALTH
REORGANIZATION MEETING
JANUARY 1, 2006

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 Watters called the meeting to order at 12:30 p.m.

ROLL CALL:

Mayor Joseph Watters appointed Cate Oakley, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2006.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None
Nay – None
Absent- Mrs. Nerbak

HEALTH OFFICER:

Mayor Joseph Watters appointed Michael Deehan, M.D., as Health Officer of the Township of Mansfield for the year 2006. This is a non-salary position.

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

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

RESOLUTION 2006-01
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 3 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, Warren Reporter 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, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters
Abstained – None
Nay – None
Absent- Mrs. Nerbak

Mr. Baldwin moved to adjourn the Board of Health meeting at 12:32, Mrs. Oakley seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

Mayor Joseph Watters reconvened the Township Committee Reorganization Meeting at 12:33 p.m. with the following Committee Present: Mrs. Oakley, Mr. Baldwin, Mr. Appleby, and Mayor Watters. Mrs. Nerbak, absent

Mr. Lee asked the Township Committee if they would like to authorize the judiciary sub-committee to appoint a prosecutor after the interviews have taken place.

Mrs. Oakley made motion to approve the judiciary committees appointing a prosecutor, Mr. Appleby seconded the motion.

Ayes – Mrs. Oakley, Mr. Baldwin, Mr. Appleby, Mayor Watters

Abstained – None

Nay – None

Absent- Mrs. Nerbak

There being no further business, it was moved by Mr. Baldwin, seconded by Mrs. Oakley this meeting be adjourned at 12:35 p.m. All present in favor.

Respectfully Submitted,

Dena Hrebenak

Deputy Clerk