

**TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY**

**2022 REORGANIZATION MEETING
January 3, 2022 – 6:00PM**

Municipal Clerk Linda Semus, on behalf of the Township Committee and employees, welcomed the public and wished them a happy New Year.

Clerk Semus, read the following Open Public Meetings Statement followed by the Flag Salute:

Public notice of this meeting pursuant to the Open Public Meetings Act has been satisfied. Notice of this meeting was properly given via Resolution 2021-1-8, which was adopted by the Mansfield Township Committee on January 4, 2021. Said Resolution was transmitted to the Burlington County Times and the Trenton Times, filed with the Clerk of the Township of Mansfield, posted on the official bulletin board at the Municipal Complex, posted on the official website, filed with the members of this body and mailed to each person who has prepaid any charge fixed for such service. All of the mailing, posting, and filing having been accomplished as of January 8, 2021.

OATHS OF OFFICE:

Clerk Semus extended her congratulations to both Mr. Mojena and Mr. Sisz on their appointments as Township Committee members.

Clerk Semus administered the oath of office to Mr. Mojena and Mr. Sisz.

ROLL CALL:

Municipal Clerk Semus called for a Roll Call. The following Township Committee Members were in attendance: **Committeeman Tallon, Committeeman Ocello, Committeeman Mojena, and Committeeman Sisz.** **Mr. Golenda** was absent.

NOMINATION OF CHAIRPERSON AND MAYOR FOR 2022:

A motion to nominate Marcial Mojena as Chairperson and Mayor for the year 2022 was offered by **Committeeman Ocello** and seconded by **Committeeman Sisz.**

There were no further nominations.

**RESOLUTION 2022-1-1
APPOINTMENT OF MAYOR**

BE IT HEREBY RESOLVED that **MARCIAL MOJENA** be appointed Chairperson of the Mansfield Township Committee and the Mayor of Mansfield Township, to serve until December 31, 2022 or until his/her duly qualified successor has been appointed.

The above motion was carried on a roll call vote recorded as follows:

AYE: OCELLO, SISZ, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Mayor Mojena was then sworn in by **Clerk Semus** accompanied by Assemblyman Brandon Umba

NOMINATION OF DEPUTY MAYOR FOR 2022:

A motion to nominate Rudy Ocello as Deputy Mayor for the year 2022 was offered by **Committeeman Sisz** and seconded by **Mayor Mojena.**

There were no further nominations.

**RESOLUTION 2022-1-2
APPOINTMENT OF DEPUTY MAYOR**

BE IT HEREBY RESOLVED that **RUDY OCELLO** be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2022 or until his duly qualified successor has been appointed.

The above motion was carried on a roll call vote recorded as follows:

AYE: SISZ, MOJENA, TALLON, OCELLO
NAY: NONE ABSENT: GOLEND

Deputy Mayor Ocello was then sworn in by **Clerk Semus** accompanied by Assemblyman Brandon Umba.

RESOLUTIONS:

Resolution 2022-1-3 – Professional Appointments

Auditor:

Clerk Semus asked for a nomination for Auditor for the year 2022.

A motion to nominate Bowman & Company, LLC was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried unanimously during roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Bond Council:

Clerk Semus called for a nomination for Bond Council for the year 2022.

A motion to nominate Malamut & Associates, LLC was offered by **Deputy Mayor Ocello** and seconded by **Committeeman Sisz**. There were no further nominations. Motion carried unanimously during roll call vote recorded as follows:

AYE: OCELLO, SISZ, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Traffic Engineer:

Clerk Semus called for a motion for Traffic Engineer for the year 2022.

A motion to nominate Environmental Resolutions, INC. was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**.

A second motion was offered by **Committeeman Tallon** to nominate Litwornia Associates. Said motion was not seconded. Motion failed.

The above motion to nominate Environmental Resolutions, INC. for Traffic Engineer was carried on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, MOJENA
NAY: TALLON ABSENT: GOLEND

Planner:

Clerk Semus called for a motion for Township Planner for the year 2022.

Committeeman Tallon made a motion to nominate Mark Remsa. Said motion was not seconded. Motion failed.

A motion to nominate Environmental Resolutions, INC. was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, MOJENA
NAY: TALLON ABSENT:GOLEND

It is noted that **Committeeman Tallon** added that he believes Mr. Fox is a great Planner however, he has worked with and known Mr. Remsa for a very long time and he had to vote with his good consciousness.

Prosecutor:

Clerk Semus called for a motion for Prosecutor for the year 2022.

A motion to nominate George M. Morris, Esq. with Parker McCay, was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows.

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Public Defender:

Clerk Semus called for a motion for public defender for the year 2022.

A motion to nominate James D. Fattorini, Esq. was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Solicitor:

Clerk Semus asked for a motion for Solicitor for the year 2022.

A motion to nominate Prime & Tuvel was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Township Engineer:

Clerk Semus called for a motion for Township Engineer for the year 2022.

A motion to nominate Remington & Vernick Engineers, was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

Labor Attorney:

Clerk Semus called for a motion for Labor Attorney for the year 2022.

A motion to nominate Malamut & Associates, LLC. was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLEND

RESOLUTION 2022-1-3

APPOINTMENT OF PROFESSIONAL STAFF 2022

WHEREAS, there exists a need for the following Professionals; and,

WHEREAS, consistent with the provisions of NJSA 19 et seq, the Township has adopted an ordinance requiring that contracts shall be awarded through a Request for Qualifications process.

WHEREAS, the Township Committee had received and reviewed said Request for Qualifications and have determined that the below listed professionals are qualified to provide such services and are hereby appointed as the professionals representing the Township's interests;

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

The Mayor and the Municipal Clerk are hereby authorized and directed to execute agreements with the following Professionals:

AUDITOR: Bowman & Company LLP 601 White Horse Road Voorhees NJ 08043, term expiration 12/31/22

BOND COUNSEL: Malamut & Associates LLC 457 Haddonfield Road Suite 500 Cherry Hill NJ 08002, term expiration 12/31/22

TRAFFIC ENGINEER: Environmental Resolutions, Inc. 815 East Gate Drive Suite 103 Mount Laurel NJ 08054, term expiration 12/31/22

PLANNER: Environmental Resolutions, Inc. 815 East Gate Drive Suite 103 Mount Laurel NJ 08054, term expiration 12/31/22

PROSCUTOR: George M. Morris, Parker McCay P.A. 9000 Midlantic Drive, Suite 300, PO Box 5054 Mount Laurel, NJ 08054, term expiration 12/31/22

PUBLIC DEFENDER: James D. Fattorini, Esq. Price Professional Court, 1221 North Church Street Suite 206, Moorestown, NJ 08057, term expiration 12/31/22

SOLICITOR: Prime & Tuvel 14000 Horizon Way Mount Laurel NJ 08054, term expiration 12/31/22

TOWNSHIP ENGINEER: Remington & Vernick Engineers 101 Route 130 Suite 600 Cinnaminson NJ 08077, term expiration 12/31/22

LABOR ATTORNEY: Malamut & Associates, LLC 457 Haddonfield Road Suite 500 Cherry Hill NJ 08002, term expiration 12/31/22

Resolution 2022-1-4: - Special Project Engineers

Mayor Mojena asked for a motion for Special Project Engineers for the year 2022.

A motion to nominate Alaimo Group was offered by **Deputy Mayor Ocello** and seconded by **Committeeman SisZ**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows;

AYE: OCELLO, SISZ, TALLON, MOJENA
 NAY: NONE ABSENT: GOLENDIA

**RESOLUTION 2022-1-4
 RESOLUTION APPOINTING SPECIAL PROJECT ENGINEERS**

WHEREAS, the Township of Mansfield wishes to select an engineering firm in order to assign projects on a case-by-case basis, at the discretion of the Township, as the need arises, which services are to be provided under the direction of the Township Committee, including but not limited to all those services normally provided by a municipal engineer where authorized; and

WHEREAS, the Township wishes to select a firm capable of providing these services by following a “fair and open process”, as defined by N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Township publicly advertised for these services by posting a Request for Qualifications ten (10) days prior to the award, in order to qualify a persons and/or firm that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) obtain the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Mansfield Township; and

WHEREAS, after reviewing the responses to the Request for Qualifications, the Township has determined that the following firm has demonstrated the capability and willingness to provide high quality services to the citizens of the Township:

Alaimo Group, 200 High Street, Mount Holly, NJ 08060, Term Expiration 12/31/22

WHEREAS, the above named firm has agreed to provide the necessary engineering services in the event the need arises during the year 2022; and

WHEREAS, funds are available for this purpose and a certification of availability of funds shall be provided by the Township CFO/Treasurer prior to any funds being expended, and by way of submission of purchase orders/invoices generated as services are rendered; and

WHEREAS, the Township’s Purchasing Agent is satisfied that said certification is in proper form;

NOW, THEREFORE, BE IT RESOLVED on this 3rd day of January, 2022, by the Township Committee of Mansfield, County of Burlington, State of New Jersey, that:

1. The above named firm is hereby designated as Special Project Engineers for a one year term, ending December 31, 2022, making them eligible to receive contracts for engineering projects on an as-needed basis, subject to the availability of funds.
2. In the event of a conflict of interest, the Special Project Engineer shall advise the Township and shall recuse itself from any further representation of the Township on the project wherein a conflict exists.
3. Fees for these services shall be paid in such amounts as may be authorized by the Township, to be charged to the appropriate account as services are rendered.
4. This designation is made without competitive bidding pursuant to the Local Unit Pay-To-Play Law (N.J.S.A. 19:44A-20-4, et seq.)

Resolution 2022-1-5 – Risk Management

Mayor Mojena called for a motion for Risk Management Consultant for the year 2022.

A motion to nominate Timothy C. Irons of Haines & Haines-T.C. Irons Agency was offered by **Deputy Mayor Ocello** and seconded by **Committeeman Sisz**. There were no further nominations. Motion carried unanimously on a roll call vote recorded as follows:

AYE: OCELLO, SISZ, TALLON, MOJENA
NAY: NONE ABSENT: GOLENDIA

RESOLUTION 2022-1-5

APPOINTMENT OF PROFESSIONAL SERVICES RISK MANAGEMENT CONSULTANT AS REQUIRED THROUGH THE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND/BURLINGTON COUNTY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, the Governing Body of Mansfield Township is a member of the **Burlington County Municipal Joint Insurance Fund**, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said fund require that each municipality appoint a Risk Management Consultant to perform various "Professional Services" as detailed in said Bylaws; and,

WHEREAS, the Bylaws of the said Fund require that a fee **not to exceed** six percent (6%) of the Municipal Assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and,

WHEREAS, the Township publicly advertised for this contract by posting a Request for Qualifications in order to qualify, a person and/or firm that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) obtains the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Mansfield; and

WHEREAS, The Township has structured a procurement process to assure that each person and/or firm was provided an equal opportunity to submit their proposal in response to the RFQ. The RFQ respondent was required to comply with the provisions of NJSA. 10:5-31 et seq and NJAC. 17:27-1 et seq, if applicable; and

WHEREAS, the Township wishes to award a contract for these services by following a "fair and open process", as defined by NJSA.19 et seq.; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Mansfield Township, County of Burlington, State of New Jersey does hereby appoint Timothy C. Irons of Haines & Haines-T.C. Irons Agency as its Risk Management Consultant in accordance with the "Fair and Open proposal" at the 4% fee; and

BE IT FURTHER RESOLVED that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to the laws to the State of New Jersey.

Resolution 2022-1-6 – Municipal Appointments

Mayor Mojena first called for a motion for members of the Joint Land Use Board (JLUB).

Committeeman Tallon made a motion to nominate himself for said board position. He explained his qualifications which include being involved with the Planning Board for 17 years. He has served on the Environmental Commission and has a lot of MLUL experience.

Solicitor Prime clarified that the Mayor appoints the Class IV members and the Committee picks the Class I which is the Mayor and the Class III which is a member of the Committee.

Mayor Mojena then asked for a nomination for the Class II member, which is an official of the municipality.

A motion to nominate **Douglas Borgstrom** as the Class II member of the JLUB was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello**.

Mayor Mojena explained that we now have one motion to nominate **Committeeman Tallon** to the Class III position and one motion to nominate Mr. Borgstrom to the Class II position. He asked for any other nominations.

Committeeman Sisz made a motion to nominate **Deputy Mayor Ocello** to the Class III position.

Class II:

Clerk Semus asked for a roll call vote on the Class II position. The above noted motion was carried unanimously on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA
NAY: NONE ABSENT: GOLENDIA

Class III:

Clerk Semus asked for a second for the motion to nominate **Committeeman Tallon**. No second was offered. Motion failed.

Clerk Semus asked for a second to the motion for **Deputy Mayor Ocello** to the Class III position. A second was offered by **Mayor Mojena**. Motion carried on a roll call vote recorded as follows:

AYE: SISZ, MOJENA, OCELLO
NAY: TALLON ABSENT: GOLEND

Class IV:

Mayor Mojena announced the Class IV members as follows:

1. Ralph Wainwright – Term Expiring 2024
2. Scott Preidel – Term Expiring 2024
3. Carl Schwartz, Alternate 1 – Term Expiring 2023
4. Steve Coltre, Alternate 2 – Term Expiring 2023

Environmental Committee:

Mayor Mojena announced his appointments to the Environmental Committee as follows:

1. Douglas Borgstrom – Term Expiring 2024
2. Victor Hultquist – Term Expiring 2024
3. Anthony Quinto – Term Expiring 2024
4. Joseph Broski, Alternate 1 – Term Expiring 2023
5. Curt Van Mater, Alternate 2 – Term Expiring 2023

RESOLUTION 2022-1-6

APPOINTMENT OF MUNICIPAL POSITIONS/BOARDS/EMPLOYEES

BE IT HEREBY RESOLVED that the following individuals and/or firms shall be appointed to and/or are currently holding the various offices listed below.

POSITIONS HELD BY MAYOR: MARCIAL MOJENA

Director of Public Safety/Police Commissioner

ADMINISTRATION:

Administrative Liaison: Linda Semus
Deputy Clerks: Ashley Jolly and Barbara A. Crammer

BOARD OF HEALTH:

Marcial Mojena, Rudy Ocello, Robert Tallon, Daniel Golenda, Brian Siz
Secretary: Linda Semus
Physician: Virtua at Work
Municipal Registrar: Linda Semus
Deputy Registrar: Ashley Jolly
Alternate Registrar: Barbara A. Crammer

LAND USE DEPARTMENT:

Land Use Administrator: Ashley Jolly
Land Use Secretary: Linda Semus

CDL DRUG & ALCOHOL PROGRAM PROFESSIONAL:

Pogue, Inc. (Pogue Safety & Health Consortium)
DER (Designated Employer Representatives: Linda Semus and Charles Brandon Metz

RECYCLING PROGRAM COORDINATOR AND CERTIFYING OFFICER:

Ashley Jolly – Coordinator
Charles Brandon Metz – Certifying Officer

CLEAN COMMUNITY PROGRAM COORDINATOR:

Ashley Jolly

TOWNSHIP FORESTER

Forrester: TBD

FIRE POLICE:

John R. Alloway, Sean S. Gable, Kristianne Goodenough, Denise S. Kehn, Tyler Kokotajlo, William D. Lonergan, Thomas J. Minard, Rivelino M. Pierre.

SPECIAL LAW ENFORCEMENT OFFICER: (SLEO)

David Jobst

JOINT LAND USE BOARD MEMBERS: (Pursuant to NJSA 40:55D-23)

Mayor: (Class I) Mayor, Marcial Mojena.....	Expires 12/31/22
Mayor’s Designee:	
Class II: Douglas Borgstrom	Expires 12/31/22

Class III: Rudy Ocello..... Expires 12/31/22
 Class IV: Ralph Wainwright.. Expires 12/31/24
 Class IV: Scott Preidel Expires 12/31/24
 Alt #1: Carl Schwartz Expires 12/31/23
 Alt #2: Steve Coltre..... Expires 12/31/23

ENVIRONMENTAL CITIZENS ADVISORY COMMITTEE:

MEMBER: Douglas Borgstrom..... Expires 12/31/24
 MEMBER: Victor Hultquist..... Expires 12/31/24
 MEMBER: Anthony Quinto..... Expires 12/31/24
 Alt #1: Joseph D. Broski..... Expires 12/31/23
 Alt #2: Curt VanMater..... Expires 12/31/23

STORMWATER PROGRAM COORDINATOR:

Michael Fitzpatrick

RECREATION COMMITTEE:

Secretary/Recreation Coordinator: Paul Narwid

Colleen Herbert, Brian Morro, Pete Mosteller, Blaze Pecenak, Gregory Gamble, Brenda Lawyer, Kristin Naderos, Daniel Berg

SPECIAL EVENTS COMMITTEE:

Leah DiFilippo, Linda Semus, Corrine Konopka, Jolyn Vitale, Colleen Herbert, Barbara Crammer, Holly Berg, Melissa Sisz, Kristyna Dyson

EMERGENCY MANAGEMENT COMMITTEE:

Emergency Management Coordinator: Douglas Borgstrom..... Expires 12-31-24

Assistant Emergency Management Coordinator: Alexander Belonzi..... Expires 12/31/24

Emergency Management Secretary: Sean Gable

Charles Brandon Metz, Herbert Dubell, Jr., CFO Bonnie Grouser, Michael Fitzpatrick, Thomas Minard, Ronald G. Mulhall, Jr., Eric J. Campbell, George Senf, Alexander Broder, Alexander Belonzi, Linda Semus, Mayor Marcial Mojena/Deputy Mayor Rudy Ocello

SAFETY COMMITTEE:

Secretary: Linda Semus

Coordinator: Michael Fitzpatrick

Claims Coordinator (Tort/Property Damage): Linda Semus

Claims Coordinator (WCC/Personal Injury): Bonnie Grouser

Committee: Michael Fitzpatrick, Linda Semus, Jeffrey K. Jones, Ed Ruggiano Linda Hannawacker, Ronald G. Mulhall, Jr., George Senf, Bonnie Grouser, Court Administrator, Douglas Borgstrom/Alex Broder, Mayor Marcial Mojena/Deputy Mayor Rudy Ocello

BURLINGTON COUNTY RESOURCE RECOVERY HOST BENEFIT LIAISON:

MAYOR, Marcial Mojena

FUND COMMISSIONER/JIF REPRESENTATIVE:

Commissioner: Michael Fitzpatrick

Alternate: Linda Semus

INSURANCE FUND ALTERNATE TRANSITIONAL DUTY CONTACT:

Michael Fitzpatrick

MUNICIPAL HOUSING LIAISON:

Thomas Colavecchio

ADA COORDINATOR:

Remington and Vernick

TOWNSHIP PHYSICIAN:

Virtua at Work

Mayor Mojena called for a motion to adopt the above resolution. A motion was offered by **Deputy Mayor Ocello** seconded by **Committeeman Sisz**. Motion carried on a roll call vote recorded as follows:

AYE: OCELLO, SISZ, MOJENA
 NAY: TALLON ABSENT: GOLENDIA

Resolution 2022-1-7: Payroll

RESOLUTION 2022-1-7

RESOLUTION TO PROVIDE PAYROLL SERVICES

WHEREAS, the Township of Mansfield, in the County of Burlington, State of New Jersey requires the delivery of payroll services for its municipal employees, and

WHEREAS, The Township adopted Ordinance 2014-1 allowing for Third Party Disbursements, and

WHEREAS, PrimePoint Payroll Services has delivered quality payroll processing services to the Township for many years, and

WHEREAS, PrimePoint can fulfill the requirements of Ordinance 2014-1 and,

WHEREAS, the Chief Financial Officer has attached a proposal for services which fall below the state required quote threshold,

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Burlington, State of New Jersey that PrimePoint Payroll Services be appointed as the payroll processing provider for the calendar year 2022.

Mayor Mojena asked for a motion to adopt the above resolution. A motion was offered by **Deputy Mayor Ocello** seconded by **Committeeman Sisz**. Motion carried unanimously on a roll call vote recorded as follows:

AYE: OCELLO, SISZ, TALLON, MOJENA

NAY: NONE ABSENT: GOLEND

Resolution 2022-1-8: Affordable Housing

RESOLUTION 2022-1-8

RESOLUTION TO ACCEPT AND AUTHORIZE EXECUTION OF A PROFESSIONAL SERVICE AGREEMENT FOR AFFORDABLE HOUSING SERVICES

WHEREAS, the Township of Mansfield is interested in entering into an agreement with **Triad Advisory Services, Inc.** and

WHEREAS, **Triad Advisory Services, Inc.** has submitted a proposal to Mansfield Township received on November 9, 2021, and

WHEREAS, Mansfield Township has evaluated said proposal by **Triad Advisory Services, Inc.**, and

WHEREAS, Mansfield Township has elected to enter into an agreement with **Triad Advisory Services, Inc.**, consistent with their proposal dated November 9, 2021 for the year 2022; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that:

1. The Mayor and Township Clerk are hereby authorized and directed to execute any and all contracts/agreements with **Triad Advisory Services, Inc.** as the Township of Mansfield's COAH Coordinator/Administrator which is necessary to support all COAH requirements for Mansfield Township with the appropriate State and County Agencies;
2. This award is made available through account number: **0120121190299**

Mayor Mojena asked for a motion to adopt the above resolution. A motion was offered by **Committeeman Sisz** seconded by **Deputy Mayor Ocello**. Motion carried unanimously on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA

NAY: NONE ABSENT: GOLEND

Resolution 2022-1-9: Public Comment

RESOLUTION 2022-1-9

RESOLUTION TO AMEND EXISTING RESOLUTION 2020-10-1 ESTABLISHING PROCEDURES FOR PUBLIC COMMENT DURING MANSFIELD TOWNSHIP COMMITTEE MEETINGS

WHEREAS, Resolution 2020-10-1, established procedures for public comment during Township Committee remote meetings; and

WHEREAS, in accordance with guidance from the New Jersey Department of Community Affairs the Township Committee finds that it is the best interests of the public for an orderly process to be established for receiving public comment in accordance with the New Jersey Open Public Meetings Act; and

WHEREAS, Resolution 2020-10-1, established procedures for public comment during Township Committee remote Township Committee meetings; and

WHEREAS, Resolution 2020-10-1 did not specifically address in-person Township Committee meetings.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, that:

Section 1. Rules and procedures for public comment are hereby adopted to include all Township Committee meetings, both in-person and remote.

Section 2. Unless relaxed for good cause by the Chair, persons addressing the Township Committee shall be allowed a maximum of five (5) minutes for comment, and shall not be permitted to comment more than one time. Time cannot be shared with or allotted to other speakers.

Section 3. If the item on which the public comment is addressed is a matter on the Township Committee agenda for which there is a scheduled public hearing, all comments must be addressed to the Township Committee during the public hearing on that matter and not during the general Public Comment period of the Township Committee agenda.

Section 4. Unless relaxed for good cause by the Chair, the total time period for public comment during a Township Committee meeting shall not exceed 30 minutes.

Section 5. The committee takes comments, concerns and questions from the public very seriously. Public Comment by way of questions is welcomed, however, the Public Comment period is not designed to be a discussion nor is it a question-and-answer session. Accordingly, unless a question is routine in nature, the public should not expect the committee to respond to questions during the meetings. The committee may require sufficient time to

process and research issues so that questions can be answered correctly and expeditiously. The committee will make every effort to respond to questions in a timely manner.

Section 6. The public will direct all comments to the Committee. Questions, concerns or requests are to be addressed to the Chair. As implied by the term “Public Comment”, this portion of the meeting is for the public to speak and be heard. With the exception of the Chair, member of the committee will refrain from commenting unless specifically directed to do so by the Chair.

Section 7. Questions or comments pertaining to litigation, personnel, or negotiations cannot be discussed in public.

Section 8. Members of the public addressing the Committee will identify themselves by stating their name, address, and group affiliation, if applicable.

Committeeman Tallon explained that he has some concern with Resolution 2022-1-9 because public participation is so important. He was not contacted about this resolution beforehand and he is trying to understand how it came to be without two of the Committeeman involved in it.

Mayor Mojena explained that in looking at the existing public comment resolution which was passed in October of 2020, governing procedure rules for public comment; he noticed that there were a number of things that concerned him. First it was specifically addressed to Zoom meetings not in person meetings and he believes it should encompass both. He also noticed that there was a three minute limit for public comment, which he didn’t agree with as it is typically five minutes. The other concern was that it stated Committee meetings cannot exceed 2.5 hours, but it did not specifically address public comment and he thought there should be a set time for public comment.

Committeeman Tallon made a motion to table Resolution 2022-1-9 to let the Solicitor go over it and allow the public to comment on it by making it an Ordinance. This has been a point of contention for several years.

Mayor Mojena asked for a second to table the resolution. There was no second. Motion failed.

A motion to adopt resolution 2022-1-9 was offered by **Deputy Mayor Ocello** and seconded by **Committeeman Sisiz**. Motion carried on a roll call vote recorded as follows:

AYE: OCELLO, SISZ, MOJENA

NAY: TALLON ABSENT: GOLENDIA

CONSENT AGENDA: Note to the Public: Robert's Rules for Parliamentary Procedure provide for a consent agenda listing several items for approval by the Committee via a single motion. Any item requiring expenditure is supported by a Certification of Availability of Funds. Any item requiring discussion will be removed from the Consent Agenda.

**RESOLUTION 2022-1-10
OFFICIAL NEWSPAPER**

BE IT HEREBY RESOLVED that the following are the official Newspapers of Mansfield Township, County of Burlington, State of New Jersey through December 31, 2022;

PRIMARY: Burlington County Times

SECONDARY: Trenton Times

RESOLUTION 2022-1-11

FIXING TIME AND PLACE OF REGULAR MEETINGS OF THE TOWNSHIP COMMITTEE AND THE BOARD OF HEALTH, MAKING PROVISIONS RELATIVE TO SPECIAL AND EMERGENCY MEETINGS AND ADOPTING CERTAIN PROCEDURES AND FORMS

WHEREAS, the “Open Public Meetings Act” requires that advance written notice of all meetings of the Township Committee be posted in one public place designated by the Township Committee and faxed, mailed, telephoned, telegraphed or hand delivered to two newspapers designated by resolution and mailed to all persons requesting a copy of same upon payment of an established fee, let the following be known that:

1. Written notice of all **Agenda Sessions, Regular Meetings and Special Meetings** of the Mansfield Township Committee shall be posted *in advance* by the Municipal Clerk on the official Bulletin Board located in the main hallway of the Municipal Complex at 3135 Rt. 206 S, Suite 1, Columbus, New Jersey. Written notice of all **Emergency Meetings** will be so posted *as soon as possible* following the calling of such meeting in accordance with said Act.
2. All advance written notice of said meetings of the Township Committee shall be given to the following two newspapers: Burlington County Times and Trenton Times.

3. All advance written notices of said meetings of the Township Committee throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$10.00. News media shall be exempt from such fees.
4. The times and places of said official Township Committee meetings for the period from this meeting until the Reorganization Meeting in January 2023 shall be in accordance with the dates, times and places for such meetings annexed hereto under the title "Notice of Annual Scheduled Meetings", which is hereby adopted as the form of notice to be given of said meetings and so used by the Municipal Clerk for that purpose.

NOTICE OF ANNUAL SCHEDULED MEETINGS

NOTICE is hereby given by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey that all 2022 Regular Township Committee Meetings will be held at 7:00PM on the schedule of meetings listed below except as otherwise specifically provided.

All Regular Meetings of the Mansfield Township Committee are open to the public, in compliance with the Open Public Meetings Act., N.J.S.A. 10:4-6 to 10:4-21. Formal, official action may be taken at any said open public meeting on any and all issues involving the Township of Mansfield.

Note: Executive/Closed Sessions of the Mansfield Township Committee will be held at 6:00 PM as needed in accordance with said Act and prior to the Regular Township Committee meetings scheduled. In the event that an Executive/Closed Session is not necessary, the 6:00 PM meeting will simply be cancelled.

Mansfield Township Board of Health Meetings will take place prior to the Mansfield Township Committee meetings at 6:45 on the following dates: March 16, June 15, September 21, and December 7.

**2022 Mansfield Township Committee
Notice of Annual Schedule Meetings
January 6th and 19th at 7:00 PM
February 2nd and 16th at 7:00 PM
March 2nd and 16th at 7:00 PM
April 6th and 20th at 7:00 PM
May 4th and 18th at 7:00 PM
June 15th at 7:00 PM
July 20th at 7:00 PM
August 17th at 7:00 PM
September 21st at 7:00 PM
October 5th and 19th at 7:00 PM
November 2nd and 16th at 7:00 PM
December 7th & 21st 7:00 PM
January 3, 2023 (Tuesday) - (Re-organization-6:00 PM)
First Regular Meeting in 2023 – January 18, 2023 Wednesday at 7:00 PM**

**RESOLUTION 2022-1-12
RESOLUTION ESTABLISHING TOWNSHIP HOLIDAYS FOR ALL
NON-CONTRACTUAL EMPLOYEES**

BE IT HEREBY RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that the following is a list of the Mansfield Township Municipal Holidays for the Year 2022 for a Full-time Non-Contractual employee. Under the Fair Labor Standard Act, **regular** part-time employees will be paid for holidays that fall on the employee's regularly scheduled workday only. Note that Holidays for Contractual Employees may or may not run according to said schedule, but will be stipulated in their respective agreements.

2022 Mansfield Township Schedule of Holidays

Martin Luther King Day	Monday	January 17, 2022
Presidents' Day	Monday	February 21, 2022
Good Friday	Friday	April 15, 2022
Easter Monday	Monday	April 18, 2022
Memorial Day	Monday	May 30, 2022
Juneteenth Day(Freedom Day)	Friday	June 17, 2022 (observed)
Independence Day	Monday	July 4, 2022
Independence Day (day after)	Tuesday	July 5, 2022
Labor Day	Monday	September 5, 2022
Columbus Day	Monday	October 10, 2022
Veteran's Day	Friday	November 11, 2022
Thanksgiving Holiday	Thursday	November 24, 2022
Thanksgiving Holiday	Friday	November 25, 2022
Christmas Holiday	Friday	December 23, 2022
Christmas Holiday	Monday	December 26, 2022

2023 HOLIDAY

New Year's Holiday	Monday	January 2, 2023
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**RESOLUTION 2022-1-13
CHECK AUTHORIZATION PRIOR TO BILLS LIST APPROVAL**

BE IT HEREBY RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that the Chief Financial Officer/Treasurer is hereby authorized to pay any bills, prior

to insertion on the Bills List, contractual or otherwise, the holding of which, due to meeting schedules, deadlines, or the like, would cause financial harm to the Township; and,

BE IT FURTHER RESOLVED said bills are hereby authorized to be paid upon presentation, and are to include but not limited to the following:

Payroll
Insurance
State, County, School Payments
Landfill Charges
Public Utilities
Public Assistance Bills
Approved Grant Application Fees
Contractual Payments
Debt Service

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that authorization is hereby given that the foregoing list of bills may be prepaid prior to approval of the Bills List.

**RESOLUTION 2022-1-14
CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF
BURLINGTON, 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 of Mansfield, 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 bearing Deposits 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. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds of the Township of Mansfield:

Current Fund	Police Off Duty Employment Trust
State and Federal Grants	Unemployment Trust
Storm Recovery Trust	Developers Escrow
Capital Fund	Payroll Trust
Animal Control Trust	Public Assistance Trust
Recreation Developers Trust	Law Enforcement Trust
Recreation Revenue Trust	Federal Forfeiture Trust
Public Defender Trust	Sidewalk Contributions Trust
Special Events Trust	Accumulated Leave Compensation Trust
Fire Safety Trust	Sewer Utility Operating
Construction Code Trust	Sewer Utility Capital
Special Law Enforcement Trust	Utility Assessment Trust
COAH Trust	Clearing Account

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township of Mansfield, specifically: Not Applicable

III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer and the Comptroller of the Township of Mansfield, (the "Designated Officials") are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Mansfield are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- TD Bank
- 1st Constitution
- The Bank of Princeton
- First Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of Mansfield referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits.

New Jersey Cash Management
New Jersey Arbitrage Rebate Management (NJ ARM)

All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

VI. AUTHORIZED INVESTMENTS.

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America (any investment contracts providing for resale arrangements with the supplier should be analyzed for legality and should be specifically authorized in the cash management plan);
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide

for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

Not Applicable

VII. 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 of Mansfield, then such instrument or security shall be covered by a custodial agreement 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 of Mansfield to assure that there is no 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 of Mansfield or by a third party custodian prior to or upon the release of the Township of Mansfield's funds.

To assure that all parties with whom the Township of Mansfield deals either 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 that Plan in writing, a copy of which shall be on file with the Designated Official(s).

VIII. REPORTING REQUIREMENTS.

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of Mansfield a written report of any Deposits or 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 of Mansfield as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. 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.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Mansfield.

IX. FUND BALANCE POLICY.

- A. The Township shall establish or maintain a target fund balance of 5% of the previous year's adopted budget (net of grants and the reserve for uncollected taxes (the "Target")).
- B. Amounts appropriated in the ensuing budget which reduce the fund balance below the target balance for the purpose of reducing the ensuing year's property tax levy, may be made only upon a specific vote of the Governing Body.
- C. If a drawdown of the fund balance creates a structural imbalance of the Township's budget, without the reasonable expectation of regenerating such amounts drawn down during the budget year, a plan shall be developed to restore fund balance to the Target balance within a three-year period.
- D. If the year-end available fund balance, based upon unaudited figures, is for any reason below the Target, then, to rebuild the fund balance toward the Target, no more than 80% of the surplus generated in the prior fiscal year shall be appropriated as a revenue in the succeeding year's budget.
- E. The Governing Body, by vote, can declare a fiscal emergency and withdraw any amount of General Fund balance for purposes of addressing the fiscal emergency. Any such action must also provide a plan to restore fund balance to the Target balance within a five-year period.
- F. This policy will be reviewed by the Governing Body every three years following adoption or sooner at the direction of the Governing Body.

X. TERM OF PLAN.

This Plan shall be in effect from January 1, 2022 to December 31, 2022. Attached to this Plan is a resolution of the governing body of the Township of Mansfield approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the 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

RESOLUTION 2022-1-15

AUTHORIZING INVESTMENT OF IDLE FUNDS AND FUND TRANSFERS

WHEREAS, it is desirable that idle funds of the Township of Mansfield, County of Burlington, State of New Jersey be invested in legal investment vehicles at all times; and,

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Mansfield, County of Burlington, State of New Jersey that it does hereby authorize the Chief Financial Officer/Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution; and,

BE IT FURTHER RESOLVED, that the Chief Financial Officer/Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations as follows:

1. To or from the Township checking or savings accounts to other Township accounts.
2. To or from Township checking or saving accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Mansfield.

RESOLUTION 2022-1-16

AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS

BE IT HEREBY RESOLVED by the Township Committee of Mansfield Township, County of Burlington, State of New Jersey that the following Township Officials are hereby authorized to sign Checks or Withdrawal slips where a combination of two principal signatures are required for the Year 2022:

1. **Mayor: Marcial Mojena**
2. **Deputy Mayor: Rudy Ocello**
3. **Municipal Clerk: Linda Semus**
4. **Chief Municipal Finance Officer: Bonnie Grouser**
5. **Tax Collector: Linda Hannawacker (tax account only)**

BE IT FURTHER RESOLVED that Signature Cards with the signatures of the persons authorized to sign be forwarded to all Township Depositories.

RESOLUTION 2022-1-17

MILEAGE REIMBURSEMENT

WHEREAS, the Township of Mansfield has a policy of reimbursing mileage to all officials and employees while on official Township business, from the Municipal Complex to the job/educational/meeting location and back to the Municipal Complex for those who do not receive a monthly car allowance; and

WHEREAS, the mileage reimbursement rate will be equivalent to the standard business rate as permitted by the Internal Revenue Service effective January 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey that authorization is hereby given for all officials and employees a mileage reimbursement rate equivalent to the standard business rate as permitted by the Internal Revenue Service, effective January 1, 2022, with said mileage being calculated from the Municipal Complex to the job/education/meeting location for approved trips

RESOLUTION 2022-1-18

CANCELLATION OF TAX BALANCES UNDER \$10.00

WHEREAS, balances exist for current and prior year taxes, and;

WHEREAS, N.J.S.A. 40A:5-17.1 states that the governing body may appoint any official to cancel tax refunds and delinquencies under \$10.00,

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at their reorganization meeting held on January 3, 2022, hereby authorizes the Tax Collector to cancel tax balances under \$10.00

RESOLUTION 2022-1-19

INTEREST RATES ON DELINQUENT TAXES AND PENALTIES ON TAX TITLE LIENS (ASSEMBLY BILL NO. 4425 AND SENATE BILL NO. 2579)

WHEREAS, R.S. 54:4-67, laws of New Jersey, permits the Governing Body of each municipality to fix the rate of interest to be charged for non-payment of taxes as provided by law; and,

WHEREAS, R.S. 54:4-67 has been amended to define a tax delinquency as follows:

“Delinquency means the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarter or years. The governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of the delinquency”; and,

WHEREAS, R.S. 54:5-61 permits the holder of tax title lien, upon compliance with the provisions of Section 54:5-62, shall be entitled to collect from the owner or other person having an interest in the lands an additional sum equal to two percent (2%) of the amount so paid for the tax title; and

WHEREAS, R.S. 54:5-61 has been amended and relates to the amount to be charged on penalties as follows:

“When the taxes, interest and costs shall exceed the sum of \$5,000.00 such additional sum shall be equal to 4% of such amount paid; and when that sum exceeds \$10,000.00 such additional sum shall be equal to 6% of such amount paid. This section shall also apply to all existing certificates held by municipalities on effective date of this act”; and,

WHEREAS, N.J.S.A. 54:4-66.3d states that:

The third installment of current year taxes shall not be subject to interest until the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered. Any payment received after the later of August 1, the additional interest-free period authorized pursuant to R.S. 54:4-67, or the twenty-fifth calendar day after the date that the tax bill or estimated tax bill for the third installment was mailed or otherwise delivered may be charged interest back to August 1. The estimated tax bill shall contain a notice specifying the date on which the interest may begin to accrue;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, that Mansfield Township shall fix the rate of interest to be charged to the nonpayment of taxes or assessments on or before the date when they would become delinquent, and provides that no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the same became payable. In the event the taxes are not paid within the ten calendar days, interest will be charged from the date it became payable to the day it reaches the tax office.

The rate so fixed shall not exceed 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 to be calculated from the date the tax was payable until the date of actual payment, for the year 2022.

BE IT FURTHER RESOLVED, the Tax Collector is hereby authorized and directed to charge an additional penalty of 6% of the amount of the delinquency in excess of \$10,000.00 and the delinquency is to be calculated only on an individual year basis and cannot be accumulated from year to year.

BE IT FURTHER RESOLVED, that the Tax Collector is hereby authorized and directed to charge a 2% penalty on the amount due over \$200.00 up to \$5,000.00; 4% up to \$10,000.00 and 6% on excess of \$10,000.00 on Tax Title Liens. This change is applicable to all certificates held by the municipality as well as those, which may be subsequently acquired by them as a result of future tax sales. The delinquency now is to be calculated on the sum of taxes from year to year and not to be calculated on an individual year basis.

BE IT FURTHER RESOLVED, that certified copies of this Resolution be provided by the Township Clerk to the following:

- a. Tax Collector
- b. Township Solicitor
- c. Township Auditor

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

RESOLUTION 2022-1-20

APPEALS/ADJUSTMENTS/STIPULATIONS OF SETTLEMENT

WHEREAS, statutory provision is made for, review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction of errors after establishment of the tax rate; and,

WHEREAS, changes in property ownership at times necessitates adjustments in the veteran and/or senior citizens deductions allowed on the assessment list; and,

WHEREAS, responsibility for maintenance and correction of the assessment list rests with the local Assessor subject to laws and regulations;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Mansfield that the Assessor, fulfilling the duties and requirements of his office, be authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of the Township of Mansfield.

BE IT FURTHER RESOLVED that the Assessor is hereby authorized to execute Stipulations of Settlement on behalf of the municipality with the approval and knowledge of the municipality and its Solicitor.

BE IT FURTHER RESOLVED that a certified copy of this Resolution accompany any appeal filed by the Assessor with the Burlington County Board of Taxation.

RESOLUTION 2022-1-21

RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2022

WHEREAS, NJSA 40A:5-21 authorizes the establishment of Petty Cash funds in municipalities by application and resolution; and

WHEREAS, the Division of Local Government Services, New Jersey Department of Community Affairs, has authorized petty cash funds for the Township of Mansfield, Burlington County, as follows:

Type	Date Authorized	Amount Authorized	Bonding Required
Finance	1/08/93	\$350	\$0
Recreation	2/28/91	\$200	\$0 ;and

WHEREAS, it is the desire of Mansfield Township, Burlington County, to reauthorize such funds for Calendar Year 2020 as follows:

Type	Custodian	Amount Authorized	Bonding Required
Finance	Bonnie Grouser	\$350	\$0
Recreation	Paul Narwid	\$200	\$0 ;and

WHEREAS, such custodians shall maintain records for these funds in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE BE IT RESOLVED that the Committee of the Township of Mansfield, Burlington County hereby authorizes such action and that two copies of this Resolution be filed with Division of Local Government Services, New Jersey Department of Community Affairs.

RESOLUTION 2022-1-22

RESOLUTION AUTHORIZING THE STATE AND COUNTY COOPERATIVE PURCHASING PROGRAM FOR PURCHASES FOR THE YEAR 2022

WHEREAS, the Township of Mansfield makes purchases from many potential sources for services, management, supplies and equipment to support Township operations; and

WHEREAS, the State of New Jersey Division of Purchase and Property, Cooperative Purchase Program, has authorized vendors that can provide these services, materials, supplies or equipment under a "state contract" for eligible items pursuant to N.J.S.A. 40A: 11-12.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to approve purchases from the State Contract Vendors list, which is available for review in the Municipal Clerk's office, to provide services, materials, supplies or equipment to the Township of Mansfield for the year 2022.

RESOLUTION 2022-1-23

RESOLUTION TO ALLOW PAYMENT OF DELINQUENT SPECIAL ASSESSMENT INSTALLMENT AND TO REINSTATE INSTALLMENT PLAN

WHEREAS, on February 28, 2007, the Township Committee of the Township of Mansfield adopted Ordinance 2007-8 authorizing assessments for sewer improvements for the Lynwood Farms development; and

WHEREAS, this ordinance authorized the assessments to be paid in 20 annual installments; and

WHEREAS, N.J.S.A.40:56-35 stated that if an installment remained unpaid for 30 days, then the whole assessment, or balance shall become immediately due; and

WHEREAS, N.J.S.A.40:56-35 was amended to include the provision for the delinquent installment to be paid with interest, and the installment plan reinstated.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey at their reorganization meeting held on January 3, 2022 hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

RESOLUTION 2022-1-24

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964"

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c 183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Mansfield Township Committee of the Township of Mansfield, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c183, by certifying that the local unit’s hiring practice comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**RESOLUTION 2022-1-25
RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF BURLINGTON, NEW JERSEY, SETTING THE 2022
TEMPORARY BUDGET**

WHEREAS, Section 40A-4-19 provides that temporary appropriations may be made to provide for the period between the beginning of the budget year and the date of adoption of the budget; and

WHEREAS, the date of this resolution is within the first thirty days of the 2022 budget year; and

WHEREAS, the total of the following temporary appropriations does not exceed 26.25% of the total amount of the appropriations made for all purposes in the 2021 budget (exclusive of Debt Service, Capital Improvement Fund and Public Assistance).

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at a meeting held January 3, 2022 that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer after adoption.

Current Fund

<u>Department</u>	<u>Amount</u>
A&E: Salary and Wages	28,750.00
A&E: Miscellaneous	5,000.00
M&C: Salary & Wage	8,500.00
CLERK: Salary & Wage	31,250.00
CLERK: Miscellaneous	7,500.00
FIN: Salary & Wage	42,000.00
FIN: Miscellaneous	8,500.00
AUDIT: Miscellaneous	5,000.00
TAX C: Salary & Wage	18,500.00
TAX C: Miscellaneous	4,000.00
TAX A: Salary & Wage	10,000.00
TAX A: Miscellaneous	5,000.00
LEGAL: Miscellaneous	30,000.00
ENG: Miscellaneous	25,000.00
PLAN: Miscellaneous	4,000.00
LAND USE: Salary & Wage	8,500.00
LAND USE: Miscellaneous	700.00
OCE: PM: Salary & Wage	2,000.00
OCE: PM: Miscellaneous	100.00
ZONING OFFICER: Salary & Wage	2,075.00
ZONING OFFICER: Miscellaneous	1,000.00
LIABINS: Liability Insurance	20,000.00
WCOMP: Workers Compensation	40,000.00
EMPLOYER GROUP Health Insurance	100,000.00
POLICE: Salary & Wages	175,000.00
POLICE: Miscellaneous	18,000.00
EMGMT: Salary & Wage	1,250.00
EMGMT: Miscellaneous	1,900.00
AID TO FIRE COMPANIES: Miscellaneous	20,000.00
AID TO AMBULANCE: Miscellaneous	23,350.00
EMS: Salary & Wage	17,500.00
EMS: Miscellaneous	1,500.00
OCE: FIRE: Salary & Wage	9,500.00
OCE: FIRE: Miscellaneous	3,500.00

PROS: Other Professional	7,000.00
ROAD: Salary & Wage	48,000.00
ROAD: Miscellaneous	13,000.00
SWASTE: Miscellaneous	56,000.00
RECYCLING: Salary & Wage	2,350.00
B&G: Miscellaneous	24,250.00
VMAINT: Miscellaneous	15,000.00
COMMUNITY SERVICES: Miscellaneous	15,250.00
PHEALTH: Salary & Wage	400.00
PHEALTH: Miscellaneous	700.00
ANIMAL: Miscellaneous	950.00
RECREATION: Salary & Wage	3,000.00
RECREATION: Miscellaneous	6,000.00
PARKS: Miscellaneous	16,500.00
CPEVNT: Miscellaneous	750.00
ELEC: Miscellaneous	25,000.00
SLIGHT: Miscellaneous	33,000.00
TELE: Miscellaneous	12,000.00
WATER: Miscellaneous	15,000.00
PETRO: Gasoline	7,500.00
LANDFILL: Miscellaneous	40,000.00
FICA: Employer Liability	50,000.00
DCRP: Miscellaneous	2,000.00
COURT: Salary & Wage	50,000.00
COURT: Miscellaneous	7,500.00
INTERLOCAL: SW Springfield Court	8,175.00
INTERLOCAL: SW Southampton Court	12,500.00
INTERLOCAL: Miscellaneous	2,500.00
PUBD: Other Professional	2,500.00
CAPITAL IMPROVEMENT FUND	10,000.00
TOTAL:	\$1,165,700.00

Utility Fund

Operating Expenses \$ 11,000.00

Mayor Mojena asked for a motion to adopt all resolutions on the consent agenda.

A motion was offered by **Committeeman Sisz** and seconded by **Deputy Mayor Ocello** to adopt all resolutions on said Consent Agenda. Motion carried on a roll call vote recorded as follows:

AYE: SISZ, OCELLO, TALLON, MOJENA

NAY: NONE ABSENT: GOLENDIA

Public Comment:

Mayor Mojena explained that the Committee takes comments, concerns and questions from the public very seriously. Public comment by the way of questions is welcome, however the public comment period is not designed to be a discussion nor a question and answer session.

Accordingly, unless a question is routine in nature, the public should not expect the members of the Township Committee to respond to questions during meetings. The Township Committee may require sufficient time to process and research issues so that questions can answered correctly and expeditiously. The Township Committee will make every effort to respond to questions in a timely manner.

Linda Pullen Stout, 186B Georgetown Road – She apologizes for being late as she assumed the meeting was a 7pm. She is very upset over the new process of public comment. She believed that the new committeemen ran on a platform to unite Mansfield, however she does not feel this is uniting the Township when questions will not be answered until further notice. She asked Committeeman Tallon if he was aware of resolution 2022-1-9.

Committeeman Tallon stated that he was not consulted on said resolution.

Ms. Stout continued to question Committeeman Tallon if he was involved with the agenda overall.

Mayor Mojena that this is not a question and answer session. The Committee has voted on the resolution this evening and the statement clearly says that the Committee will be more that glad to get back to anyone with any and all questions. Five minutes is typically not enough time for the people to question and for the Committee to generate an answer.

More back and forth confrontation ensued and after some time **Mayor Mojena** asked Ms. Stout to please sit down.

Brandon Umba, 9 Hilltop Lane, Medford – He stated on behalf of Senator elect Stanfield he would like to thank the Committee for inviting him out this evening. He congratulated the Mayor and Deputy Mayor and Committeeman on their appointments. He is looking forward to working with everyone over the next two years. Cell phone is 609-970-8406.

Mayor Mojena thanked Assemblyman Umba.

Rami Reddy, 7 Pheasant Court – He wished the newly elected and existing members of the Township committee the best of luck. He also thanked the employees of the public works department who work at the recycling yard who are always very helpful.

Mayor Mojena added that he wanted to express his gratitude for all of the members of the JLUB, the environmental commission and special events as they are all volunteers doing community service. These folks spend a lot time to support Mansfield Township and he wanted to express his sincere gratitude and appreciation.

Adjournment:

A motion to adjourn the meeting was offered by **Committeeman Siz** and seconded by **Deputy Mayor Ocello**. Motion carried unanimously.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

Ashley Jolly, RMC, CMR
Deputy Clerk

Linda Semus, RMC, CMR
Municipal Clerk