

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY**

**2021 REORGANIZATION MEETING  
January 4, 2021 – 6:00PM**

**Municipal Clerk Linda Semus**, on behalf of the Township Committee and employees, welcomed the public and wished them a happy New Year. She explained that, according to state law, we must open the meeting for public comments. However, since this meeting is for reorganization purposes, the Governing Body respectfully requested that any and all public questions, comments, or concerns be held and addressed to the committee at their first meeting of the New Year which will be held on Thursday, January 7, 2021 at 7:00PM in the Municipal Complex located at 3135 Route 206 South, Columbus, New Jersey 08022. Additionally, **Clerk Semus** stated that all appointees please be advised that arrangements will be made through your prospective departments and/or committees/boards for date and time that the Oaths of Office will be administered prior to your attendance at meetings.

**Clerk Semus** further noted that this meeting is being conducted during the current national emergency with remote participation in accordance with the guidance provided by the New Jersey Division of Local Government Service, Department of Community Affairs as set forth in the public notice of this meeting.

**Clerk Semus** called the meeting to order at 6:00PM with the following statement:

**Clerk Semus** read the following Open Public Meetings Statement: Public notice of this meeting pursuant to the Open Public Meetings Act N.J.S.A. 10:4-6 – 10:4-21 has been satisfied. Notice of this meeting was properly given via Resolution 2020-1-8 which was adopted by the Mansfield Township Committee on January 6, 2020. Said resolution was transmitted to the Burlington County Times, 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 mailings, postings and filing having been accomplished as January 10, 2020. An additional advertisement was made for the purpose of informing the public of the remote access information necessary to participate in this meeting. The additional advertisement and filing having been accomplished as August 16, 2020.

The above statement was followed by the Flag Salute and a moment of silence.

**OATH OF OFFICE**

**Clerk Semus** offered congratulations to Robert Tallon and Daniel Golenda for being elected as members to the Governing Body.

Clerk Semus administered the Oaths of Office to both Mr. Tallon and Mr. Golenda.

**ROLL CALL**

Municipal Clerk Semus called for a Roll Call. The following Township Committee Members were in attendance: **Committeeman Magee, Committeeman Higgins, Committeeman Ocello, Committeeman Tallon, and Committeeman Golenda.**

**NOMINATION OF MAYOR**

Municipal Clerk Semus called for a nomination of a member of the Township Committee to serve as Chairperson and Mayor for the year 2021. A motion was offered by **Committeeman Higgins** and second by **Committeeman Ocello** to nominate **Committeeman Magee** as Mayor of the Township of Mansfield for the year 2021. The motion carried on a Roll Call Vote, recorded as follows:

**AYE: HIGGINS, OCELLO, TALLON, GOLEND, MAGEE**

**NAY: ABSENT: ABSTAIN:**

**RESOLUTION 2021-1-1  
APPOINTMENT OF MAYOR**

**BE IT HEREBY RESOLVED** that **Michael H. Magee** be appointed Chairperson of the Mansfield Township Committee and the Mayor of Mansfield Township, to serve until December 31, 2021 or until his/her duly qualified successor has been appointed.

Clerk Semus administered the Oath of Office for Mayor to **Committeeman Magee**

The meeting was turned over to **Mayor Magee.**

**NOMINATION OF DEPUTY MAYOR**

**Mayor Magee** called for a nomination for Deputy Mayor for the year 2021. A motion was offered by **Committeeman Higgins** and second by **Committeeman Golenda** to nominate **Committeeman Tallon** as Deputy Mayor. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: HIGGINS, GOLEND, OCELLO, MAGEE, TALLON**

**NAY: ABSENT: ABSTAIN:**

Clerk Semus administered the Oath of Office for Deputy Mayor to **Committeeman Tallon.**

**RESOLUTION 2021-1-2  
APPOINTMENT OF DEPUTY MAYOR**

**BE IT HEREBY RESOLVED** that **Robert Tallon** be appointed Deputy Mayor of Mansfield Township, to serve until December 31, 2021 or until his/her duly qualified successor has been appointed.

**RESOLUTIONS**

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
RESOLUTION 2021-1-3**

**APPOINTMENT OF PROFESSIONAL STAFF 2020**

**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:**

<b>AUDITOR:</b>	Robert P. Nehila, Jr., of Bowman & Company, LLP, term expiration 12/31/21
<b>BOND COUNSEL:</b>	Thomas J. Hastie, Jr., Esq., of Malamut & Associates, term expiration 12/31/21
<b>TRAFFIC ENGINEER:</b>	Alexander Litwornia, PE/PP, of Litwornia Associates, Inc., term expiration 12/31/21
<b>PLANNER:</b>	Edward Fox, of Environmental Resolutions, Inc. term expiration 12/31/21
<b>PROSECUTOR:</b>	George Morris, Esq., Parker McCay PA, term expiration 12/31/20 Alternates: Ephram Levin and Linda Gallela
<b>PUBLIC DEFENDER:</b>	James D. Fattorni, Esq., term expiration of 12/31/21
<b>SOLICITOR:</b>	Tyler T. Prime of Prime & Tuvel, term expiration 12/31/21
<b>LABOR ATTORNEY:</b>	Evan Crook, Esq. of Malamut & Associates, term expiration 12/31/21

On motion by **Committeeman Higgins** and seconded by **Committeeman Ocello**, it was moved to adopt Resolution 2021-1-3. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: CAIN, HIGGINS, MAGEE, OCELLO, DIGIUSEPPE**

**NAY: TALLON, GOLEND (As to Only ERI/The Planner) ABSENT: None ABSTAIN: None**

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY  
RESOLUTION 2021-1-4**

**RESOLUTION APPOINTING SPECIAL PROJECT ENGINEERS**

**WHEREAS**, the Township of Mansfield wishes to select engineering firms 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 firms 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 persons and/or firms 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 firms have demonstrated the capability and willingness to provide high quality services to the citizens of the Township:

**Remington and Vernick Engineers – John Pyne, PE & Douglas Johnson PE  
Alaimo Group – Richard Alaimo, PE**

**WHEREAS**, the above named firms have agreed to provide the necessary engineering services in the event the need arises during the year 2021; 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 4<sup>th</sup> day of January, 2021, by the Township Committee of Mansfield, County of Burlington, State of New Jersey, that:

1. The above named firms are hereby designated as Special Project Engineers for a one year term, ending December 31, 2021, 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.)

On motion by **Committeeman Higgins** and seconded by **Committeeman Ocello**, it was moved to adopt Resolution 2021-1-4. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: HIGGINS, OCELLO, GOLEND, TALLON, MAGEE**

**NAY: NONE            ABSENT:    NONE            ABSTAIN: NONE**

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY**

**RESOLUTION 2021-1-5**

**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 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.

On motion by **Committeeman Higgins** and seconded by **Committeeman Tallon**, it was moved to adopt Resolution 2021-1-5. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: HIGGINS, TALLON, OCELLO, GOLEND, MAGEE**

**NAY: NONE ABSENT: NONE ABSTAIN: NONE**

## **CONSENT AGENDA RESOLUTIONS**

### **MANSFIELD TOWNSHIP BURLINGTON COUNTY**

#### **RESOLUTION 2021-1-6 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 MEMBERS OF THE TOWNSHIP COMMITTEE:**

**Liaison of Engineering Services: Robert J. Higgins and Robert Tallon**

**Liaison of Insurance and Safety: Michael H. Magee and Robert Tallon**

**Liaison of Emergency Management: Michael H. Magee and Robert Tallon**

**Liaison of: Environmental Citizens Advisory Committee: Daniel Golenda and Robert Tallon**

**Liaison of Recreation Committee: Robert J. Higgins and Daniel Golenda**

**Emergency Squad Liaison: Michael H. Magee and Robert Tallon**

**Fire Department Liaison: Rudy Ocello and Daniel Golenda**

**Police Commissioner: Michael H. Magee**

#### **ADMINISTRATION:**

**Municipal Search Officer: Linda Semus**

**Public Compliance Officer: Linda Semus**

**Administrative Liaison: Linda Semus**

**Deputy Clerks: Ashley Jolly and Barbara A. Crammer**

#### **BOARD OF HEALTH:**

Robert J. Higgins, Michael H. Magee, Rudy Ocello, Robert Tallon, Daniel Golenda  
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 Coordinator: Edward Ruggiano  
Land Use Secretary: Julia A. Baker-DiCamillo

**PUBLIC WORKS**

Public Works Foreman: Charles B. Metz  
Public Works Assistant Foreman: Frank Parkerson

**TOWNSHIP SUPERINTENDENT**

Michael Fitzpatrick

**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: Donald Knezick

**ZONING OFFICIAL:**

Edward Ruggiano

**PROPERTY MAINTENANCE OFFICIALS:**

Ernest Bogley

**FIRE POLICE:**

Ronald E. Cottrill, Kristianne Dowd, Frank Doyle, Thomas J. Minard, Dalton C. Okerson, Danny W. Petroni, Rivelino M. Pierre, William Lonagan

**SPECIAL LAW ENFORCEMENT OFFICER: (SLEO)**

David Jobst

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

Mayor: (Class I) Michael H. Magee.....	Expires 12/31/21
Class II: Douglas Borgstrom.....	Expires 12/31/21
Class III: Robert J. Higgins.....	Expires 12/31/21
Class IV: Colleen Herbert .....	Expires 12/31/24
Class IV: Judith Oiler.....	Expires 12/31/24
Class IV: Efthimios Tsiknakis (Paul).....	Expires 12/31/22
Alt #1 Jeffrey Grouser.....	Expires 12/31/21
Alt #2 Frank Pinto.....	Expires 12/31/21
Alt #3 Dalpat Patel.....	Expires 12/21/22
Alt #4 Carl Schwartz.....	Expires 12/21/22

**ENVIRONMENTAL CITIZENS ADVISORY COMMITTEE:**

Mayor: Michael H. Magee..... Expires 12/31/21  
Chairman: Donald Knezick ..... Expires 12/31/21  
Member: Frank Pinto..... Expires 12/31/21  
Member: Steven Knezick..... Expires 12/31/21

**SUB-COMMITTEE UNDER ENVIRONMENTAL CITIZENS ADVISORY COMMITTEE:  
COMMUNITY FORESTRY COMMITTEE:**

Robert Tallon, Kelly Shea, Frank Parkerson, Thomas Sahol, Linda Semus

**STORMWATER PROGRAM COORDINATOR:**

Michael Fitzpatrick

**RECREATION COMMITTEE:**

Secretary/Recreation Coordinator: Paul Narwid

Colleen Herbert, Brian Morro, Brian Sisz, Pete Mosteller, Tammie Caloiaro, Robert Siverio,  
Blaze Pecenak, Gregory Gamble, Leah DiFilippo, Corrine Konopoka, Brenda Lawyer

**SUB-COMMITTEE UNDER RECREATION:**

**SPECIAL EVENTS COMMITTEE:** Leah DiFilippo, Abby Hemes, Linda Semus,

Corrine Konopka, Jolyn Vitale, Colleen Herbert, Barbara Crammer, Kristianne Goodenough

**EMERGENCY MANAGEMENT COMMITTEE:**

Emergency Management Coordinator: Douglas Borgstrom..... Expires 12-31-21

Assistant Emergency Management Coordinator: Thomas Minard..... Expires 12/31/21

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, Mayor  
Magee/Deputy Mayor Tallon

**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, Lori Hall-David, Douglas Borgstrom/Alex Broder,  
Mayor Magee/Deputy Mayor Tallon

**BURLINGTON COUNTY RESOURCE RECOVERY HOST BENEFIT LIAISON:**

Michael H. Magee

**SANITARY INSPECTOR (Landfill):**

Robert Tallon

**FUND COMMISSIONER/JIF REPRESENTATIVE:**

Commissioner: Michael Fitzpatrick

Alternate: Michael H. Magee

**INSURANCE FUND ALTERNATE TRANSITIONAL DUTY CONTACT:**

Michael Fitzpatrick

**MUNICIPAL HOUSING LIAISON:**

Thomas Colavecchio

**OFFICIAL TOWNSHIP HISTORIAN:**

Pearl Tusim

**ADA COORDINATOR:**  
Remington and Vernick

**ANIMAL CONTROL OFFICER:**  
Bordentown Animal Control

**TOWNSHIP PHYSICIAN:**  
Virtua at Work

**RESOLUTION 2021-1-7  
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, 2021;

**PRIMARY:** Burlington County Times  
**SECONDARY:** Trenton Times

**RESOLUTION 2021-1-8  
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 2021 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 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 17, June 16, September 15, and December 15.

**2021 Mansfield Township Committee  
Notice of Annual Schedule Meetings**  
**January 7th and 20th at 7:00 PM**  
**February 4th and 17th at 7:00 PM**  
**March 4th and 17th at 7:00 PM**  
**April 1st and 21st at 7:00 PM**  
**May 6th and 19th at 7:00 PM**  
**June 16th at 7:00 PM**  
**July 21st at 7:00 PM**  
**August 18th at 7:00 PM**  
**September 15th at 7:00 PM**  
**October 7th and 20th at 7:00 PM**  
**November 4th and 17th at 7:00 PM**  
**December 2nd & 15th 7:00 PM**  
**January 3rd (Monday) - (Re-organization-6:00 PM)**  
**First Regular Meeting in 2022 – January 6, 2022 Thurs at 7:00 PM**

**RESOLUTION 2021-1-9  
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 2021 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.

**2021 Mansfield Township Schedule of Holidays**

New Year's Day	Friday	January 1, 2021
Martin Luther King Day	Monday	January 18, 2021
Presidents' Day	Monday	February 15, 2021
Good Friday	Friday	April 2, 2021
Memorial Day	Monday	May 31, 2021
Juneteenth Day(Freedom Day)	Friday	June 18, 2021 (observed)
Independence Day	Friday	July 5, 2021
Labor Day	Monday	September 6, 2021
Veteran's Day	Thursday	November 11, 2021
Thanksgiving Holiday	Thursday	November 25, 2021
Thanksgiving Holiday	Friday	November 26, 2021
Christmas Holiday	Friday	December 24, 2021
Christmas Holiday	Monday	December 27, 2021

**2021 HOLIDAY**

New Year's Holiday

Friday

December 31, 2021

**RESOLUTION 2021-1-10**

**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 2021-1-11**

**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  
State and Federal Grants  
Storm Recovery Trust

Police Off Duty Employment Trust  
Unemployment Trust  
Developers Escrow

Capital Fund  
Animal Control Trust  
Recreation Developers Trust  
Recreation Revenue Trust  
Public Defender Trust  
Special Events Trust  
Fire Safety Trust  
Construction Code Trust  
Special Law Enforcement Trust  
COAH Trust

Payroll Trust  
Public Assistance Trust  
Law Enforcement Trust  
Federal Forfeiture Trust  
Sidewalk Contributions Trust  
Accumulated Leave Compensation Trust  
Sewer Utility Operating  
Sewer Utility Capital  
Utility Assessment 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
- 1<sup>st</sup> 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, 2021 to December 31, 2021. 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 2021-1-12  
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 2021-1-13  
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 2021:

1. **Mayor: Michael H. Magee**

2. **Deputy Mayor: Robert Tallon**
3. **Committee Member: Robert Higgins**
4. **Municipal Clerk: Linda Semus**
5. **Chief Municipal Finance Officer: Bonnie Grouser**
6. **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 2021-1-14  
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, 2021;

**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, 2021, with said mileage being calculated from the Municipal Complex to the job/education/meeting location for approved trips

**RESOLUTION 2021-1-15  
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 4, 2021, hereby authorizes the Tax Collector to cancel tax balances under \$10.00.

**RESOLUTION 2021-1-16  
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 2021.

**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 2021-1-17**

#### **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 it's 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 2021-1-18  
RESOLUTION REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2020**

**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:

<b>Type</b>	<b>Date Authorized</b>	<b>Amount Authorized</b>	<b>Bonding Required</b>
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 2021 as follows:

<b>Type</b>	<b>Custodian</b>	<b>Amount Authorized</b>	<b>Bonding Required</b>
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 2021-1-19  
RESOLUTION AUTHORIZING THE STATE AND COUNTY COOPERATIVE PURCHASING  
PROGRAM FOR PURCHASES FOR THE YEAR 2021**

**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 2021.

**RESOLUTION 2021-1-20**

**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 6, 2020 hereby authorizes the Tax Collector to accept the delinquent installment with interest and reinstate the installment plan.

**RESOLUTION 2021-1-21  
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 2020.

**RESOLUTION 2021-1-22  
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 6, 2020, 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 6, 2020 for the year 2021; 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**

### **RESOLUTION 2021-1-23**

#### **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.

A motion was offered by **Deputy Mayor Tallon** and seconded by **Committeeman Ocello** to adopt the Consent Agenda Resolutions. Motion carried on a Roll Call Vote, as follows:

**AYE: Tallon, Ocello, , Golenda, Higgins, Magee**  
**NAY: None ABSENT: None ABSTAIN: None**

#### **PUBLIC COMMENTS**

**Katie Magee Lee**, congratulated Mayor Magee on his appointment and wished the Township Committee luck this year.

**Joseph Van Mater**, congratulated the Mayor, Deputy Mayor and Committeeman Golenda on their appointments.

**Dalpat Patel**, congratulated the newly appointed Committeemen. He is hopeful that this new committee will work well together.

**Todd Kokotajlo**, congratulated Committeeman Golenda, Deputy Mayor Tallon and Mayor Magee. He is hopeful that this year will bring health and happiness to everyone. He wished the Township Committee good luck.

**Katherine O’Callaghan**, congratulated Deputy Mayor Tallon as well as Mayor Magee and Committeeman Golenda.

There were no further comments from the public.

**COMMITTEE COMMENTS**

**Committeeman Ocello** congratulated Committeeman Golenda, Deputy Mayor Tallon and Mayor Magee on their appointments. He is hopeful that meetings will be in person soon. He wished everyone a Happy New Year.

**Committeeman Golenda** thanked the residents and the Township Committee for their support.

**Committeeman Higgins** congratulated Deputy Mayor Tallon and Committeeman Golenda. He is looking forward to working with everyone this year.

**Deputy Mayor Tallon** thanked the community for their support. He congratulated Committeeman Golenda and Mayor Magee on their appointments. He is hopeful that everyone stays healthy and wished all a Happy New Year.

**Mayor Magee** thanked the Township Committee members and welcomed Committeeman Golenda and Deputy Mayor Tallon. He is looking forward to a good year and promised to do what is best for the entire Township.

**ADJOURNMENT**

A motion for adjournment was offered by **Deputy Mayor Tallon** and seconded by **Committeeman Higgins** to adjourn the meeting. Motion carried.

**PREPARED BY:**

**RESPECTFULLY SUBMITTED BY:**

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**Ashley Jolly**  
**Deputy Clerk**

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**Linda Semus, RMC, CMR**  
**Municipal Clerk**

**APPROVED:**