

Townhall  
January 2, 2020

The Organization Meeting of the Mannington Township Committee was called to order at 6:30 PM by the Township Clerk, Esther Mitchell, with the following in attendance: Donald C. Asay, Luke S. Patrick, Jr., John R. Emel, Esther A. Mitchell, William L. Horner, Patti Davis, Fred Caltabiano, and Freeholder Charles Hassler.

Clerk certified that this meeting had been advertised in accordance with the Sunshine Law.

William L. Horner administered the Oath of Office to Donald C. Asay, as newly elected Township Committeeman.

Clerk called for nominations for Mayor for 2020. Motion was made by Patrick, seconded by Emel, that Donald C. Asay serve as Mayor of Mannington Township for the year 2020. Motion carried.

Freeholder Charles Hassler, administered the Oath of Office to Donald C. Asay, as Mayor for the year 2020. Following the signing of the Oath of Office for Mayor, the meeting was turned over to Asay.

Motion was made by Emel, seconded by Asay, nominating Luke S. Patrick, Jr. to serve as Deputy Mayor for 2020. Motion carried.

Patrick signed the Oath of Office for Deputy Mayor.

Motion was made by Emel, seconded by Patrick, adopting the following resolution appointing officials for Mannington Township for 2020. Motion carried.

**RESOLUTION APPOINTING CERTAIN OFFICIALS OF THE  
TOWNSHIP OF MANNINGTON FOR 2020**

**BE IT RESOLVED** by the Township Committee of the Township of Mannington in the County of Salem, New Jersey, that the following officials for the Township of Mannington be and the same are hereby appointed as of January 1, 2020 to the position and terms herein set forth:

**OFFICE**

**AS OF 1/1/2020**

Clerk/Administrator Registrar of Vital Statistics	Esther A. Mitchell - Tenured
Deputy Clerk	Patti L. Davis - 1 year
Deputy Registrar	Patti L. Davis - 3 years 4/1/2017 - 3/31/2020
Chief Financial Officer	Diane Bowman - 4 years 04/1/2017 - 3/31/2021
Treasurer	Linda Jones - 1 year
Tax Search Officer	Suzanne D. Pierce - 1 year
Tax Collector	Suzanne D. Pierce - 4 years 1/1/2017 - 12/31/2020
Assessor	Donna Harris - Tenured
Mun. Imp. Search Officer	Esther A. Mitchell - 1 year
Planning Board Secretary	Rebecca Gower Ferguson - 1 year
Municipal Emergency Management Coordinator	William F. Fox - 3 years (1/1/2020 - 12/31/2022)
Deputy Emergency Management Coordinator	Edward Abdill - 1 year
Engineer	Carl Gaskill, PE, PLS, PP & CME Fralinger Engineering -3 years (1/1/2020 - 12/31/2022)
Member - Mid Salem County Court Committee	Donald C. Asay - 1 year
Administrator - Mid Salem County Municipal Court	Barbara Garozzo - 1 year
Deputy Administrator - Mid Salem County Municipal Court	Patty Gordon - 1 year
Prosecutor - Mid Salem County Municipal Court	Niki Trunk - 1 year
Public Defender	Craig Kugler - 1 year
Clean Communities Coordinator	Donald C. Asay - 1 year
Purchasing Agent	Linda Jones - 1 year
Public Agency Compliance Officer	Esther A. Mitchell - 1 year

Township Representative for Trash/Recycling Coalition (TOLACEM)	John R. Emel - 1 year
Zoning/Housing Officer	Kerry (Kasey) Carmer - 1 year
Animal Control Officer	Edmund (Ned) Shimp - 1 year
Township Historian	David Culver - 1 year
Municipal Recycling Coordinator	Patti L. Davis - 1 year
S.W.A.C. Representative	Luke S. Patrick, Jr. - 1 year
Salem County Water Quality Management Plan Liaison	Donald C. Asay - 1 year
Public Works Department Chairman	Luke S. Patrick, Jr. - 1 year

Motion was made by Patrick, seconded by Emel, adopting the following Temporary Budget Resolution for the first quarter of 2020 as prepared by the Chief Financial Officer. Roll call vote as follows:

Asay - yes  
Patrick - yes  
Emel - yes

**MANNINGTON TOWNSHIP  
2020 TEMPORARY BUDGET RESOLUTION**

**WHEREAS**, *NJSA 40A:4-19* provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provide; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2020; and

**WHEREAS**, 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$301,810.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mannington, in the County of Salem, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

**TEMPORARY APPROPRIATIONS – 2020**

<u>ACCOUNT</u>	<u>NAME</u>	<u>AMOUNT</u>
0-01- 101-111	Municipal Clerk S/W	\$34,000.00
0-01- 101-112	Mayor & Committee S/W	\$7,500.00
0-01- 101-201	Municipal Clerk O/E	\$5,000.00
0-01- 101-202	Mayor & Committee O/E	\$250.00
0-01- 102-111	Financial Adm S/W	\$9,500.00

0-01- 102-201	Financial Adm O/E	\$2,000.00
0-01- 102-202	Audit Services O/E	\$12,000.00
0-01- 103-111	Assmt of Taxes S/W	\$7,500.00
0-01- 103-201	Assmt of Taxes O/E	\$5,500.00
0-01- 104-111	Collection of Taxes S/W	\$7,000.00
0-01- 104-201	Collection of Taxes O/E	\$1,000.00
0-01- 105-201	Legal O/E	\$8,750.00
0-01- 105-202	Defensive Lawsuits	\$5,000.00
0-01- 107-201	Engineering O/E	\$1,500.00
0-01- 108-201	Foreclosure O/E	\$2,000.00
0-01- 109-111	Buildings & Grds S/W	\$100.00
0-01- 109-201	Buildings & Grds O/E	\$5,000.00
0-01- 110-111	Planning Bd S/W	\$1,400.00
0-01- 110-113	Municipal Court Liason	\$10.00
0-01- 110-201	Planning Bd O/E	\$500.00
0-01- 111-201	Data Processing O/E	\$2,500.00
0-01- 112-201	General Liability Ins	\$7,500.00
0-01- 112-202	Workers Comp Ins	\$14,000.00
0-01- 112-203	Employee Group Health	\$10,000.00
0-01- 114-201	Fire Hydrants O/E	\$2,000.00
0-01- 115-201	Aid to Volunteer Fire	\$9,750.00
0-01- 118-111	Housing Official S/W	\$2,500.00
0-01- 118-201	Housing Official O/E	\$150.00
0-01- 119-111	Emergency Mgmt S/W	\$2,000.00
0-01- 119-201	Emergency Management O/E	\$500.00
0-01- 120-111	Zoning Official S/W	\$3,500.00
0-01- 120-201	Zoning O/E	\$100.00
0-01- 121-111	Road Repair & Maint S/W	\$29,500.00
0-01- 121-112	Snow Removal S/W	\$1,500.00
0-01- 121-201	Road Repair & Maint O/E	\$12,500.00
0-01- 121-202	Snow Removal O/E	\$5,000.00
0-01- 121-204	Road Patch	
0-01- 123-201	Garbage/Tipping Fees	\$10,000.00
0-01- 123-202	Recycling Tax Approp.	\$500.00
0-01- 125-111	Board of Health S/W	\$750.00
0-01- 125-201	Board of Health O/E	\$500.00
0-01- 126-201	Dog Regulation O/E	\$1,750.00
0-01- 127-111	Env Com S/W	\$100.00
0-01- 127-201	Env Com O/E	\$200.00

0-01- 129-201	Recreation O/E	\$200.00
0-01- 130-201	Street Lighting O/E	\$8,000.00
0-01- 130-202	Electric Bldgs/Grds	\$5,500.00
0-01- 130-203	Telephone	\$3,500.00
0-01- 130-204	Fuel Oil/Propane	\$5,500.00
0-01- 130-205	Gasoline/Diesel	\$5,000.00
0-01- 140-201	Mid-Salem County Court	\$9,000.00
0-01- 140-202	TOLACEM - Interlocal	\$22,500.00
0-01- 140-204	Animal Pound Interlocal	\$2,000.00
0-01- 167-203	Demolition of Buildings	
0-01- 191-202	DCRP	\$100.00
0-01- 192-201	Social Security/Medicare	\$8,000.00
0-01- 193-201	Unemployment	\$200.00
	<b>Total</b>	<b>\$301,810.00</b>

After review of the following nine (9) resolutions, motion was made by Patrick, seconded by Emel, adopting all resolutions. Motion carried.

**MANNINGTN TOWNSHIP  
RESOLUTION #R-01-2020**

**APPOINTING A TOWNSHIP ATTORNEY**

**WHEREAS**, *N.J.S.A.* 40A:9-139 provides that the Governing Body of every local unit shall annually appoint a municipal attorney and

**WHEREAS**, the Clerk has determined and certified in writing that the value of the contract may exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

**WHEREAS**, the Township CMFO has certified that sufficient and legally appropriated funds are available pending the successful passage and adoption of the CY2020 Legal OE Budget (0-01- -105-201) in an amount not to exceed \$15,750 for Township Solicitor legal services for the period of 1/1/2020 – 12/31/2020, unless so authorized by the Township Committee; and

**WHEREAS**, William L. Horner, a member of Horner & Horner, L.L.C. has completed and submitted a “New Jersey Pay-to-Play Law” Certification pursuant to *N.J.S.A.* 19:44A-20.8 which certifies that neither William L. Horner, Horner & Horner, L.L.C., nor its subsidiaries, assigns or principals controlling in excess of 10% of that company, has made any reportable contributions to a political or candidate committee in the Township of Mannington in the previous one year, and that the contract will prohibit William L. Horner, Horner & Horner, L.L.C., and its subsidiaries, assigns or principals controlling in excess of 10% from making any reportable contributions through the term of the contract, and therefore the contract can be awarded without a “fair and open process” as would otherwise be required pursuant to *N.J.S.A.* 19:44A-20.5; and

**WHEREAS**, the Local Public Contracts Law (*N.J.S.A.* 40A:11-1, *et seq.*) requires that a Resolution authorizing the award of contracts for “Professional Services”, must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mannington, County of Salem, State of New Jersey that:

1. The Township Committee authorizes the Mayor and Committee to enter into a contract with William L. Horner of Horner & Horner, L.L.C. as described herein, which contract must include a contract specification by which the contractor, its subsidiaries, assigns or principals controlling in excess of 10% of the contractor, have not made prior to December 31, 2019, and will not make during the term of the contract, reportable contributions (currently those in excess of \$300 per *N.J.S.A. 19:44A-8.d.* and *N.J.A.C. 19:25-10.2, et seq.*) to any municipal committee of a political party in Mannington Township if a member of that political party is serving in an elective public office in that Township when the contract is awarded or to any candidate committee of any person serving in an elective public office of that Township with which the contract is awarded; and

2. That award of this contract be published in the South Jersey Times as required by law within ten (10) days of its passage.

3. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**MANNINGTON TOWNSHIP  
RESOLUTION #R-02-2020**

**RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR MANNINGTON TOWNSHIP  
IN SALEM COUNTY, NEW JERSEY FOR 2020**

**WHEREAS**, it is the desire of the Township Committee of the Township of Mannington to adopt a cash management plan in accordance with NJSA 40A:5-14; and

**WHEREAS**, the Township is authorized to invest idle funds in accordance with NJSA 40A:5-15.1, as well as the following Governmental Unit Depository Protection Act (GUDPA) approved banks:

1. First National Bank of Elmer
2. Fulton Financial
3. Pennsville National Bank
4. Sun National Bank
5. T D Commerce
6. Franklin Savings Bank

**WHEREAS**, the Chief Municipal Financial Officer will provide the governing body with a monthly report that summarizes:

1. All investments made or redeemed over the past month.
2. Each organization holding local unit funds.
3. The amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and;
4. Other information that the governing body may request.

**WHEREAS**, provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Municipal Financial Officer is relieved of any liability for any loss of such moneys due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by, the cash management plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the above cash management plan be adopted by the Township Committee of the Township of Mannington, County of Salem, State of New Jersey, effective for the 2020 calendar year.

A certified copy of this resolution shall be furnished to the said, First National Bank of Elmer, Fulton Financial, Pennsville National Bank, Sun National Bank, T D Commerce, Franklin Savings Bank, the Township Tax Collector, the Township Dog Registrar, the Registrar of Vital Statistics, the Chief Municipal Financial Officer, and the Township Auditor to be retained by them as evidence of the authority herein given.

**MANNINGTON TOWNSHIP  
RESOLUTION # R-03-2020**

**DESIGNATING THE SOUTH JERSEY TIMES AS THE OFFICIAL NEWSPAPER  
FOR PUBLISHING ALL LEGAL ORDINANCES, RESOLUTIONS, NOTICES OR ADVERTISEMENTS  
FOR MANNINGTON TOWNSHIP**

**BE IT RESOLVED**, by the Township Committee of the Township of Mannington, in Salem County, New Jersey:

1. That the South Jersey Times, a daily newspaper circulating in Mannington Township, shall be the official newspaper of said Township for the publication of all ordinances, resolutions, notices, and advertisements required by law to be published.

2. This Resolution shall take effect immediately upon its adoption.

**MANNINGTON TOWNSHIP  
RESOLUTION #R-04-2020**

**RESOLUTION DESIGNATING PLACE FOR POSTING AND  
NEWSPAPERS FOR RECEIVING NOTICES OF PUBLIC MEETINGS  
IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

**BE IT RESOLVED** by the Township Committee of the Township of Mannington, that in compliance with the "Open Public Meetings Act," P.L. 1960, C. 173, it hereby designates the bulletin board located at Townhall as a place for the posting of the Notice of Public Meetings of the Township Committee, as required by the "Open Public Meetings Act."

**BE IT FURTHER RESOLVED** that South Jersey Times and the Elmer Times, are hereby designated the newspapers to receive notices of public meetings of the Township Committee as required by the "Open Public Meetings Act."

The foregoing newspapers are so designated because they have the greatest likelihood of informing the public within the area of the jurisdiction of the Township and because one of them, South Jersey Times, is the official newspaper designated by the Township Committee.

**MANNINGTON TOWNSHIP  
RESOLUTION #R-05-2020**

**RESOLUTION ESTABLISHING REGULAR MEETINGS FOR  
MANNINGTON TOWNSHIP IN SALEM COUNTY, NEW JERSEY**

**BE IT RESOLVED** by the Township Committee of the Township of Mannington, County of Salem and State of New Jersey:

That regular Township Committee/Bill meetings will be scheduled the first Thursday of each month beginning at 7:00 PM. If the first Thursday falls on a holiday, the Township Committee meeting will be held the Monday before said holiday at 5:30 PM. Work-Session meetings of the Mannington Township Committee will be scheduled each Monday at 5:30 PM for the year 2020. If the meeting date falls on a holiday, there will be no work-session scheduled. Meetings will be held in Mannington Township Hall, 491 Route 45, Mannington, New Jersey 08079 unless stated otherwise.

**MANNINGTON TOWNSHIP  
RESOLUTION R-06-2020**

**FIXING INTEREST RATE ON DELINQUENT TAXES  
IN MANNINGTON TOWNSHIP, IN SALEM COUNTY,  
NEW JERSEY FOR 2020**

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS**, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Mannington, County of Salem, State of New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date.

2. Effective January 1, 2020, there will be a ten (10) day grace period of quarterly tax payments made by cash, check, credit/debit, or money order.

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.

4. This resolution shall be published in its entirety once in the official newspaper of the Township of Mannington.

5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Solicitor and Auditor for the Township of Mannington.

**MANNINGTON TOWNSHIP  
RESOLUTION #R-07-2020  
RESOLUTION FOR DEVELOPERS' ESCROW ACCOUNTS**

**WHEREAS**, the Township of Mannington, County of Salem, has previously adopted an ordinance authorizing bank accounts and accounting for developers' escrows in accordance with New Jersey Statutes; and

**WHEREAS**, it is necessary for developers' escrow bank accounts to be opened and closed throughout the year,

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Municipal Financial Officer or the Treasurer of the Township of Mannington is hereby authorized to open and close bank accounts for developers' escrow accounts at any of the banks listed in Resolution #R-02-2020 as needed without specific prior approval of the Governing Body.

**BE IT FURTHER RESOLVED** that a quarterly written report providing information on all developers' escrow accounts be provided to the Governing Body.

**MANNINGTON TOWNSHIP  
RESOLUTION #R-08-2020  
RESOLUTION APPOINTING AN AUDITOR**

**WHEREAS**, N.J.S.A. 40A:5-4 provides that the Governing Body of every local unit shall cause an annual audit of its books, accounts and financial transactions to be made after the close of the fiscal year and for that purpose shall employ a Registered Municipal Accountant of the State of New Jersey; and

**WHEREAS**, the Clerk has determined and certified in writing that the value of the contract exceeds \$17,500; and



**WHEREAS**, the anticipated term of this contract is one year and may be extended as approved by the Governing Body; and

**WHEREAS**, the Township CMFO has certified that sufficient and legally appropriated funds are available pending the successful passage and adoption of the CY2020 Audit Services OE Budget (0-01- -102-202) in an amount not to exceed \$22,250 for Municipal Auditor services for the period of 1/1/2020- 12/31/2020; and

**WHEREAS**, Bowman & Company LLP, has completed and submitted a "New Jersey Pay-to-Play Law" Certification pursuant to N.J.S.A. 19:44A-20.8 which certifies that neither Bowman & Company LLP, nor its subsidiaries, assigns or principals controlling in excess of 10% of that company has made any reportable contributions to a political or candidate committee in the Township of Mannington in the previous one year, and that the contract will prohibit Bowman & Company LLP, and its subsidiaries, assigns or principals controlling in excess of 10% from making any reportable contributions through the term of the contract, and therefore the contract can be awarded without a "fair and open process" as would otherwise be required pursuant to N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*) requires that the award of contracts for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mannington, County of Salem, State of New Jersey that:

1. The Township Committee authorizes the Mayor and Committee to enter into a contract with Fred S. Caltabiano of Bowman & Company LLP as described herein, which contract must include a contract specification by which the contractor, its subsidiaries, assigns or principals controlling in excess of 10% of the contractor, have not made prior to December 31, 2019, and will not make during the term of the contract, reportable contributions (currently those in excess of \$300 per N.J.S.A. 19:44A-8.d. and N.J.A.C. 19:25-10.2, *et seq.*) to any municipal committee of a political party in Mannington Township if a member of that political party is serving in an elective public office in that Township when the contract is awarded or to any candidate committee of any person serving in an elective public office of that Township with which the contract is awarded; and

2. That a notice of awarded contracts for "Professional Services" be published in the South Jersey Times as required by law within ten (10) days of its passage.

3. That the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**MANNINGTON TOWNSHIP  
RESOLUTION #R-09-2020**

**RESOLUTION GRANTING AUTHORITY TO  
ASSESSOR TO FILE APPEALS AND CROSS APPEALS**

**BE IT RESOLVED** by the Township Committee of the Township of Mannington, County of Salem, and State of New Jersey that the Mannington Township Tax Assessor is hereby authorized to file appeals and cross appeals where she deems it advisable.

Motion was made by Emel, seconded by Patrick, authorizing the signing of the Agreement with the Auditor, Bowman & Company LLP for 2020. Roll call vote as follows:

Asay - yes  
Patrick - yes  
Emel - yes

The Mayor made the following appointments:

Donald C. Asay - Planning Board Class I (1 yr. term)  
John R. Emel - Mayor's Designee Planning Board (1 yr. term)  
Kasey Carmer - Planning Board Class II (1 yr. term)

Luke S. Patrick, Jr. - Planning Board Class III (1 yr. term)  
Rita Shade - Planning Board Class IV (4 yr. term)  
Donald Richman - Planning Board Class IV (4 yr. unexpired term)  
J. Lynne Winkers - Planning Board Alternate #1(2 yr. term)  
Richard Eber - Planning Board Alternate #2 (2 yr. term)  
Michael Colletti - Planning Board Alternate #3 (2 yr. term)  
Nicholas Culver - Planning Board Alternate #4 (2 yr. term)  
Dante Spina, Jr. - Agricultural Advisory Committee (3 yr. term)  
John Moore - Agricultural Advisory Committee (3 yr. unexpired term)  
Donald Asay - MAPSA (Twp. Committee Representative)  
Cindy Moore - MAPSA Chairman  
Amanda DiGregorio - MAPSA  
Mario Fucci - MAPSA  
Ann Larwa - MAPSA  
Allyson Murphy - MAPSA  
Brooke Nessen - MAPSA  
Joyce Pompper - MAPSA  
Kim Richman - MAPSA  
Heather Sakewicz-Frank - MAPSA  
Jody Viereck - MAPSA  
Kristin Williams - MAPSA

The meeting was opened to the public by regular motion. With no comments, public portion was closed by regular motion.

There being no further business to transact, Emel made a motion to adjourn the Organization meeting and move into the regular Township Committee meeting, seconded by Patrick. Motion carried.

Respectfully submitted,

Esther A. Mitchell, Clerk