

**Township of Mantua  
Agenda  
Committee Workshop Meeting  
November 17, 2014  
Mantua Township Municipal Building  
7:00 P.M.**

**Call to order:**

**Pledge to the flag:**

**Observance of a Moment of Silence:**

**Sunshine Law:** As required by the New Jersey Open Public Meetings Act, adequate notice of this meeting has been provided by adopting a schedule of regular meetings for the year 2014. The schedule is posted on the bulletin board in the Municipal Building and was mailed to the Gloucester County Times and Courier-Post newspapers on January 6, 2014. Notice was also filed with the Township Clerk.

**Roll Call:** Mr. John Legge, Mr. Michael Silvanio, Mr. Robert Zimmerman, Mrs. Sharon Lawrence, Mr. Peter Scirrotto, Mrs. Jennica Bileci, Township Administrator, Mrs. Pamela LeVine, Deputy Township Clerk, Mr. Michael Angelini, Solicitor, Chief Rodney Sawyer, Township Engineer, Jon Bryson, Michael Datz, Public Works Superintendent

**Approval of Minutes:** October 17, 2014  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Approval of Closed Session Minutes:** October 17, 2014  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Public Participation:** **Motion to Open** \_\_\_\_\_ **Second** \_\_\_\_\_  
**Motion to Close** \_\_\_\_\_ **Second** \_\_\_\_\_

**ORDINANCE O-12-2014:** AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE  
**First Reading** TOWNSHIP OF MANTUA AMENDING CHAPTER 63 OF THE  
CODE OF THE TOWNSHIP OF MANTUA, "PERSONNEL POLICIES"

**Statement:**  
The Personnel Policies Manual will be changed to delete General Election Day as a paid holiday and insert the day after Christmas.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-156-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA AUTHORIZING TAX AND PREMIUM REFUNDS

**Statement:**

The Township of Mantua will refund various property taxes which have been requested to be refunded in accordance with state law for a variety of legal and approved reasons, ranging from overpayments or tax judgments.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-157- 2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA ENTERING INTO A CONTRACT WITH HELMER, CONLEY & KASSELMAN, P.A. FOR PROFESSIONAL SERVICE

**Statement**

This Resolution will authorize the Township to obtain professional legal services pursuant to an employment contract.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-158-2014:

RESOLUTION OF THE TOWNSHIP OF MANTUA COMMITTEE AUTHORIZING A CONSTRUCTION REFUND FOR PERMIT FEES FOR THE PROPERTY KNOWN AS 475 MAIN STREET, IN THE AMOUNT OF \$127.00

**Statement**

This Resolution will refund construction permit fees in the amount of \$127.00 for the property known as 475 Main Street.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-159-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA REQUESTING THE APPROVAL OF ITEMS OF REVENUE FOR 2014 DUI CHECKPOINT GRANT AND APPROPRIATION (N.J.S.A. 40A:4-87) OF THE SAME

**Statement**

This Resolution will authorize the grant award in the amount of \$2,200.00 to be inserted into the 2014 budget.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-160-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA REQUESTING THE APPROVAL OF ITEMS OF REVENUE FOR 2014 HOLIDAY DRIVE SOBER OR GET PULLED OVER GRANT AND APPROPRIATION (N.J.S.A. 40A:4-87) OF THE SAME

**Statement**

This Resolution will authorize the grant award in the amount of \$5,000.00 to be inserted into the 2014 budget.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-161-2014:

RESOLUTION APPROVING CERTAIN MUNICIPAL BUDGET TRANSFERS BETWEEN BUDGET APPROPRIATIONS PURSUANT TO N.J.S.A 40A:4-45.38

**Statement**

This Resolution is pursuant to State law that allows for the transfer of appropriated funds in the municipal budget which are unused to be transferred to other line items.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-162-2014:

RESOLUTION ACCEPTING THE 2013 MUNICIPAL AUDIT REPORT AND AUTHORIZING THE SIGNING OF THE GROUP AFFIDAVIT FORM

**Statement**

The Township Committee of the Township of Mantua desires to accept the audit of 2013 for the municipality and also have signed the Group Affidavit form for the State of New Jersey as required by law.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-163-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA ACCEPTING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE TOWNSHIP OF MANTUA FOR THE AUDIT YEAR 2013

**Statement**

The Township Committee desires to accept and approve its 2013 Municipal Audit Corrective Action Plan filed by the Township CFO.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-164-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA ADOPTING POLICIES AND PROCEDURES REGARDING POST-ISSUANCE COMPLIANCE OF FEDERAL TAX REQUIREMENTS REGARDING TAX-EXEMPT DEBT ISSUES

**Statement**

This Resolution adopts arbitrage policies that are requirements from the Internal Revenue Service.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-165-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE APPROVING THE 2015 MANTUA TOWNSHIP RECREATION COMMITTEE'S SCHEDULE OF COMMUNITY EVENTS

**Statement:**

This Resolution approves the Mantua Township Recreation Commissions proposed Schedule of Community Events for the forthcoming year. The list is included in the resolution.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-166-2014:

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE TOWNSHIP OF MANTUA AND SCHAFFER PYROTECHNICS FOR A FIREWORKS DISPLAY TO OCCUR AT THE ANNUAL HOLIDAY TREE LIGHTING CEREMONY TO BE HELD ON THURSDAY, DECEMBER 4, 2014 IN THE AMOUNT OF \$2,5000.00

**Statement:**

This Resolution approves the contract and fireworks display that will occur at the Christmas Tree Lighting Ceremony.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

RESOLUTION R-167-2014:

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANTUA, COUNTY GLOUCESTER, NEW JERSEY, AUTHORIZING AND APPROVING THE TOWNSHIP'S PARTICIPATION IN THE MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE OF THE SECURITIES AND EXCHANGE COMMISSION; AND AUTHORIZING AND APPROVING CERTAIN ACTIONS IN CONNECTION WITH THE FOREGOING

**Statement:**

This Resolution will authorize the to participate in the MCDC Initiative which encourages issuers of municipal securities, including the Township, to self-report possible material misstatements or omissions made in the

past five (5) years in an official statement or statements regarding compliance with prior continuing disclosure obligations.

**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Correspondence:**

**Discussion:**

**Remarks from the Township Committee:**

**Remarks from the Township Solicitor:**

**Remarks from the Township Administrator:**

**Approval of the Bill List:** **Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**Adjourn:**

**Announcements:**

- Christmas tree lighting at Chestnut Branch Park Thursday December 4, 2014 at 6:00 p.m.

**BILL LIST APPROVAL**

**NOVEMBER 17, 2014**  
**(Three signatures are required)**

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**Mayor Pete Scirrotto**

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**Deputy Mayor Sharon Lawrence**

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**Committeeman Robert Zimmerman**

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**Committeeman Michael Silvanio**

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**Committeeman John Legge**

I, Jennica Bileci, Township Clerk, do hereby attest to the signatures above are true and original and apply only to the bill/claims list presented at the meeting held on the date above.

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**Jennica Bileci, Township Clerk**