

ORDINANCE 2022-24

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY,  
DELETING CHAPTER 182 ENTITLED "FEES" AND REPLACING SAME

**WHEREAS**, Municipalities may adopt and amend regulations dealing with charges for administrative fees and services; and

**WHEREAS**, the Township of Mansfield, County of Warren, State of New Jersey finds it necessary to update the fees and charges associated with materials and services to reflect the administrative costs of providing same; and

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

**Section 1:**

The Mansfield Township Code, Chapter 182 entitled "Fees" is deleted in its entirety and is replaced as follows:

**§ 182 Fees**

**§ 182-1 Tax and Finance Office**

**Duplicate Tax Bill**

- First duplicate copy five dollars (\$5)
- Each additional duplicate copy in the same tax year – twenty-five dollars (\$25)

**Duplicate Tax Sale Certificate – one hundred dollars (\$100) per certificate**

**Tax Search Fee – ten dollars (\$10)**

**Redemption Calculations**

- In accordance with N.J.S.A. 54:5-54, the Tax Collector shall provide to any party entitled to redeem a certificate pursuant to this article, two calculations of the amount required for redemption within a calendar year at no cost. For each subsequent calculation requested from the Tax Collector, there shall be a \$50 fee. A request for a redemption calculation shall be made in writing to the Tax Collector.

- In accordance with N.J.S.A. 54:5-97.1, the Tax Collector may charge a lienholder of a tax lien \$50 for the calculation of the amount due to redeem the tax lien as required pursuant to N.J.S.A. 54:5-97.1. Any request for a redemption calculation shall specify the date to be used for the calculation, which shall be the date of the notice. Neither the Tax Collector nor the municipality shall be liable for an incorrect calculation. The fee paid to the municipality shall not become part of the lien and shall not be passed on to any party entitled to redeem pursuant to N.J.S.A. 54:5-54.

## **§ 182-2 Police Records/Court Discovery**

Initial Firearms ID Card – Five dollars (\$5)

Fire arms Permit – Two dollars (\$2)

Copy of DVD video — Five dollars (\$5) per disc

Flash drive – Five dollars (\$5) per drive

Photocopies – Seventy-five cents (75¢) per page for the first 10 pages

Fifty cents (50¢) per page for the next 10 pages

Twenty-five cents (25¢) per page for each page thereafter

Postage – actual postage will be charged plus twenty-five cents (25¢) for envelope

Police reports (paper copies)

- five dollars (\$5) per report for the first 2 pages
- two dollars (\$2) per page, per side for each additional

## **§ 182-3 Township Clerk**

OPRA fees

- letter size page photocopies five cents (0.05¢) per paper
- legal size page photocopies seven cents (0.07¢) per paper
- flash drive – five dollars (\$5) each

Marriage Application Fees – charged in accordance with NJ State Office of Vital Statistics

Certified copies of Vital Records – Ten dollars (\$10) per copy

Fee for COAH fee calculation – Twenty dollars (\$20) per calculation

Certified 200-foot list – Ten dollars (\$10) per copy

Zoning Application (residential property) – Forty dollars (\$40)

Zoning Application (commercial property) – Sixty dollars (\$60)

Road Opening Permit Application – one hundred dollars (\$100)

Road Opening Escrow – one hundred fifty dollars (\$150)

Driveway Permit Application – one hundred fifty dollars (\$150)

Driveway Permit Escrow – seven hundred dollars (\$700)

#### Bid Package Fees

Fifteen dollars (\$15) to obtain a copy of the bid package

Five dollars (\$5) if bid package is mailed

Township Code Book – Seventy-five dollars (\$75) per volume

Master Plan – thirty-five dollars (\$35) per copy

Land Use Ordinance with map – twenty-five dollars (\$25)

Land Subdivision and Zoning ordinances – twenty-five dollars (\$25) per volume

#### Senior Citizen & Disabled Person Protected Tenancy Fee

- Service of notice to a tenant, required by N.J.S.A. 2A:18-61.27, \$10 each
- Determination or eligibility for each tenant, as required by N.J.S.A. 2A:18-61.28, \$25 each
- The administrative agency may charge a reasonable fee established by resolution of the Township Committee for any other service required to be performed by the administrative agency under the provisions of the Senior Citizens and Disabled Persons Protected Tenancy Act

### **§ 182-4 Recreation Fees**

#### Sports Activity Registration Fees

Basketball – sixty to ninety dollars (\$60-\$90)

Softball – sixty to ninety dollars (\$60-\$90)

Soccer – sixty to ninety dollars (\$60-\$90)

Field Hockey – sixty to ninety dollars (\$60-\$90)

Football – sixty to ninety dollars (\$60-\$90)

Flag Football – sixty to ninety dollars (\$60-\$90)

Cheerleading – sixty to ninety dollars (\$60-\$90)

Flag Cheerleading – sixty to ninety dollars (\$60-\$90)

- If three children in the same family are registered for the same sport, the third shall be free.

#### Registration late fee

Registrations that are turned in after the close of the registration period will be assessed a late fee of twenty-five dollars (\$25) for all sports.

Processing Refund of Registration fees - five dollars (\$5)

#### Clinic Sports Registration Fees

Learn to play Field Hockey - \$35-\$85 per child

Soccer Clinic - \$35-\$85 per child

Beginner Tennis Spring & Fall (Ages 5-6) – twenty to eighty dollars (\$20-\$80) for six (6) half hour sessions per child

Beginner Tennis Summer & Winter (Ages 5-6) –fifteen to sixty dollars (\$15-\$60) for six (6) half hour sessions per child

Beginner Tennis Spring & Fall (Ages 7-14) – forty to sixty dollars (\$20-\$80) for six (6) one-hour sessions per child

Beginner Tennis Summer & Winter (Ages 7-14) – twenty-five to sixty-five dollars (\$25-\$65) for six (6) one-hour sessions per child

Beginner Tennis Summer (Ages 10-12) – forty to sixty-five dollars (\$40-\$65) per session per child

All tennis programs – ten dollars \$10 insurance fee (paid one time per child)

Soccer Pre-K camp – seventy-five to one hundred twenty five dollars (\$75-\$125) per child

Softball for each player enrolled in one of Mansfield's Softball League Programs – twenty to forty dollars (\$20-\$40) per child

### Scholarships

Fees will be waived upon written notice of award of a need-based scholarship from the Recreation Committee. Prior to any waiver of a fee, there shall be a written application by the applicant and a vote by the majority of a quorum present granting the waiver. The decision shall be memorialized in the minutes of the Recreation Committee.

### Township Fields and Tennis Courts

Ball fields and tennis courts (team play, per season)

This fee enables a team to use a field for up to ten (10) hours per week assuming there are no conflicts with a Mansfield Township sponsored event.

- 1) Youth leagues (5 to 18 years of age)
  - a. Seasonal use fees
    - i. Township residents: one hundred dollars (\$100)
    - ii. Non-Township residents: two hundred dollars (\$200)
  - b. Daily use fees
    - i. Township residents: fifty dollars (\$50)
    - ii. Non-Township residents: one hundred dollars (\$100)
- 2) Adult leagues (over 18 years of age)
  - a. Seasonal use fees
    - i. Township residents: one hundred fifty dollars (\$150)
    - ii. Non-Township residents: three hundred dollars (\$300)
  - b. Daily use fees
    - i. Township residents: \$50
    - ii. Non-Township residents: one hundred dollars (\$100)
- 3) Nonprofit organizations.
  - a. Seasonal use fees:

- i. Township residents: fifty dollars (\$50)
  - ii. Non-Township residents: one hundred dollars (\$100)
- b. Daily use fees
  - i. Township residents: twenty-five dollars (\$25)
  - ii. Non-Township residents: fifty dollars (\$50)
- 4) In order for a team to qualify for Township resident fee rates, the team must be made up of 90% Township of Mansfield residents. A list of team participants with addresses may be required.
- 5) A Certificate of liability insurance: Proof of insurance must be supplied to the Mansfield Township Municipal Clerk no later than 24 hours prior to field use. General liability coverage is required and submission of a hold harmless agreement (forms on file with the Municipal Clerk)
- 6) All events and programs sponsored by Mansfield Township are excluded from the listed use fees.
- 7) Mansfield Township Parks and Recreation Committee reserves the right to close fields or facilities if conditions warrant this action.
- 8) Failure of any team or organization to abide by all rules and regulations of Chapter 249 or any of the above regulations may result in immediate termination of team/organization's permission to use fields by the Township Committee and/or Recreation Committee and there will be no reimbursement of any fees.

#### **§ 182-5 Miscellaneous Township Fees**

Returned Check fee – twenty dollars (\$20)

Replacement of damaged road sign fee – one hundred fifty dollars (\$150)

Deposit of cleanup debris at municipal facility fees

- Station wagon or car – fifteen dollars (\$15) per load
- Pickup truck – twenty-five dollars (\$25) per load
- Van – twenty-five dollars (\$25) per load
- Any of the above with single-axle utility trailer will be assessed an additional twenty-five dollars (\$25) per load

Tire disposal fees

- Car, SUV, & light truck tires (with or without rims) – one dollar twenty-five cents – two dollars (\$1.25 - \$2)
- Truck tires 8.25-20, 9.00-20, 10.00-20, 11.00-20, 11.00-22.5 and bigger (with or without rims) nine to twelve dollars (\$9-\$12)
- Farm tractor tires (with or without rims) – five to seven dollars (\$5-\$7) per ply

Recovery of refrigerants fee – ten to twenty-five dollars (\$10-\$25) per unit

### **Special Service Charges**

- A. If the nature, format, manner of collation, or volume of a government records embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the Township may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based upon the actual direct cost of providing the copy or copies.
- B. The special service charge in each case will be based upon the actual direct cost to research, retrieve and copy the requested records as specified by N.J.S.A. 47:1A-5c or as permitted by law.
- C. Prior to the commencement of services encompassed by the special service charge, the Township shall provide an estimate of the number of hours required to perform the special services and the charge for same. The requestor shall have the opportunity to review and object to the charge prior to it being incurred and shall be required to remit to the Township with the full amount of the estimate. In the event the actual cost of the special services exceeds the estimated amount, the requestor shall be responsible for the payment of same prior to being provided with the requested records. In the event the actual cost of the special services is less than the estimated amount, the balance of the deposit shall be returned to the requestor.

### **Section 2. Repealer**

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Mansfield inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

### **Section 3. Severability.**

The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

### **Section 4. Effective Date.**

This Ordinance shall take effect upon final passage and publication as provided by law.

**CERTIFICATION**

I certify that the foregoing is a true copy of an Ordinance duly adopted by the Township Committee held on this date.



Monica Orlando, Acting Township Clerk

Adopted, First Reading: October 12, 2022

Publication Date: October 18, 2022

Adopted, Second Reading: October 26, 2022

Publication Date: November 1, 2022

Introduction: October 12, 2022

Committee	Motion	Second	Yeas	Nays	Abstain	Absent
Mr. Farino		X	X			
Mr. Hayes	X		X			
Mr. McGuiness						X
Mrs. Mora Dillon			X			
Mayor Watters			X			

Adoption: October 26, 2022

Committee	Motion	Second	Yeas	Nays	Abstain	Absent
Mr. Farino			X			
Mr. Hayes	X		X			
Mr. McGuiness		X	X			
Mrs. Mora Dillon			X			
Mayor Watters			X			





State of New Jersey,) ss


County of Middlesex)

Lisa Arrington being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that Star Ledger is a public newspaper, with general circulation in Atlantic, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Star Ledger 10/18/2022

  
 Principal Clerk of the Publisher

Sworn to and subscribed before me this 19th day of October 2022

  
 Notary Public


TOWNSHIP OF MANSFIELD  
PORT MURRAY, N.J.  
ADOPTION OF ORDINANCE  
ON FIRST READING

October 12, 2022

An Ordinance of the Township of Mansfield, County of Warren, State of New Jersey, to Amend Chapter 182 Entitled "Fees"

be and is hereby adopted on the first reading, and a second reading and public hearing be held at 7:30 P.M., prevailing time, in the Township of Mansfield Municipal Building, 100 Port Murray Rd, Port Murray, New Jersey on the 26TH day of October, 2022.

STATEMENT of PURPOSE:  
This ordinance is intended to amend the fee ordinance to more accurately list the fees collected by the Township during the course of business.

Copies of this Ordinance shall be posted in at least two (2) public places within the Township prior to the date for second reading and final passage and copies of this said Ordinance shall be available at the Office of the Township Clerk, as well as the Township's website [www.mansfieldtownship-nj.gov](http://www.mansfieldtownship-nj.gov) for any interested

members of the public.

Monica Orlando

Acting Township Clerk

10/18/2022

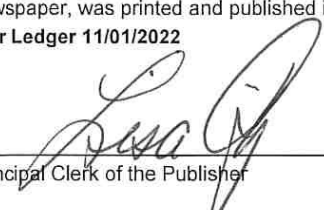
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State of New Jersey,) ss  
County of Middlesex)

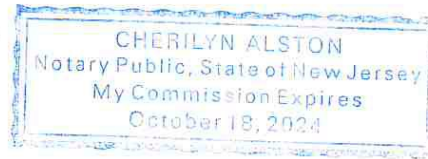
Lisa Arrington being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that Star Ledger is a public newspaper, with general circulation in Atlantic, Burlington, Cape May, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Star Ledger 11/01/2022

  
\_\_\_\_\_  
Principal Clerk of the Publisher

Sworn to and subscribed before me this 1st day of November 2022

  
\_\_\_\_\_  
Notary Public



**NOTICE OF ADOPTION  
TOWNSHIP OF MANSFIELD  
ORDINANCE NO. 2022-24  
October 26, 2022**

An Ordinance of the  
Township of Mansfield,  
County of Warren, State of  
New Jersey, to Amend  
Chapter 182 Entitled "Fees"  
TAKE NOTICE that the fore-  
going Ordinance was intro-  
duced and passed on First  
Reading at a Regular meet-  
ing of the Township Commit-  
tee of the Township of Mans-  
field, County of Warren,  
State of New Jersey held on  
October 12, 2022 and was fi-  
nally adopted following Sec-  
ond Reading and a Public  
Hearing before said Town-  
ship Committee at a meeting  
held in the Mansfield Town-  
ship Municipal Building on  
October 26, 2022.

MONICA ORLANDO  
Acting Township Clerk  
11/1/22 \$35.10