

MANSFIELD TOWNSHIP COMMITTEE MEETING

October 27, 2021

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mr. Hayes made a motion to approve the October 13, 2021 Regular Session Minutes, which was seconded by Deputy Mayor Mora Dillon.

Ayes: Mr. Hayes, Deputy Mayor Mora Dillon

Nays: None

Absent: Mayor Watters

Abstain: Mr. Farino, Mr. McGuinness

Mr. Hayes made a motion to approve the October 13, 2021 Executive Session Minutes, which was seconded by Deputy Mayor Mora Dillon.

Ayes: Mr. Hayes, Deputy Mayor Mora Dillon

Nays: None

Absent: Mayor Watters

Abstain: Mr. Farino, Mr. McGuinness

BILL LIST

Mr. Hayes made a motion to approve the October 27, 2021 Bill List, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Nays: None

Absent: Mayor Watters

Abstain: None

SWEARING-IN CEREMONY

The Mansfield Township Police Department supported and witnessed the swearing-in ceremony of Sgt. Michael Citarelli.

PRESENTATION

Certificates of Appreciation were presented to the members of Girl Scout Troop 96096 who are

working on action projects toward their Silver and Gold Awards and helped with a road-side cleanup and transplanting flowers in the Municipal Building.

CLERK'S REPORT

Ms. Hrebenak stated:

Junk dealers license transfer from Port Murray Auto to Lentini, all items are in order.

Mr. Hayes made a motion to approve, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Nays: None

Absent: None

Abstain: None

Some items for Executive Session 2 contractual matters and 1 personnel matter.

FINANCE REPORT

Mrs. Mollineaux reported:

Best Practice Inventory – is in the packet that we are required to fill out every year. Some information is fill-in, some have scores. We need to score a certain amount for us to receive State aid by the end of the year which we did and are in good shape.

Corrective Action Plan – the listed items in the audit that were a concern or recommendation from the auditor and the corrective action that needs to be taken. We had gone over it at the last meeting so there is a resolution that has to be done.

Executive Session – two personnel items and one contractual.

EMPLOYEES' REPORTS

Mrs. Fascenelli reported:

Neighborhood Sun – information in packet about New Jersey Community Solar Program in regards to the solar fields at the Blue Army Shrine. The representative is asking permission for the Township to advertise this type of shared solar energy. She is willing to do a presentation at the next meeting if the Township wishes to hear more about this type of shared service energy. They are looking for us to put something on the Township Website if the Committee approves to do something in the next newsletter just to get the word out to Mansfield Township residents about this community solar program. Mrs. Fascenelli will ask her to come to the next meeting to do a brief presentation.

Mr. Snyder reported:

Advertising – permission requested to advertise for part-time snow plow operators, preferably with CDLs, and two (2) full-time employees. He stated they are shorthanded and need the extra help to

get all the work done. He has two men in class three days a week. Deputy Mayor Mora Dillion suggested one (1) full time and one (1) part time. He agreed.

Truck 11 – is the new International that's at Buck's County International for two (2) months waiting for a cam gear that is on back order.

Truck 8 – won't start, might be a bad wire. Scheduled to go to Cory's next week to get the engine brake fixed.

Garage Roof – leaking, need to find a metal roofer

Boiler – Municipal Building, problem with the sound of banging on the pipes yesterday. Boiler was steam bound due to low water. Stryker Plumbing was able to get the water where it was supposed to be and it worked fine, but when Mr. Snyder checked on it today, it's off and the pipes are all cold. He's waiting for Stryker to call back tomorrow morning. Mr. Snyder will keep Mrs. Mollineaux posted about the repair.

Flooding – quite a few problems of flooding during the storm. Michael Road - Some caused by nature, some are man-made. A man-made problem was on Michael Road, on Hilltop the old DiRisio Farm #25 has a pond and when it rains, the owner dumps the pond that floods downhill to #30, 24 and 18 Michael Road. The one closest to Washington comes out his driveway and the whole road is covered with a foot of mud, dirt and stones. Something needs to be done where he's told he can't dump his pond or these people have to cut ditches and run the water off their property into his fields. By law, the DPW is not allowed on private property to put ditches in there to run the water. Deputy Mayor Mora Dillion asked if he has spoken to the man. Mr. Snyder spoke to a man on Michael, but has not met the person who owns DiRisio's. He requested a letter be sent to the property owner about the property and road damage and that he will be responsible for the road if major excavation is needed. The man on Michael Road who Mr. Snyder spoke to has placed across the road, on the edge of the road and in the road, equipment, Army trucks, a large boat that makes it hard for the DPW to get in and out of there with the big trucks. Mr. Snyder is not sure about the amount of right-away there. Deputy Mayor Mora Dillion suggested sending an email to our engineer. Airport Road – by the railroad tracks, the farmer put in a berm with dirt all along the tracks. Mr. Snyder put a berm in along the road and dug a ditch to funnel the water but there was so much water coming from the tracks on both sides it washed out where they put the new train signal in and the signal was teetering. He called the railroad that came and fixed it. The water came across the tracks by the road from the other side under the tracks and washed out the berm we put in with so much water it went down the ditch but a lot went on the road with pieces of ty and stone and all kinds of debris. Mr. Snyder brought a machine there to dump a large pile of dirt by the signal and got the water to go behind it and busted a hole in the back so it went down our ditch into the field. The water was so deep, the rail was far under water down 50 feet. Something needs to be done. The berm that the owner put in is damaging property and as of now it's damaging the railroad and our road which is a new road. Deputy Mayor Mora Dillion stated that Mr. Snyder email our engineer about the problem.

Municipal Building Cleaning – Deputy Mayor Mora Dillion asked if the DPW was still cleaning the municipal building. Mr. Snyder stated it was, but this week it was only once due to the storms. It will be cleaned twice a week.

PUBLIC PORTION

Deputy Mayor Mora Dillon opened the Public Portion of the meeting for comments.

Sara and Kyle Raft, 24 Michael Road, spoke about the flooding issue caused by the pond dumping from the DiRizzio property. Mr. Lavery will speak to the engineer about the problem.

Deputy Mayor Mora Dillon asked for further comment from the public; seeing none, the public portion was closed.

RESOLUTIONS

**RESOLUTION NO. 2021-195
OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF MANSFIELD**

Authorizing Payment of Municipal Obligations

WHEREAS, the Township Committee of the Township of Mansfield finds and declares that certain municipal obligations have come due and are now payable; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts: **WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

BILLS LIST	
CURRENT	\$1,280,360.80
CAPITAL	\$427,817.91
TRUST	\$
DOG	\$681.80
RECREATION	\$
OPEN SPACE	
DEV ESCROW	\$12,367.01
UNEMPLOYMENT	\$326.43
TAX PREMIUM	\$
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$
FORF ASSETS	\$
TOTAL	\$1,721,553.95

PREPAID LIST	
CURRENT	\$207,705.16
CAPITAL	
TRUST	
DOG	
RECREATION	
OPEN SPACE	\$17.42
DEV ESCROW	
UNEMPLOYMENT	\$
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
TOTAL	\$208,573.58

RESOLUTION # 2021-196

TO AUTHORIZE AND APPROVE A SALARY FOR AN EMPLOYEE

WHEREAS, Ordinance Number 2020-14 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2021, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Michael Citarelli	Sergeant (2)	\$ 104,244.00 commencing 10/28/21

RESOLUTION # 2021- 197

TO AUTHORIZE AND APPROVE A SALARY FOR AN EMPLOYEE

WHEREAS, Ordinance Number 2020-14 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2022, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Brian Black	Patrolman	\$ 50,171.00 commencing 1/1/22

RESOLUTION # 2021-198

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

**A RESOLUTION AUTHORIZING THE TOWNSHIP OF MANSFIELD
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on October 27, 2021, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Township of Mansfield.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Mayor, Joseph Watters, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

**RESOLUTION 2021-199
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

WHEREAS, there exists a need for a “working” zoning map; and
WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

The agreement with Paul W. Ferriero, with the Engineering Office of Ferriero Engineering, Inc. is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.

1. This contract shall not exceed \$ 2,500.00.
2. A notice of this action shall be printed once in the Express Times-NJ Zone.

CHIEF FINANCIAL OFFICER CERTIFICATION

I, Donna M. Mollineaux, Chief Financial Officer of the Township of Mansfield, hereby certify that funds will be made available in the amount not to exceed \$ 2,500.00. The appropriation will be made available through the following account:

1-01-21-180-0000-4470 Engineering Services \$ 2,500.00 Not to exceed

Resolution 2021-200

CORRECTIVE ACTION PLAN 2020
Township of Mansfield
Warren County, NJ

1. RECOMMENDATION- That federal and state grants receivables and reserves be reviewed for cancellation.

CORRECTIVE ACTION- The review has been done and several grants have been cancelled to date.

RESPONSIBILITY OF THE FINANCE DEPT

IMPLEMENTATION DATE: Immediately and ongoing

2. RECOMMENDATION- That expenditures be properly encumbered per Technical Directive 85-1.

CORRECTIVE ACTION- The Finance department will again remind those departments that did not provide the information to ensure encumbrances prior to purchases of Technical Directive 85-1.

RESPONSIBILITY OF THE ALL DEPARTMENTS

IMPLEMENTATION DATE: Immediately and ongoing

Mr. Hayes made a motion to approve Resolutions 2021-195 – 2021-200 which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Nays: None

Absent: None

Abstain: None

ORDINANCES

First Reading

ORDINANCE # 2021 –17

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES AND

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

SECTION 1, The salaries per annum of rates of compensation of the following officers and employees of

Section 2

This ordinance shall take effect immediately after passage.

Section 3

Any ordinance that is inconsistent with the foregoing shall be deemed repealed by this ordinance.

The above ordinance was introduced for First Reading by the Mayor and Township Committee of the Township of Mansfield, Warren County, at a regular meeting held on October 27, 2021 and a Final Adoption at Public Hearing to be held November 23, 2021 at 7:30 p.m. at the Municipal Building in and for said Township, at which time the public may comment.

Mr. Hayes made a motion to approve Ordinance 2021-18 with a second reading on November 23, 2021 at 7:30 pm, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Nays: None

Absent: None

Abstain: None

EXECUTIVE SESSION

Deputy Mayor Mora Dillon announced moving into Executive Session at 8:00 pm.

Mr. Lavery stated the Executive Session discussion will include:

- Personnel matter dealing with the Clerk
- Contractual matter dealing with Mt. Bethel Church
- Contractual matter dealing with the auction
- Contractual matter dealing with the zoning contract
- Personnel matter dealing with the Court
- Personnel matter dealing with the Personnel Policy

Mr. Hayes made a motion to go into Executive Session, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Nays: None

Absent: None

Abstain: None

RETURN FROM EXECUTIVE SESSION

Return from Executive Session at 9:08 pm.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mr. McGuinness.

Roll Call: Mr. Hayes, Mr. Farino, Deputy Mayor Mora Dillon, Mr. McGuinness

Mr. Lavery announced the return from Executive Session at 9:08 pm where they discussed;

- Personnel matter dealing with the Clerk
- Contractual matter dealing with Mt. Bethel Church
- Contractual matter dealing with the auction
- Contractual matter dealing with the zoning contract
- Personnel matter dealing with the Court
- Personnel matter dealing with the Personnel Policy

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

COMMITTEE REPORTS

The Township Committee authorized the advertising for part time snowplow drivers with CDL and a full time employee.

Mr. Hayes made a motion to adjourn at 9:09 pm which was carried by all.