

**TOWNSHIP OF MANSFIELD
TOWNSHIP COMMITTEE
FEBRUARY 8, 2023
OFFICIAL MINUTES
ADOPTED FEBRUARY 22, 2023**

The Regular Meeting was called to order at 7:37 pm by Mayor Watters who read the "Sunshine Statement" indicating the meeting was being held in accordance with the Open Public Meetings Act. He then led the Flag Salute.

ROLL CALL

Present: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mayor Watters.

Absent: XXXX

Also present were Acting Township Clerk Jo-Ann Ricks, Township Attorney Michael Lavery, Police Chief MacDonough, Deputy Treasurer JoAnn Fascenelli and Township Deputy Clerk Ilina Raffaele.

Approximately 5 people from the public were in attendance.

APPROVAL OF MINUTES

January 25, 2023 – EXECUTIVE SESSION

The minutes of the meeting noted above were approved unanimously on a motion by Mr. McGuinness, seconded by Mr. Hayes.

January 25, 2023 – REGULAR SESSION

The minutes of the meeting noted above were approved unanimously on a motion by Mr. Hayes, seconded by Mr. McGuinness.

CLERK'S REPORT

Mrs. Ricks reported:

Daniel's Law – Went into effect to all municipalities covering people's names to be redacted from documents in the State. All department heads will be certified redactors through the Daniel's Law Portal. We have to proactively remove the people's names. Mr. Lavery stated names and addresses need to be redacted. The State has to work things out. More guidance to come. People have to register, but there are problems because those people won't get noticed on 200 ft. lists, land use notices, etc. Chief MacDonough stated the police have no access to redact police reports. If they arrest someone from another municipality, they have no knowledge if that person is redacted. Mrs. Ricks stated there is a master list in the Clerk's Office. State does not want lists in other offices.

FINANCE REPORT

No report at this time.

CONSENT AGENDA – PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda.

Seeing none, the Public Portion for Consent Agenda was closed.

EMPLOYEES' REPORT

Mrs. Fascenelli reported:

Summary Budget Status – For Finance, account description for 2022 did not over incur any line items that show on that report.

SWAC – February 2nd meeting – Motion was read and voted against the resolution for the food recycling plant. Mrs. Fascenelli has a copy of the report of findings and recommendations from the subcommittee; if anyone want to see, she can send it to them. Appeal can be done and sent to the Commissioners.

ENGINEER'S REPORT

No report at this time.

Snyder Road – Mayor Watters spoke to our engineer about how to proceed for Snyder Road. Asked do we use the grant and as much money as the grant allows, or do we kick in the amount we would have to cover. Grant was roughly \$200K or a little less and we would possibly have to match that. Committee will discuss with engineer at the next meeting.

PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for public comments.

Seeing none, the Public Portion was closed.

ORDINANCES

First Reading

2023-06 AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR OFFICERS AND/OR EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY (QPA)

Mr. Hayes made a motion to approve Ordinance 2023-06, which was seconded by Mr. McGuinness.

Recorded Vote

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

**ORDINANCE # 2023 –06
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR OFFICERS AND/OR EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY (QPA)

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

SECTION 1, The salary per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Qualified Purchasing Agent	\$	0	TO	\$	2,000.00
Acting Qualified Purchasing Agent	\$	0	TO	\$	1,000.00

INTRODUCED/PASSED ON FIRST READING:

Second Reading

2023-01 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING CHAPTER 182-2 ENTITLED "POLICE RECORDS/COURT DISCOVERY" TO CHANGE FIREARMS IDENTIFICATION CARD FEE, PERMIT TO PURCHASE FEE & ADDITION OF PERMIT TO CARRY FEES

Mr. Hayes made a motion to approve Ordinance 2023-01, which was seconded by Mr. McGuinness.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Recorded Vote

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
 Nay: XXXXXX
 Abstain: XXXXXX

ORDINANCE NO. 2023-01

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING CHAPTER 182-2 ENTITLED "POLICE RECORDS/COURT DISCOVERY" TO CHANGE FIREARMS IDENTIFICATION CARD FEE, PERMIT TO PURCHASE FEE & ADDITION OF PERMIT TO CARRY FEES

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 Firearms Identification Cards, Permit to Purchase Handguns and Permit to Carry 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 amends Chapter 182-2 as follows:

Section 1:

The Mansfield Township Code, Chapter 182 entitled "Fees" is deleted in part 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)~~ Fifty Dollars (\$50.00)

Fire arms Permit to Purchase – ~~Two dollars (\$2)~~ Twenty Five Dollars (\$25.00)

Permit to Carry- Two Hundred Dollars (\$200.00)

-Fifty Dollars (\$50.00) to the State of New Jersey

-One Hundred and Fifty Dollars (\$150.00) to the Township

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.

INTRODUCED/PASSED ON FIRST READING:

2023-02 AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR OFFICERS AND/OR EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY

Mr. Hayes made a motion to approve Ordinance 2023-02, which was seconded by Mr. McGuinness.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Recorded Vote

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

**ORDINANCE # 2023 -02
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR OFFICERS AND/OR EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY 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 salary per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Mayor	\$	1.00	TO	\$	660.00
Deputy Mayor	\$	1.00	TO	\$	330.00

**2023-03 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY
APPROPRIATING \$192,635.00 FROM THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION
GRANT FUNDING FOR SNYDER ROAD IMPROVEMENTS**

Mrs. Mora Dillon made a motion to approve Ordinance 2023-03, which was seconded by Mr. Hayes.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Recorded Vote

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

**ORDINANCE NO 2023-03
OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MANSFIELD**

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING
\$192,635.00 FROM THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION GRANT FUNDING
FOR SNYDER ROAD IMPROVEMENTS**

WHEREAS, there is a need for road reconstruction on Snyder Road; and
WHEREAS, the Township of Mansfield has been awarded two grants from the State of New Jersey Department of Transportation in the amounts of \$80,195.00 and \$112,440.00;
BE IT ORDAINED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, as follows:

1. The amount of \$192,635.00 is hereby appropriated from the Capital Grants Receivable Fund.
2. There is no debt incurred by this Ordinance.
3. This ordinance shall take effect immediately after final passage, approval, publication as provided by law.

The above ordinance was introduced for First Reading by the Mayor and Township Committee of the Township of Mansfield at a meeting held on January 25, 2023 and Final Adoption at a Public Hearing to be held on February 8, 2023 at 7:30 pm at the Municipal Building in and for said Township, at which time the public may comment.

2023-04 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$700,000.00 FROM THE GENERAL CAPITAL RESERVE FUND FOR THE PURPOSE OF PURCHASING FIRE APPARATUS

Mr. Hayes made a motion to approve Ordinance 2023-04, which was seconded by Mrs. Mora Dillon.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Recorded Vote

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

**ORDINANCE NO 2023-04
OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MANSFIELD**

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY
APPROPRIATING \$700,000.00 FROM THE GENERAL CAPITAL RESERVE FUND FOR THE
PURPOSE OF PURCHASING FIRE APPARATUS**

BE IT ORDAINED BY THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF
WARREN, NEW JERSEY AS FOLLOWS:

Section 1. \$700,000.00 is available from the Capital Reserve Fund to provide for
the following purposes:

<u>Description of Purpose</u>	<u>Amount</u>
Fire Apparatus	\$ 700,000.00
TOTAL:	\$ 700,000.00

Section 2. The capital budget of the Township of Mansfield is hereby amended to
conform with the provisions of this ordinance to the extent of any inconsistency
herewith.

Section 3. This ordinance shall take effect ten days after final publication hereof
as provided by N.J.S.A. 40:49-9.

**2023-05 AN ORDINANCE TO AMEND AND SUPPLEMENT THE SALARIES AND WAGES FOR THE
OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF
SUCH SALARIES**

Mrs. Mora Dillon made a motion to approve Ordinance 2023-05, which was seconded by Mr.
Hayes.

Mayor Watters opened the meeting for public comment; seeing none, public portion was closed.

Recorded Vote

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

ORDINANCE # 2023-05

AN ORDINANCE TO AMEND AND SUPPLEMENT 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 the Township of Mansfield are determined to be as follows:

Committee Members	\$ 3,000	\$ 4,950
Mayor	\$ 300	\$ 660
Deputy Mayor	\$ 270	\$ 330
Insurance Fund Commissioner	\$ 1,350	\$ 1,650
Registered Municipal Clerk	\$ 46,250	\$ 86,000
Acting Municipal Clerk	\$ 40,000	\$ 90,000
Part-Time Registered Municipal Clerk	\$ 0	\$ 40,000
Municipal Clerk Stipend	\$ 500	\$ 2,000
Elections Officer	\$ 150 / election	\$ 500 / election
Website Administrator	\$ 1,350	\$ 2,000
Deputy Clerk	\$ 21,000	\$ 60,000
Deputy Clerk	\$ 14 / hr.	\$ 18 / hr.
Depart. Of Health Deputy Registrar	\$ 21,000	\$ 35,655
Depart. Of Health Deputy Registrar	\$ 14 / hr.	\$ 18 / hr.
Chief Financial Officer	\$ 40,000 \$50,000	\$ 90,000 \$125,000
Acting Chief Financial Officer	\$ 9,000	\$ 65,000
Deputy Treasurer	\$ 9,000	\$ 20,000
Deputy Treasurer Stipend	\$ 500	\$ 5,000
Certified Tax Collector	\$ 10,000	\$ 65,000
Deputy Tax Collector	\$ 27,000	\$ 50,000
Alternate Deputy Tax Collector	\$ 1,000	\$ 2,750
Tax/Finance Clerk	\$ 16,216	\$ 19,820
Tax Search Officer	\$ 900	\$ 1,100
Tax Assessor	\$ 19,800	\$ 35,000
Certified Lists (Tax Assessor)	\$ 560	\$ 685
Assessment Search Officer	\$ 900	\$ 2,000
Tax Assessor Secretary	\$ 4,688	\$ 5,705
Municipal Housing Liaison	\$ 3,000	\$ 8,000
Open Space / Historical Secretary	\$ 233	\$ 450
Environmental Secretary	\$ 840	\$ 2,500
Land Use Board Secretary	\$ 10,000	\$ 18,000
Land Use Board Secretary	\$ 3,000	\$ 7,000
(Shared Service)		
Zoning Officer	\$ 20 / hr.	\$ 40 / hr.
Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 95 / appearance
Police Chief	\$ 90,000	\$160,000
Police Secretary	\$ 22,000	\$ 55,000
Police Secretary (Temp or Part-Time)	\$ 14 / hr.	\$ 17 / hr.

Patrolmen	\$ 40,000	\$125,000
Sergeant	\$ 86,140	\$135,000
Lieutenant	\$ 88,494	\$145,000
Class II Special Officer	\$ 40,000	\$ 50,000
Police Officer (Temp/Part-Time)	\$ 13.50 / hr.	\$ 17 / hr.
Police Officer – Academy	\$ 0	\$ 40,000
Police Officer – Post Academy	\$ 0	\$ 46,000
Detective Stipend	\$ 1,000	\$ 2,000
Corporal Stipend	\$ 1,000	\$ 2,000
EMT Stipend	\$ 1,000	\$ 2,200
K-9 Officer Stipend	\$ 1,000	\$ 2,000
Director Emergency Management	\$ 2,334	\$ 3,000
Deputy Emergency Mgt. Director	\$ 500	\$ 700
Seasonal/Temporary EMT	\$ 17.00 / hr.	\$ 25.00 / hr.
DPW Superintendent	\$ 62,546	\$ 90,000
Assistant Dept. of Public Works Supervisor	\$ 250.	\$ 2,000
Machine Operator	\$ 30,000	\$ 75,000
Mechanic/Laborer	\$ 30,000	\$ 65,000
Part-Time Laborer/Snow Plow Driver	\$ 10 / hr.	\$ 25 / hr.
Part-Time Laborer/Snow Plow Driver with CDL	\$ 10 / hr.	\$ 30 / hr.
DPW Secretary	\$ 14 / hr.	\$ 17 / hr.
Certified Recycling Professional	\$ 2,000	\$ 2,500
Recycling Attendant	\$ 30 / hr.	\$ 55 / hr.
Clean Communities Coordinator	\$ 1,300	\$ 4,000
Judge	\$ 33,817	\$ 99,500
Court Administrator	\$ 43,479	\$ 85,600
Deputy Court Administrator	\$ 25,000	\$ 75,000
Part-Time Violations Clerk	\$ 11 / hr.	\$ 21 / hr.
Temporary Violations Clerk	\$ 11 / hr.	\$ 15 / hr.
Call-Outs	\$ 50 / each	\$ 60 / each
Court Security	\$ 75 / session	\$ 165 / session
Stipend	\$ 50	\$ 3,000

CONSENT AGENDA/RESOLUTIONS

The following Resolutions No. 2023-60 through 2023-72, as filed in the Township Clerk's Office, were unanimously adopted on motion by Mr. Hayes and seconded by Mr. McGuinness:

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
 Nay: XXXXXX
 Abstain: XXXXXX

**REFUND OF DRIVEWAY ESCROW
 TOWNSHIP OF MANSFIELD
 WARREN COUNTY, NEW JERSEY**

No. 2023-60

Date: February 8, 2023

WHEREAS, Lisa Grillo issued a check dated 9/21/22 for a Driveway escrow to the Township of Mansfield, County of Warren; and

WHEREAS, there remains a balance of \$ 179.50 in the escrow account; and

WHEREAS, the Township Engineer has determined that the escrow balance can be refunded.

NOW, THEREFORE, BE IT RESOLVED, that the Township Finance Office be authorized to refund the amount of \$ 179.50 to Lisa Grillo.

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

**Resolution appointing a Sustainability Subcommittee "Green Team" as part of the
Mansfield Township Environmental Commission**

No. 2023-61

Date: February 8, 2023

WHEREAS, The Township Committee of the Township of Mansfield strives to save tax dollars, assure clean air and water, improve working and living environments, to build a community that is sustainable economically, environmentally and socially; a community which would thrive well into the new century; and

WHEREAS, the Township Committee of the Township of Mansfield wishes to build a model of government which benefits our residents now and far into the future with green community initiatives which are easy to replicate and affordable to implement; and

WHEREAS, in an attempt to focus attention on "Green" issues, the Township Committee has, through prior resolution passed on July 14, 2010, established a Sustainability Subcommittee as part of the Mansfield Township Environmental Commission, also to be known as the "Green Team;" and

WHEREAS, the Township Committee of the Township of Mansfield wants to continue the process of focusing on "Green" issues by starting with audits of municipality facilities and operations.

WHEREAS, the Township Committee of the Township of Mansfield desires to continue the process of making its operations greener, more environmentally friendly, and more energy efficient;

WHEREAS, alternative power sources, changes to fleet purchasing and maintenance, water quality improvements, and operational changes will all be considered as the Township moves to do their share to lessen the environmental impact of its operations.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield that we do hereby establish an Environmental Commission Sustainability Subcommittee "Green Team" consisting of four (4) members who shall be residents or employees of Mansfield Township, appointed annually, for a term of one (1) calendar year.

NOW THEREFORE BE IT FURTHER RESOLVED, by the Township Committee of the Township of Mansfield that the Mission, Goals and Objectives for the Green Team are established as follows:

Mission

The Mansfield Township Green Team will advise the township committee on ways to improve municipal operations with "Green" initiatives which are economically and environmentally sound through research and evaluation.

Goals

Maintain certification as a "Green" municipality by the Sustainable Jersey program through completion of projects and initiatives that are part of that program.

Apply for applicable grants and financial aid available through the Sustainable Jersey program for projects and initiatives that would assist the township in meeting its goal as a green community and for the benefit of all its citizens.

Objectives

1. Collaborate with township employees, service providers and other governmental agencies to share resource information and ideas consistent with the Mission of the Green Team.
2. Encourage participation of all township employees to solicit ideas on green initiatives that are consistent with the Sustainable Jersey program.
3. Research and analyze green initiatives which make practical environmental and financial sense.
4. Develop strategies for sustainable green initiatives in municipal operations.

NOW THEREFORE BE IT FINALLY RESOLVED, by the Township Committee of the Township of Mansfield that the following persons are hereby appointed to the Green Team for the year 2023:

NAME	POSITION	REPRESENTATIVE
JoAnn Fascenelli	Regular Member MT	Certified Recycling/Clean Communities
Glenn McGuinness	Regular Member MT	Township Committee
Robert Jewell	Regular Member MT	Environmental Commission
Illena Raffaele	Regular Member	Citizen Representative

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
APPOINTMENT OF LOCAL CERTIFIED MUNICIPAL REGISTRAR**

NO. 2023-62

ADOPTED: February 8, 2023

WHEREAS, there exists a need to appoint a Local Certified Municipal Registrar for the Township of Mansfield, Warren County; and

WHEREAS, Jo-Ann Ricks is a Certified Municipal Registrar (CMR 5513) and is qualified for the position of Municipal Registrar from the New Jersey Department of Health and Senior Services in accordance with N.J.S.A. 26:8-11; and

NOW THEREFORE BE IT RESOLVED, the Mansfield Township Committee, County of Warren, State of New Jersey, hereby appoints Jo-Ann Ricks to the position of Certified Municipal Registrar for a term of 3 years, effective February 8, 2023, through January 26, 2026.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
APPOINTMENT OF LOCAL CERTIFIED MUNICIPAL REGISTRAR**

NO. 2023-63

ADOPTED: February 8, 2023

WHEREAS, there exists a need to appoint a Deputy Local Certified Municipal Registrar for the Township of Mansfield, Warren County; and

WHEREAS, Illena Raffaele is a Certified Municipal Registrar and is qualified for the position of Deputy Municipal Registrar from the New Jersey Department of Health and Senior Services in accordance with N.J.S.A. 26:8-11; and

NOW THEREFORE BE IT RESOLVED, the Mansfield Township Committee, County of Warren, State of New Jersey, hereby appoints Illena Raffaele to the position of Deputy Certified Municipal Registrar for a term through February 25, 2025.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
LIEN REDEMPTION**

No. 2023-64

Date: February 8, 2023

WHEREAS, the Tax Collector of the Township of Mansfield has advised the Committee that the following property has been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 8th day of February, 2023 that payment in the amount of **\$43,721.46** is to be made to the certificate holder as noted:

CERTIFICATE HOLDER	BLOCK/LOT	CERT #
FIG Cust FIGNJ19LLC & Sec Pty PO Box 669507 Dallas, TX 75266-9507	Block 1501 Lot 16.02	21-00018

<i>Lien Redemption Proceeds</i>	<i>\$ 15,921.46</i>
<i>Premium</i>	<i>\$ 27,800.00</i>
<i>Total</i>	<i>\$ 43,721.46</i>

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS**

No. 2023-65

DATE: February 8, 2023

BE IT RESOLVED, that each check and warrant of the Township of Mansfield be signed by two (2) of the following and that they hereby are authorized to sign same.

- Mayor, Joseph Watters
- Acting Clerk, Jo-Ann Ricks
- Chief Financial Officer, Judith F. Curran
- Deputy Treasurer, JoAnn Fascenelli

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

- **RESOLUTION AUTHORIZING PAYMENT TO HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY FOR UTILITIES TAX SALE**

- **NO. 2023-66**
February 8, 2023

ADOPTED:

- **WHEREAS**, the Township Committee of the Township of Mansfield approved refunding Hackettstown Municipal Utilities Authority for the 2022 utilities tax sale; and

- **WHEREAS**, payment in the amount of \$ 4,132.45 was made on December 14, 2022; and

- **WHEREAS**, after further review of the tax sale records it has been determined that additional money is owed to Hackettstown Municipal Utilities Authority.

- **NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 8th day of February 2023, that the Tax Collector and Township Finance Office are hereby authorized to refund \$ 55.47 to Hackettstown Municipal Utilities Authority.

- - Block 1907 Lot 21 \$ 55.47

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

- **A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE RELEASE OF PERFORMANCE BOND, ACCEPTANCE OF MAINTENANCE BOND AND AUTHORIZE FINAL PAYMENT FOR THE WORK PERFORMED IN CONNECTION WITH THE RECREATIONAL POLE BARN**

- **NO. 2023-67**
February 8, 2023

DATE:

- **WHEREAS**, the contractor, Dutchman Contracting, LLC., has requested a release of the performance bond and final payment for the work performed in connection with the recreational pole barn, in the Township of Mansfield; and

- **WHEREAS**, the Township Engineer, Richard Quamme with Ferriero Engineering, Inc. has reviewed the request, confirmed the project has been completed and therefore recommends that the final payment, in the amount of \$ 16,345.00 be made, and the maintenance bond be accepted once approved by the Township Attorney; and

- **WHEREAS**, The Township Engineer confirms the 10% Maintenance Bond amount and terms are in conformance with the contract; and

- **WHEREAS**, the Township Attorney, Michael Lavery, has deemed the Maintenance Bond to be satisfactory; and

- **NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, and State of New Jersey that it does hereby authorize that the performance bond and final payment, in the amount of \$ 16,345.00, be released to the contractor.

- **BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Mansfield, does hereby accept the Maintenance Bond in the amount of \$ 16,381.10.

- **TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**
 - **Refund of Overpayment**

- **NO. 2023-68**
- **8, 2023**

ADOPTED: February

- **WHEREAS**, 2701 Lot 3, has an overpayment for the fourth quarter of 2022 in the amount of \$297.46; and,

- **WHEREAS**, the lienholder is entitled to a refund of the overpayment;

- **NOW THEREFORE BE IT RESOLVED**, the Mansfield Township Committee, County of Warren, State of New Jersey, directs the Chief Financial Officer prepare a refund in the amount of \$297.46 payable to

- :
- Exit 26 Enterprises LLC
- 90 Waterloo Road
- Budd Lake, NJ 07828

- **AND, FURTHERMORE BE IT RESOLVED** the Tax Collector be directed to adjust the tax records to reflect this transaction.

- **TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**
 - **Refund of Overpayment**

- **NO. 2023-69**
- **ADOPTED:**

- **WHEREAS**, 1105.10 3.05 1008 ROCKPORT ROAD, has an overpayment for the fourth quarter of 2021 in the amount of \$3,498.35; and,

- **WHEREAS**, Fulton Bank has requested a refund of the overpayment;

- **NOW THEREFORE BE IT RESOLVED**, the Mansfield Township Committee, County of Warren, State of New Jersey, directs the Chief Financial Officer prepare a refund in the amount of \$3,498.35 payable to:

- Fulton Bank
- Loan Ops East Pete
- PO Box 647
- East Petersburg, PA 17520-9957

- C/O Escrow Dept. Karen Brandt
-
- **AND, FURTHERMORE BE IT RESOLVED** the Tax Collector be directed to adjust the tax records to reflect this transaction.

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

- **TO AUTHORIZE AND APPROVE SALARY AND WAGE FOR AN EMPLOYEE**

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- **NO. 2023-70
FEBRUARY 8, 2023**

ADOPTED:

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- **WHEREAS**, Ordinance Number 2023-05 establishes 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 2023, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>ADDITIONAL SALARY</u>
Judith F. Curran commencing 2/9/23	Chief Financial Officer	\$100,000.00

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

- **A RESOLUTION AUTHORIZING THE UPGRADE TO THE TOWNSHIP'S WEBSITE**

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- **NO.2023-71
FEBRUARY 8, 2023**

ADOPTED:

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- **WHEREAS**, the Township Committee of the Township of Mansfield deems it necessary to upgrade the township's website; and
- **WHEREAS**, three (3) quotes were solicited; and
- **WHEREAS**, Scott Gaskill / SG Designs located at 204 Flanders-Drakestown Road, Budd Lake, NJ submitted the lowest quote; and
- **WHEREAS**, the cost to upgrade the township's website will include accessibility solution for ADA & WCAG compliance; and
- **WHEREAS**, the website will be upgraded to Joomla 4, designed for PHP 8; and
- **WHEREAS**, the upgrade of the template will also include maintenance for the year; and
- **WHEREAS**, the agreement with Scott Gaskill / SG Designs will not exceed \$ 3,700.00; and
- **WHEREAS**, the Chief Financial Officer has certified the availability of funds, pending budget adoption.
- **NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey hereby authorizes Scott Gaskill of SG Designs to upgrade the township's website at a cost not to exceed \$ 3,700.00.

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

• **RESOLUTION AUTHORIZING PAYMENT OF MUNICIPAL OBLIGATIONS**

• **NO. 2023-72**
 February 8, 2023

ADOPTED:

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

PREPAID LIST	
CURRENT	\$
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
TOTAL	\$

BILLS LIST	
CURRENT	\$2,727,716.23
CAPITAL	\$16,345.00
TRUST	\$
DOG	\$587.25
RECREATION	\$
OPEN SPACE	\$
DEV ESCROW	\$247.00
UNEMPLOYMENT	\$
TAX PREMIUM	\$27,800.00
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$
GREEN TEAM	\$
TOTAL	\$2,772,695.48

COMMITTEE COMMENTS

Home Town Heroes – Mr. Hayes was approached by a resident who wants the Township to participate with the signs. Not sure where he thought to put them or how much it will cost.

DPW Compliment – Mayor Watters received a letter from Christine Dode, Park Road, who complimented the road department for taking the island out and replacing it with drainage.

Maintaining Properties

Mr. Lavery reported on the following properties:

Lentini Properties – Block 2514, Lot 3 has a municipal lien, can assign, notice in paper in case someone wants to buy it. Approximate cost from Tax Collector is \$1,600.

Block 2506, Lot 1 – 2.8 acres conforming lot, has to be publicly auctioned.

Scimeca Property – Block 2811, Lot 10, title search doesn't show the town owns it. Tax Collector advised he has a Certificate #693 dated December 14, 1963, that wasn't recorded, not on public record. Township needs to record the lien to assign then Mr. Scimeca can do what he wants with it. Mayor asked that the Tax Collector record the lien.

Block 2704, Lot 12 – Discussed in Executive the last time that the Tax Collector requested to have language to propose in a certain amount of time. Assignment paperwork done in June. The Committee can if they want to add the enforcement language to propose within six (6) months, but it's not authorized in the statute. Mr. Lavery suggested to put the language in even though it's not enforceable. Mr. Lavery will get it ready for the next meeting.

Auction – Mayor Watters asked if the Lentini property is 16 acres and Mr. Lavery confirmed it is. The test is not wetlands or landlocked; if it's a three (3) acre zone and the property is three acres, it has to be auctioned. Mrs. Mora Dillon asked if the Tax Collector's office can come up with a list of properties to auction with the above properties. Mrs. Fascenelli stated Bonchi is currently working on 18 properties.

Independence First Aid Squad – Mrs. Mora Dillon thanks the first aid squad for the great job handling 111 calls and stated the Committee is appreciative. Mr. McGuinness also thanked them and stated they went above and beyond at times taking on 24-hour coverage.

EXECUTIVE SESSION

On a motion by Ms. Mora Dillon, seconded by Mr. Hayes, the Township Committee unanimously voted to enter into executive session at 7:59 pm.

Township of Mansfield Committee Meeting
Executive Session
February 8, 2023
Resolution No. 2023-73

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain;

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

Personnel:	Police Department Personnel CFO Position
Contract Negotiations:	Police Department Radios
Litigation/Anticipated Lit:	Bellinger v. Mansfield Twp. Flavio Quinteros-Reinoso Eddiche v. Mansfield Township
Attorney/Client Privilege:	Tri County Fire Company

NOW THEREFORE BE IT RESOLVED, that the public be excluded from this meeting.

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

RETURN TO REGULAR SESSION

On a motion by Mr. Hayes, seconded by Mr. McGuinness, the Township Committee unanimously voted to return to public session at 8:44 pm.

Mr. Lavery announced the following discussed in Executive Session:

Personnel:	Police Department Personnel CFO Position
Contract Negotiations:	Police Department Radios
Litigation/Anticipated Lit:	Bellinger v. Mansfield Township Reinoso v. Mansfield Township Eddiche v. Mansfield Township
Attorney/Client Privilege:	Tri County Fire Company

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.

Mr. Lavery suggested a motion to authorize the Mayor to sign a letter from Florio, Perrucci, Steinhard, Cappelli, Tipton & Taylor, LLC.

Mr. Hayes made a motion, which was seconded by Mrs. Mora Dillon.

Recorded Vote

Aye:	Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay:	XXXXXX
Abstain:	XXXXXX

There being no further business, Mrs. Mora Dillon made a motion and the Regular Meeting was unanimously adjourned at 8:46 pm.

Respectfully submitted,


Illena Raffaele
Township Deputy Clerk