

**TOWNSHIP OF MANSFIELD
TOWNSHIP COMMITTEE MEETING
March 22, 2023
OFFICIAL MINUTES
ADOPTED April 12, 2023**

The Regular Meeting was called to order at 7:33 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, Mrs. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mayor Watters

Absent: XXXXX

Also present were Township Attorney Michael Lavery, Acting Township Clerk Jo-Ann Ricks, Police Chief MacDonough, CFO/Tax Collector Judith Curran, Deputy Treasurer JoAnn Fascenelli, and Township Deputy Clerk Illena Raffaele.

Approximately 8 people from the public were in attendance.

APPROVAL OF MINUTES

February 22, 2023 – EXECUTIVE SESSION

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

March 8, 2023 – REGULAR SESSION

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

March 8, 2023 – EXECUTIVE 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:

Municipal Building Phone Issues – Court and CFO phones, company did a reset. We were able to correct the problems.

Airport Road Letter – Received a letter from Mr. Horan for road opening for 48 Brantwood Terrace. Mrs. Ricks will forward the letter to engineer Mr. Quamme.

FINANCE REPORT

Mrs. Curran reported:

Auditors – Came in last week. Both Mrs. Curran and Mrs. Fascenelli gave them bank statements and bank reconciliations. Provided research and back up for the tax account adjustments.

Annual Financial Statement – Is complete.

2023 Budget – Work has started on it.

Grant Agreements – Provided grant agreements access through the SAGE portal to Brian Kostenbader and Charlie Smith.

Firefighter Grant – Set up Edmunds' Accounting System for Mansfield Fire Company.

Tax Sale Certificates – Action needs to be taken on the Assignment of Municipal Tax Sale Certificates for Harrison Street and Port Murray Road. Will discuss in Executive. Mrs. Curran will have to send notices and publication and will do public posting before the April 12 meeting.

EMPLOYEES' REPORT

Mrs. Fascenelli reported:

Advanced Recycling Proposal – Advanced is the company that does our electronics event. Total for event is \$2,150 and charges \$20 for each freon unit – we charge residents \$15. The Mayor agreed to sign the proposal.

Tonnage Grant – Need to fill out the Certificate to Comply with Requirements for the recycling tonnage grant. It states we were in compliance last year and will be in compliance this year which is part of the packet that goes with the tonnage grant.

PUBLIC PORTION

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

Carol Thompson, 510 Rt. 57, attended Monday's Land Use Board Meeting and read aloud a letter that was copied to Mr. Lavery of the results of that meeting about the Zoning Officer's February and March Zoning Reports which states a "deal."

Mayor Watters asked for further comment from the public, seeing none, the Public Portion was closed.

ORDINANCES

First Reading

2023-10 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 264 ENTITLED "PROPERTY MAINTENANCE" TO CREATE ARTICLE II ENTITLED "TREE MAINTENANCE" TO IMPOSE CERTAIN MAINTENANCE OBLIGATIONS ONTO ABUTTING PROPERTY OWNERS

Mr. Hayes made a motion to approve Ordinance 2023-10 which was seconded by Mrs. Mora Dillon.

Recorded Vote

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

ORDINANCE NO. 2023-10

ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 264 ENTITLED "PROPERTY MAINTENANCE" TO CREATE ARTICLE II ENTITLED "TREE MAINTENANCE" TO IMPOSE CERTAIN MAINTENANCE OBLIGATIONS ONTO ABUTTING PROPERTY OWNERS

WHEREAS, dead and dying trees pose a hazard to the Township and its residents; and
WHEREAS, dead and dying trees must be maintained in order to prevent the risk of injury, bodily harm, and/or death as a result of failure to maintain such trees; and

WHEREAS, Township Committee of the Township of Mansfield believes that the Township Code should be amended to establish a procedure by which dead and dying trees may be maintained and the risk of injury, bodily harm, and/or death can be prevented and/or avoided; and

WHEREAS, the Township Committee of the Township of Mansfield believes that such amendment is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Chapter 264 entitled "Property Maintenance" be amended to create Article II entitled "Tree Maintenance" as follows:

SECTION I:

Chapter 264. Property Maintenance.

Article II. Tree Maintenance.

§ 264-4. Duties of Owner.

It shall be the duty of the owner of any lands in the Township of Mansfield to maintain, trim, upkeep, remove, and/or cause to be removed any and all trees located on the owner's property and any such trees located in front of such property, regardless of whether such trees are located on public property and/or whether or not such trees were planted by the owner of such property, in a manner so as to prevent the risk of any potential injury, bodily harm, and/or death, and preserve the public health, safety and general welfare of the public at large.

§ 264-5. Notice of Violating Conditions.

If any condition exists in violation of this Article, the Township Zoning Officer, the Supervisor of the Department of Public Works, or the Township Committee or its authorized agent shall notify the owner of the property of such condition(s) in writing, by regular mail, or via personal delivery. The owner of the property shall have forty-five (45) days from the date of such notice to cure the condition(s) so noticed. The Zoning Officer or the Supervisor of the Department of Public Works shall reinspect the land in question after the forty-five (45) day period had expired to determine if the condition has been remediated. The property owner may, within fifteen (15) days of receiving the notice from the Township, make a written application for an extension of time to remediate the condition, which may be granted for a good cause shown.

§ 264-6. Failure to Abate or Remediate Conditions.

If the Zoning Officer, Supervisor of the Department of Public Works, the Township and/or its authorized agent determine(s) that the owner of a property has failed to remediate the condition described in this Article within forty-five (45) days of the notice, the following shall occur:

- A. A complaint shall be issued by the Zoning Officer, the Supervisor of the Department of Public Works, or the Township's authorized agent for the violation(s) of this Article, which complaint shall be brought before the Municipal Court of the Township of Mansfield;

- B. If it is necessary to preserve the public health, safety, and/or general welfare of the Township and its residents, the Zoning Officer, the Supervisor of the Department of Public Works, or the Township's authorized agent shall cause the condition(s) to be abated and/or remedied and shall certify the cost of such abatement and/or remediation shall be paid by the owner within ten (10) days of the date of the mailing by which the invoice is sent to the owner.

§ 264-7. Costs to Become a Lien.

Failure by the owner to pay the invoice issued by the Township for the costs and expenses incurred by the Township for the maintenance, upkeep, and/or removal of dead and dying trees or otherwise abate and/or remediate the condition shall be added to and form a part of the Township's taxes next to be levied and assessed on the lot and land in front of which the dead and dying trees are situate. The costs and expenses so levied by the Township may include all costs related to postage, publication, and/or legal fees incurred by the Township to notify the owner.

§ 264-8. Violations and Penalties.

Any property owner who shall be found in violation of any of the provision of this Article may, upon conviction, also be fined and punished as provided for in § 1-17 of this Code. Each day that any violation of this Article shall continue without abatement may be deemed a separate and additional violation.

SECTION II.

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 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

SECTION III.

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

SECTION IV.

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

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Township Committee of the Township of Mansfield, held on March 22, 2023 at 7:30 PM and ordered published in accordance with the law. Said

Ordinance shall be considered for final reading and adoption at a regular meeting of the Township Committee of the Township of Mansfield to be held on April 12, 2023 at 7:30 PM, or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, located at 100 Port Murray Road, Port Murray, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

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.

CONSENT AGENDA/RESOLUTIONS

Resolutions 2023-104 – 2023-123

Resolution 105 was withdrawn.

Resolution 119 was removed.

The following Resolutions No. 2023-104, 106-118 and 120-123, as filed in the Township Clerk's Office, were unanimously adopted on motion by Mr. Hayes and seconded by Mrs. Mora Dillon:

Recorded Vote:

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

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
PROCLAMATION DECLARING APRIL 2023 AS NATIONAL CHILD ABUSE
AWARENESS AND PREVENTION MONTH**

NO. 2023-104

ADOPTED: March 22, 2023

WHEREAS, the Township of Mansfield, County of Warren, New Jersey recognizes the problem of child abuse and neglect and is committed to helping it's victims; and

WHEREAS, Court Appointed Special Advocates (CASA) of Somerset, Hunterdon and Warren Counties recruits, screens, trains, supports and supervises community volunteers as advocates for children who have been removed for their homes due to neglect and abuse; and

WHEREAS, adverse childhood experiences and trauma, such as those caused by child abuse or neglect, can have long-lasting effects on a child's health, wellbeing and success; and

WHEREAS, survivors of child abuse need people in their lives that will consider their

best interests; and

WHEREAS, the Court Appointed Special Advocate programs have a record of public service, helping protect the safety and wellbeing of Township of Mansfield abused and neglected children; and

WHEREAS, Court Appointed Special Advocates (CASAs) are assigned by family court judges to champion the needs of child abuse victims; and

WHEREAS, CASAs are everyday people, with diverse backgrounds and professions, that go through very specialized training to be a volunteer voice for children in the child welfare system; and

WHEREAS, CASAs volunteers serve as the court's eyes and ears in a child's life, helping to improve the quality of information presented to the court and child welfare systems; and

WHEREAS, April 2023 is National Child Abuse Prevention and Awareness Month, an observance that reflects the purpose of CASA programs;

NOW THEREFORE BE IT RESOLVED, The Township Committee of the Township of Mansfield, County of Warren, do hereby proclaim:

**APRIL 2023 AS
CASA CHILD ADVOCATE MONTH**

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

**A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW
JERSEY, ACCEPTING A DRIVEWAY BOND FOR 8 REDWOOD RUN**

NO: 2023-106

ADOPTED: MARCH 22, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 8 Redwood Run has submitted check number 594924 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Acting Township Clerk is authorized and directed to forward a copy of this

resolution to the developer.

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

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 12 REDWOOD RUN

NO: 2023-107

ADOPTED: MARCH 22, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 12 Redwood Run has submitted check number 594927 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Acting Township Clerk is authorized and directed to forward a copy of this resolution to the developer.

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

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 21 REDWOOD RUN

NO: 2023-108

ADOPTED: MARCH 22, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 21 Redwood Run has submitted check number 594912 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Acting Township Clerk is authorized and directed to forward a copy of this resolution to the developer.

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

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 23 REDWOOD RUN

NO: 2023-109

ADOPTED: MARCH 22, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 23 Redwood Run has submitted check number 594914 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Acting Township Clerk is authorized and directed to forward a copy of this resolution to the developer.

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

NO. 2023-110

ADOPTED: MARCH 22, 2023

WHEREAS, Steven Williams issued check number 301 dated 12/8/22 for a Driveway Escrow to the Township of Mansfield, County of Warren; and

WHEREAS, there remains a balance of \$ 632.50 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 \$ 632.50 to Steven Williams.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AMENDING RESOLUTION 2022-147; SPECIFICALLY
CORRECTING NJ CINEMA INVESTMENTS LLC &
BHAVIND KARTIK LLC LICENSE NUMBERS**

NO. 2023-111

ADOPTED: March 22, 2023

WHEREAS, NJ Cinema Investments LLC, License No. 2116-33-002 and Bhavind Kartik License No. 2116-33-006 had applied for a liquor license renewal; and

WHEREAS, the approving Resolution No. 2022-147 adopted on June 22, 2022 listed the

incorrect liquor license numbers; and

WHEREAS, the correct liquor license numbers are as follows:

NJ Cinema Investments LLC- Liquor License No. 2116-33-002-005

Bhavind Kartik LLC, Pocket Liquor License No. 2113-33-006-008

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, that the said liquor licenses listed above are hereby amended to reflect the correct liquor license numbers.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
PROCLAMATION DECLARING APRIL 2023 AS
PARKINSON AWARENESS MONTH**

NO. 2023-112

ADOPTED: March 22, 2023

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States;

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030;

WHEREAS, Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention;

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually, including direct and indirect costs, including treatment, social security payments and lost income, to patients and family members;

WHEREAS, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown;

WHEREAS, there is no objective test or biomarker for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease;

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms;

WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families;

WHEREAS, increased research, education, and community support services such as those provided by the Parkinson's Foundation and other organizations are needed to find more effective treatments and to provide access to quality care to those living with the disease today;

NOW THEREFORE BE IT RESOLVED, The Township of Mansfield, County of Warren, State of New Jersey, do hereby proclaim the month of April in twenty twenty-three as

PARKINSON'S AWARENESS MONTH

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF WARREN, STATE OF NEW JERSEY,
TO ACCEPT AMERICAN RESCUE PLAN FIREFIGHTERS'S GRANT FOR
MANSFIELD FIRE COMPANY**

NO. 2023-113

ADOPTED: March 22, 2023

WHEREAS, the Township of Mansfield has been awarded an American Rescue Plan Firefighter's Grant for the Mansfield Fire Company, Award No. 2022-04989-0800-00, for the year 2022 in the amount of \$27,000;

WHEREAS, Mansfield Fire Company has requested that the Township of Mansfield process purchase orders so that Mansfield Fire Company can purchase necessary goods and services;

WHEREAS, Mansfield Fire Company will incur expenditures per the grant agreement and will follow the purchasing policy of the Township of Mansfield;

WHEREAS, the Mansfield Fire Company is responsible for payment in excess of the grant amount of \$27,000;

WHEREAS, the Township of Mansfield will pay for expenditures and will submit receipts for reimbursement per the grant agreement;

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield adopts this Resolution accepting the American Rescue Plan Firefighter's Grant for Mansfield Fire Company, Award No. 2022-04989-0806-00 for the year 2022 in the amount of \$27,000.

A copy of this Resolution shall be forwarded by the Township Clerk to the Mansfield Fire Company.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF WARREN, STATE OF NEW JERSEY,
TO ACCEPT AMERICAN FIREFIGHTERS'S GRANT FOR TRI-COUNTY FIRE
COMPANY**

NO. 2023-114

ADOPTED: March 22, 2023

WHEREAS, the Township of Mansfield has been awarded an American Rescue Plan Firefighter's Grant for the Tri-County Fire Company, Award No. 2022-04989-0806-00, for the year 2022 in the amount of \$33,000;

WHEREAS, Brian Kostenbader, Chief/Treasurer of Tri-County Fire Company, has certified that Tri-County Fire Company will incur expenditures per the grant agreement, and make payment for such expenditures from the funds of Tri-County Fire Company;

WHEREAS, Tri-County Fire Company will submit receipts for reimbursement per the grant agreement;

WHEREAS, the only involvement for the Township of Mansfield with regard to the above grant is to accept the grant;

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield adopts this Resolution accepting the American Rescue Plan Firefighter's Grant for Tri-County Fire Company, Award No. 2022-04989-0806-00 for the year 2022 in the amount of \$33,000.

A copy of this Resolution shall be forwarded by the Township Clerk to the Tri-County Fire Company.

**REVISION TO RESOLUTION NO. 2023-102
RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF WARREN, STATE OF NEW JERSEY,
AWARDING A BID
FOR MOUNT BETHEL COMMUNITY CENTER – PHASE IV
TO CHARLES MANN GENERAL CONTRACTORS, INC.**

NO. 2023-115

ADOPTED: March 22, 2023

WHEREAS, the Township Committee of the Township of Mansfield adopted Resolution 2023-102 on March 8, 2023;

WHEREAS, Resolution No. 2023-102 needs to be revised as the total amount of the bid is \$548,200, not \$548,000 as listed in Resolution 2023-102;

WHEREAS, further revision of Resolution No. 2023-102 is also required as Resolution 2023-102 mentioned sufficient funds for the bid per the attached certification and no certification was attached; and the CFO did not certify funds for Resolution 2023-102;

WHEREAS, the CFO has certified that sufficient funds are available from the Open Space Trust Fund, account number 3-12-289-55-000-000 and Open Space County Grant Mt.

Bethel, account number G-02-41-871-0000-001;

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield hereby allows this Resolution to amend Resolution No. 2023-102 per the above.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
REFUND ROAD OPENING ESCROW
2000 ROUTE 57 / NEWBURGH ROAD**

NO. 2023-116

ADOPTED: MARCH 22, 2023

WHEREAS, Elizabethtown Gas Company issued check number 200335 dated 9/10/2019 and check # 200892 dated 10/31/2019 for a Road Opening escrow to the Township of Mansfield, County of Warren; and

WHEREAS, there remains a balance of \$ 975.00 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 \$ 975.00 to Elizabethtown Gas Company.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF WARREN, STATE OF NEW JERSEY,
TO APPOINT JUDITH CURRAN AS TEMPORARY PURCHASING AGENT**

NO. 2023-117

ADOPTED: March 22, 2023

WHEREAS, Donna Mollineaux, vacated the position of QPA for the Township of Mansfield as of November 15, 2022;

WHEREAS, per N.J.S.A., 40A:11-9(g) upon the vacancy of the Purchasing Agent's office by a QPA, a non-certified Temporary Purchasing Agent may be appointed for one year from the date of the vacancy.

WHEREAS, the Township of Mansfield wishes to appoint Judith Curran, as the Temporary Purchasing Agent.

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield adopts this Resolution appointing Judith Curran as Temporary Purchasing Agent.

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

**RESOLUTION AUTHORIZING THE TOWNSHIP OF MANSFIELD TO ACCEPT A SUBGRANT AWARD
OF THE FEDERAL FISCAL YEAR 2022 OF EMERGENCY MANAGEMENT PERFORMANCE GRANT
AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE**

NO.2023-118

ADOPTED: March 22, 2023

WHEREAS, the Township of Mansfield Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY22-EMPG-EMAA-2116 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the Township of Mansfield will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

WHEREAS, the award period is from July 1, 2022 to June 30, 2023; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the Township of Mansfield Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren, State of New Jersey:

1. That the Council accepts the award of the FFY22 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management, the City Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF WARREN, STATE OF NEW JERSEY,
TO REMOVE JO-ANN RICKS AS MUNICIPAL HOUSING LIAISON**

NO. 2023-120

ADOPTED: March 22, 2023

WHEREAS, the Township Committee of the Township of Mansfield appointed Jo-Ann Ricks as Municipal Housing Liaison by adopting Resolution 2023-28;

WHEREAS, the Township Committee has decided to appoint Jo Ann Fascenelli as Municipal Housing Liaison as Ms. Fascenelli is already filing reports for Affordable Housing through the COAH Tracking and Monitoring System, and she has familiarity with COAH;

WHEREAS, Ms. Ricks' increase in salary for 2023 of \$4,500 will cease upon adoption of the Resolution;

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield adopts this Resolution removing Jo-Ann Ricks as Municipal Housing Liaison.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY
OF WARREN, STATE OF NEW JERSEY,
TO APPOINT JO ANN FASCENELLI AS MUNICIPAL HOUSING LIAISON**

NO. 2023-121

ADOPTED: March 22, 2023

WHEREAS, the Township Committee of the Township of Mansfield needs to appoint a Municipal Housing Liaison;

WHEREAS, the Township Committee has decided to appoint Jo Ann Fascenelli as Municipal Housing Liaison as Ms. Fascenelli is already filing reports for Affordable Housing through the COAH Tracking and Monitoring System, and she has familiarity with COAH;

WHEREAS, the compensation for the position of Municipal Housing Liaison for the year 2023 is \$4,500;

WHEREAS, Ms. Fascenelli's increase in salary for 2023 will be pro-rated as of the date of this Resolution;

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield adopts this Resolution appointing Jo Ann Fascenelli as Municipal Housing Liaison.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING AN EMERGENCY TEMPORARY BUDGET**

NO. 2023-122

ADOPTED: March 22, 2022

WHEREAS, the temporary municipal budget for the year 2023, was approved on the 7th day of January, 2023; and

WHEREAS, NJSA 40A:4-20 provides for the creation of an emergency temporary appropriation before the adoption of the budget; and

WHEREAS, the total emergency temporary resolutions adopted in the year 2023 pursuant to the provision of NJSA 40A:4-20 including this resolution total \$2,647,805.20 as the amount of the first temporary budget,

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, that the following amendment to the temporary budget be made:

Temporary Appropriation:

Other Expenses: Sick buy back	\$ 4,886.00
Other Expenses: Accumulated Vacation	\$ 3,373.00
Other Expenses: Lease	\$15,939.98

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
Resolution Hiring Full-Time Police Officer**

NO. 2023-123

ADOPTED:

WHEREAS, due to vacancy, the Township Committee of the Township of Mansfield authorized the Chief of Police to conduct a search for the purpose of identifying an individual to hire as a Full-Time Police Officer; and

WHEREAS, the Chief of Police has received applications and conducted search interviews and investigations of applicants as appropriate and consistent with the Township's policies and procedures; and

WHEREAS, the Chief of Police has determined that Michael R. McDonald possesses the character and qualifications necessary to serve as Full-Time Officer for the Mansfield Township Police Department.

WHEREAS, the salary recommended is \$51,300.00

NOW THEREFORE BE IT RESOLVED, the Mansfield Township Committee, County of Warren, State of New Jersey, that Michael R. McDonald is hereby hired as a Full-Time Police Officer, effective April 26, 2023.

Resolution 2023-119 AUTHORIZING PAYMENT OF BILLS LIST. Mayor Watters asked for a motion to approve.

Mr. Hayes made a motion to approve **Resolution 2023-119**, seconded by Mrs. Mora Dillon.

Recorded Vote:

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

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING PAYMENT OF BILLS LIST**

NO. 2023-119

ADOPTED: March 22, 2023

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 **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; **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	\$616,580.82
CAPITAL	\$ 2,593.75
TRUST	\$
DOG	\$169.20
RECREATION	\$
GRANT	\$246.38
DEV ESCROW	\$4,711.29
UNEMPLOYMENT	\$350.00
TAX PREMIUM	\$
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$
GREEN TEAM	\$
TOTAL	\$624,651.44

Airport Road Letter – Mayor Watters asked about the letter to Airport Road regarding the road opening from the last Committee Meeting. Mrs. Ricks stated the letter of disapproval was sent.

NEW BUSINESS

Affordable Housing Compliance – Mr. Lavery explained it was one of the last of the affordable housing settlement. The next one is due in 2025.

EXECUTIVE SESSION

On a motion by Mrs. Mora Dillon, seconded by Mr. McGuinness, the Township Committee unanimously voted to enter into executive session at 7:52 pm.

Mr. Lavery announced the following to be discussed in Executive Session:

Township of Mansfield Committee Meeting
 Executive Session
 March 22, 2023
 Resolution No. 2023-124

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:** Certified Court Administrator Interview
 Personnel- Vacation Payout
- Attorney/Client Privilege:** Selling of Township Owned Lots
Mr. Lavery added Contractual dealing with IT

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. Mora Dillon, the Township Committee unanimously voted to return to public session at 8:41 pm.

Mr. Lavery announced the following discussed in Executive Session:

- Personnel:** Court Administrator Interview
Personnel- Vacation Pay
DPW Asst. Supervisor Position
Fire Official Shared Services
- Contractual:** IT Services
- Attorney/Client Privilege:** Selling of Twp. Owned Lots

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 appoint Ms. Santana as the Interim Municipal Court Administrator.

Mr. Hayes made a motion approved Resolution 2023-125 appointing Ms. Santana as the Interim Municipal Court Administrator which was seconded by Mr. McGuinness.

Recorded Vote

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

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
APPOINTMENT OF INTERIM MUNICIPAL COURT ADMINISTRATOR**

NO. 2023-125

ADOPTED: March 22, 2023

WHEREAS, the position of Municipal Court Administrator was vacated November of 2022; and

WHEREAS, the Township Committee of the Township of Mansfield wishes to appoint an Interim Municipal Court Administrator; and

WHEREAS, the Court Appointed Panel and representatives of the Township of Mansfield interviewed several prospective candidates; and

WHEREAS, the statute allows the governing body to appoint a person as Municipal Court Administrator that is not a certified Municipal Court Administrator, on an interim basis, for a period not to exceed one year commencing on the date of the appointment; and

WHEREAS, the Township Committee has decided to appoint Orchid Santana to the position of Interim Municipal Court Administrator based upon her skills, education, and experience; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, hereby appoints Orchid Santana as the Interim Municipal Court Administrator for a period of one year effective April 17, 2023 at a salary of \$80,000.

Mr. Lavery suggested a motion to authorize accrued vacation time pay to Mr. Guerin.

Mr. Hayes made a motion approved Resolution 2023-126 authorizing CFO to pay Mr. Guerin accrued vacation time which was seconded by Mr. McGuinness.

Recorded Vote

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

There being no further business, Ms. Mora Dillon made a motion and the Regular Meeting was unanimously adjourned at 8:41 pm.

Respectfully submitted,



Illena Raffaele
Township Deputy Clerk