

**TOWNSHIP OF MANSFIELD  
TOWNSHIP COMMITTEE MEETING  
NOVEMBER 8, 2023  
OFFICIAL MINUTES  
Adopted NOVEMBER 21, 2023**

The Regular Meeting was called to order at 7:30 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: Mrs. Mora Dillon, Mr. McGuinness, Mr. Hayes, Mr. Farino, Mayor Watters

Absent: xxxxx

Also present were Township Attorney Michael Lavey, Township Clerk Wendy Barras, Police Chief MacDonough, CFO Judith Curran, and Deputy OEM Director Nick Vasquez.

Three people from the public were in attendance.

Mrs. Mora Dillon read the proclamation for Veteran's Day into the public record.

**VETERAN'S DAY PROCLAMATION**

**WHEREAS**, in 1954, President Dwight D. Eisenhower signed the first Veteran's Day Proclamation calling on our nation to "pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this nation"; and

**WHEREAS**, the words of that first proclamation still ring true: "Let us solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air and foreign shores, to preserve or heritage of freedom, and let us reconsecrate ourselves to the task of promoting and enduring peace so that their efforts shall not have been in vain"; and

**WHEREAS**, the theme for Veteran's Day 2023 is "Forever Honor." This serves as a reminder that we should never forget our veterans and that we should always honor them and their families. Veterans and their families of the past and present deserve our praise as our Nation is grateful to them for their protection and sacrifice.

**WHEREAS**, the citizens of Mansfield Township, of New Jersey, and of the United States continue to live in freedom because of the contributions and sacrifices made by those who served and continue to service in the Armed Forces of the United States in time of national peril; and

**WHEREAS**, there are approximately 355,000 veterans in New Jersey who by their continued devotion to the highest ideals of citizenship constitutes a foundation of both the strength and progress of this state; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby proclaim November 11, 2023 as Veteran's Day in the Township of Mansfield and encourage all citizens to observe with appropriate ceremonies and activities that honor the sacrifices and contributions of our Veterans who fought for peace and defended democracy in our land and abroad.

Proclaimed this 8<sup>th</sup> day of November, 2023

**APPROVAL OF MINUTES**

**October 25, 2023 – EXECUTIVE SESSION**

Mr. Hayes, seconded by Mr. Mc. Guinness made a motion to approve the Executive Session meeting minutes from October 25, 2023.

**RECORDED VOTE**

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

**October 25, 2023 – REGULAR SESSION**

Mr. Mc. Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from October 25, 2023.

**RECORDED VOTE**

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

**CLERK'S REPORT**

Township Clerk Barras reported the following:

- Total late fees collected for delinquent dog licenses as of 10/31 is \$600.
- Spoke with The Doctor is In regarding random drug/alcohol testing procedure
- Researched and spoke with Verizon representative regarding item discussed in Executive Session (Discuss in Executive Session)
- Drafted RFP package and posted to website, will be published on Nov 7th
- Researched Business Registration Ordinance, required by State through P.L. 2022 c. 92., which became effective January 1<sup>st</sup> of this year, (To discussed in Executive Session)
- Been contact with Bill Ruch, through Statewide to inquire about Harassment Training for the Building
- Researching different grants to purchase an AED machine for the building, emailed both Brian Kostenbader (OEM) and Chief Vazquez to consult.
- Emailed Statewide Insurance to start a claim for damage to Karrville School, will need reports or contractor estimates to proceed. Discussed this issue with Tom from DPW.
- Election Day went well with no issues. Had a great group of board workers and would like to thank Tom and his DPW crew for the set up and clean up. Preliminary results have been posted on the County Election Board and results will be certified November 27<sup>th</sup>.

**FINANCE REPORT**

CFO Curan reported the following:

- Only one bid was received for the on-call snow plowing bid and none were received for the road maintenance. RFP was published again and is due on November 21<sup>st</sup>.
- 4<sup>th</sup> quarter taxes are due by November 13<sup>th</sup> and a large percentage has been paid.

**EMPLOYEES' REPORT**

None

**PUBLIC PORTION**

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

Joe LeClair, 248 Main St., Port Murray, reported Engine 28-61 was taken to Bay 1 and received a quote to repair the power steering pump. The pick-up is currently being lettered and would like Committee approval to house downstairs at the DPW garage. The Committee approved such request.

Seeing no one else wished to comment, the Public Portion was closed.

**ORDINANCE – Public Hearing and Second Reading:**

Mr. Hayes seconded by Mr. Mc. Guinness made a motion to adopt Ordinance #2023-23 as filed in the Township Clerk’s Office.

Mayor Watters opened the Public Hearing for Ordinance #2023-23. When no one wished to comment, the Public Hearing was closed.

**RECORDED VOTE**

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

**ORDINANCE NO. 2023-23**

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY TO AMEND AND SUPPLEMENT THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF MANSFIELD , CHAPTER 206 “GAMES OF CHANCE”**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to authorize the Township Clerk as the issuing authority to approve raffle and bingo license to be held in the Township.

**SECTION 1**

Chapter 206 , “Games of Chance” is hereby amended to ADD the following section:

**Chapter 206, Section 2- Township Clerk Authorization**

The Township Clerk is hereby authorized and delegated the authority to approve the granting of raffle and bingo licenses to be held in the Township of Mansfield.

**SECTION 2**

**SEVERABILITY:**

If any section, paragraph, or provision of this Ordinance is declared to be invalid by a court of competent jurisdiction, such finding shall not affect the remaining provisions hereof which shall remain in full force and effect.

**SECTION 3**

**REPEALER:**

All ordinances inconsistent with the provisions of this Ordinance are repealed to the extent of such inconsistency.

**SECTION 4**

**EFFECTIVE DATE:**

This Ordinance shall become effective twenty (20) days following final adoption and publication as required by law.

**ORDINANCE – Public Hearing and Second Reading:**

Mr. Hayes, seconded by Mr. Mc. Guinness. made a motion to adopt Ordinance #2023-24 as filed in the Township Clerk’s Office.

Mayor Watters opened the Public Hearing for Ordinance #2023-24. When no one wished to comment, the Public Hearing was closed.

**RECORDED VOTE**

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

**ORDINANCE NO. 2023-24**

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY  
AMENDING THE CODE OF THE TOWNSHIP OF MANSFIELD TO INCLUDE A NEW CHAPTER, ENTITLED  
CHAPTER 261, PRIVATELY OWNED SALT STORAGE.**

**STATEMENT OF PURPOSE:**

The purpose of this Ordinance is to amend the Code of the Township of Mansfield to include a new Chapter, entitled Chapter 261, Privately Owned Salt Storage and to establish regulations and enforcement for such.

**WHEREAS**, the New Jersey Department of Environmental Protection has adopted new regulations and interpretations of existing regulations regarding privately owned salt storage and, in connection herewith has prepared a model ordinance through which municipalities can comply with those requirements; and

**WHEREAS**, the Township of Mansfield adopted new stormwater control regulations through Ordinance #2021- adopted on    codified as Chapter    of the Township code; and

**WHEREAS**, in order to be in compliance with regulations set forth from the New Jersey Department of Environmental Protection, the Township of Mansfield herewith adopts regulations on privately owned salt storage; and

**WHEREAS**, through *N.J.S.A 40-48:2*, the Township Committee is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety, and welfare and it may be necessary to carry into effect the powers and duties conferred and imposed by the Township by law.

**NOW THEREFORE BE IT ORDAINED**, by the Governing Body of the Township of Mansfield, County of Warren, State of New Jersey that the Code of the Township of Mansfield is hereby amended, revised and/or supplemented as follows;

**SECTION 1.** The Code of the Township of Mansfield is hereby amended, revised, and/or supplemented by adding Chapter 261, entitled "Privately-owned Salt Storage" as follows:

**§261-01 PURPOSE:**

The purpose of this ordinance is to prevent stored salt and other de-icing materials from being exposed to stormwater.

This Ordinance establishes requirements for the storage of salt and other solid de-icing materials on properties not owned or operated by the municipality (privately owned), including residences in Mansfield Township to protect the environment, public health, safety, and welfare, and to prescribe penalties for failure to comply.

**§261-02 DEFINITIONS:**

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

- A. "De-icing materials" means any granular or solid material such as melting salt or any other granular solid that assists in the melting of snow.
- B. "Impervious surface" means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.
- C. "Storm drain inlet" means the point of entry into the storm sewer system.
- D. "Permanent structure" means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and this is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall).

A fabric frame structure is a permanent structure if it meets the following specifications:

1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
3. The structure shall be erected on an impermeable slab;
4. The structure cannot be open sided; and
5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.

E. "Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

F. "Resident" means a person who resides on a residential property where de-icing material is stored.

#### **§261-03 DE-ICING MATERIAL STORAGE REQUIREMENTS:**

- A. Temporary outdoor storage of de-icing materials in accordance with the requirements in accordance with requirements below is allowed between October 15<sup>th</sup> and April 15<sup>th</sup>;
1. Loose materials shall be placed on a flat, impervious surface in a manner that prevents stormwater run-through;
  2. Loose materials shall be placed at least fifty (50) feet from surface water bodies, storm drain inlets, ditches, and/or other stormwater conveyance channels;
  3. Loose materials shall be maintained in a cone-shaped storage pile. If loading or unloading activities alter the cone-shape during daily activities, tracked materials shall be swept back into the storage pile, and the storage pile shall be reshaped into a cone after use;
  4. Loose materials shall be covered as follows:
    - a. The cover shall be waterproof, impermeable, and flexible;
    - b. The over shall extend to the base of the pile(s);
    - c. The cover shall be free from holes or tears;
    - d. The cover shall be secured and weighed down around the perimeter to prevent removal by wind; and
    - e. Weight shall be placed on the cover(s) in such a way that minimizes the potential of exposure as materials shift and runoff flows down to the base of the pile.
      - (1) Sandbags lashed together with rope or cable and placed uniformly over the flexible cover, or poly-cord nets provide a suitable method. Items that can potentially hold water (e.g., old tires) shall not be used;
  5. Containers must be sealed when not in use; and
  6. The site shall be free of all de-icing materials between April 16<sup>th</sup> and October 14<sup>th</sup>.
- B. De-icing materials should be stored in permanent structure if a suitable storage structure is available. For storage of loose de-icing materials in a permanent structure, such storage may be permanent, and thus not restricted to October 15<sup>th</sup>- April 15<sup>th</sup>.
- C. The property owner, or owner of the de-icing materials if different, shall designate a person(s) responsible for operations at the site where these materials are stored outdoors, and who shall document that weekly inspections are conducted to ensure that the conditions of this ordinance are met. Inspection records shall be kept on site and made available to the municipality upon request.
1. Residents who operate businesses from their homes that utilize de-icing materials are required to perform weekly inspections.

#### **§261-04 EXEMPTIONS:**

Residents may store de-icing materials outside in a solid-walled, closed container that prevents participation from entering and exiting the container, and which prevents the de-icing materials from leaking or spilling out. Under these circumstances, weekly inspections are not necessary, but repair or replacement of damaged or inadequate containers shall occur within two (2) weeks.

If containerized (in bags or buckets) de-icing materials are stored within a permanent structure, they are not subject to the storage and inspection requirements in §261-03 above. Piles of de-icing materials are not exempt, even if stored in permanent structure.

This ordinance does not apply to facilities where the stormwater discharges from de-icing material storage activities are regulated under another NJDEP permit.

**§261-05 ENFORCEMENT:**

This Ordinance shall be enforced by the Police Department or its municipal designee of Mansfield Township during the course of ordinary enforcement duties.

**§261-06 VIOLATIONS AND PENALTIES:**

Any person(s) who is found to be in violation of the provisions of this Ordinance shall have seventy-two (72) hours to complete corrective action. Repeat violations and/or failure to complete corrective action shall result in fines as follows:

First violation - \$200.00

Second violation - \$500.00

Third or subsequent violation- \$1,000.00

**§261-07 SEVERABILITY:**

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

**§261-08 EFFECTIVE DATE:**

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Mayor Watters requested a motion to add Ordinance #2023-25 to the agenda for First Reading and Introduction. Mr. Mc. Guinness, seconded by Mr. Hayes , made a motion to add Ordinance #2023-25 to the agenda for First Reading and Introduction.

**RECORDED VOTE**

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

**ORDINANCE – First Reading and Introduction**

**ORDINANCE NO. 2023-25**

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 270 ENTITLED “VACANT PROPERTY MAINTENANCE” TO CLARIFY CERTAIN PROVISIONS THEREOF AND TO ALLOW THE MUNICIPALITY TO USE TWENTY PERCENT OF THE FUNDS RECEIVED PURSUANT TO THIS CHAPTER FOR CODE ENFORCEMENT PURPOSES**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to amend Ordinance #2022-18 by clarifying certain provision and allow the municipality to use twenty percent of funds received pursuant to this Chapter for Code Enforcement purposes.

**WHEREAS**, the Township of Mansfield adopted Ordinance No. 2022-18 on October 12, 2022; and

**WHEREAS**, the Township has been made aware that Paragraph (d) of Section 270-10 contains language inconsistent with the remainder of the Ordinance; and

**WHEREAS**, the authorizing statute, N.J.S.A. 40:48-2.12s3, permits the municipality to utilize no less than twenty percent (20%) of the funds collected pursuant to the Ordinance for municipal code enforcement purposes; and

**WHEREAS**, it is the Township's intent to maximize clarity in its ordinances to ensure uniform enforcement thereof.

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Mansfield, County of warren, State of New Jersey that Section 270-10 is amended to read as follows:

**SECTION I:**

Deletions to this Chapter shall be delineated by strikethrough text, ~~thusly~~. Additions to this Chapter shall be delineated by underlined text, thusly.

**§ 270-10. Additional Authority.**

[. . .]

d. If the mortgagee does not reimburse the Township for the cost of temporarily securing the property, or of any abatement directed by the ~~code enforcement board of special magistrate~~ Code Enforcement Officer, within thirty (30) days of the Township sending the mortgagee the invoice, then the Township may lien the property with such cost, along with an administrative fee of five hundred dollars (\$500. 00) to recover the administrative personnel services.

e. No less than twenty percent (20%) of any money collected pursuant to this Ordinance shall be utilized by the municipality for municipal code enforcement purposes.

**SECTION II.**

**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 III.**

**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 IV.**

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

**RESOLUTIONS (TAKEN SEPARATELY)**

Resolution #2023-292 excluding Purchase Order #'s 23-00857 in the amount of \$80.00 and #23-00858 in the amount of \$50.00 as filed in the Township Clerk's Office, was adopted on motion by Mrs. Mora Dillon and seconded by Mr. Mc. Guinness.

**RECORDED VOTE**

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

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

**AUTHORIZING PAYMENT OF BILLS LIST**

**NO. 292**

**ADOPTED: NOVEMBER 8, 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, County of Warren, State of New Jersey 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	
<b>TOTAL</b>	<b>\$</b>

BILLS LIST	
CURRENT	\$ 735,122.85
	734,992.85
CAPITAL	\$ 0.00
TRUST	\$ 0.00
DOG	\$ 54.60
RECREATION	\$ 0.00
GRANT	\$ 0.00
DEV ESCROW	\$ 2,534.38
OPEN SPACE	\$ 7,500.00
TAX PREMIUM	\$ 0.00
MANDATORY DEV	\$ 0.00
OUTSIDE EMPLOY	\$ 0.00
GRANT	\$ 19,543.00
GREEN TEAM	
<b>TOTAL</b>	<b>\$764,624.83</b>

**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**

The following Resolutions #2023-293 through #2023-294 as filed in the Township Clerk’s Office, were adopted on motion by Mrs. Mora Dillon and seconded by Mr. Hayes.

**RECORDED VOTE**

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

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

**APPROVAL TO SUBMIT A GRANT APPLICATION TO THE HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL(HIGHLANDS COUNCIL) FOR FUNDING ASSISTANCE TO ACHIEVE COMPLIANCE UNDER THE 2023 TIER A MUNICIPAL STORMWATER GENERAL PERMIT (NJPDES: NJ0141852)**

**NO. 293**

**ADOPTED: NOVEMBER 8, 2023**

**WHEREAS**, The Highlands Water Protection and Planning Council (Highlands Council) is a regional planning agency that works in partnership with municipalities and counties in the Highlands Region to encourage a comprehensive regional approach to implementing the 2004 Highlands Water Protection and Planning Act (the Highlands Act); and



**WHEREAS**, in 2004, the State of New Jersey Department of Environmental Protection Agency (NJDEP) adopted amendments to the New Jersey Pollutant Discharge Elimination System (NJPDES) regulations for the development and implementation of the Municipal Stormwater Regulation Program (N.J.A.C 7:14A-25) and established two NJPDES general permits to authorize municipal stormwater discharges, known as Tier A and Tier B; and

**WHEREAS**, the Municipal Stormwater Regulation Program (N.J.A.C 7:14A-25) was developed in response to the U.S Environmental Protection Agency's (USEPA) Phase II Rules published in December 1999, which required municipalities to develop and implement a program to reduce discharges of pollutants entering water bodies from stormwater systems known as municipal separate storm sewer systems (MS4s) to the maximum extent practicable; and

**WHEREAS**, the NJPDES MS4 permit was originally issued in 2004, renewed in 2009 and 2018, and again on January 1,2023; and

**WHEREAS**, the 2023 MS4 permit renewal was designed to comply with the National Pollutant Discharge Elimination System (NPDES) MS4 General Permit Remand Rule in response to the increase in flooding events that result in additional stormwater runoff discharging pollutants into the nation's waterways; and

**WHEREAS**, additional requirements were added to the 2023 MS4 general permit beyond those required in earlier versions, including that all municipalities were classified as Tier A MS4 communities; and

**WHEREAS**, the Highlands Council does support the requirements of the New Jersey Stormwater Management Rules (N.J.A.C. 7:8) as effective stormwater management is an important element of natural resource protection, and therefore, vital to the success of the Highlands Water Protection and Planning Act (Highlands Act) and Regional Master Plan; and

**WHEREAS**, in recognition of the fiscal impacts of the new requirements under the 2023 MS4 general permit, the NJDEP developed Tier A Stormwater Assistance Grants for existing Tier A and transitioning Tier B to Tier A communities; and

**WHEREAS**, in recognition of the fiscal impacts of the new requirements under the 2023 MS4 permit, the Highlands Council developed a funding assistance program to supplement available NJDEP assistance grants and to further aid municipalities in the Highlands Region in completing the tasks associated with permit compliance.

**NOW THEREFORE, BE IT RESOLVED**, that the Township of Mansfield has determined a need does exist for supplemental funding for MS4 compliance in accordance with the attached schedule;

**BE IT FURTHER RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, does hereby authorize the submission of an application to the Highlands Council for funding assistance to achieve compliance under the 2023 Tier A Municipal Stormwater General Permit (NJPDES: NJ0141852).

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

**RESOLUTION CERTIFYING REVIEW OF FISCAL YEAR 2023 BEST PRACTICES INVENTORY**

**NO. 294**

**ADOPTED: NOVEMBER 8, 2023**

**WHEREAS**, Local Finance Notice 2023-17 requires the governing body of every local municipality to have discussed this year's Best Practice Inventory at a municipal governing body meeting; and

**WHEREAS**, the Best Practices Inventory shall be certified by the Chief Financial Officer; and

**WHEREAS**, the Municipal Clerk must certify on the worksheet that the inventory and the results thereof were discussed publicly, with the inventory results and the certification of same by the Chief financial officer referenced in the meeting minutes.

**NOW THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby states it has complied with the promulgation of the Local Finance Notice 2023-17 dated October 26, 2023 and the certified Best Practice Worksheet was submitted to the Division of Community Affairs to show evidence of said compliance.

**NEW BUSINESS:**

No New Business at this time.

**COMMITTEE PERSON COMMENTS:**

Mr. Farino questioned if the voting districts changed. Clerk Barras stated there had been re districting of the districts. He also stated Janes Chapel Rd. is in urgent need for new signage. Will need to check with Township Engineer to determine compliance of additional signs. Mrs. Mora Dillon stated the ad for the DPW laborer and p/t snow plow needs to be advertised on the sign outside the DPW building.

**EXECUTIVE SESSION**

Mr. Hayes., seconded by Mrs. Mora Dillon made a motion to adopt Resolution #2023-295 for an Executive Session of the Township Committee. At approximately 7:55 p.m., the Committee went into Executive Session.

**Recorded Vote**

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

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

**Personnel Matter (3)**

1. DPW
2. Police Dept.- hiring of new officer
3. Municipal Court- p/t temp. position

**Contractual Matter (3)**

1. EMS
2. Mansfield Fire Dept.
3. Mansfield Mall

**Attorney Client Privilege**

1. Proposed Ordinance for Business Registration – P.L. 2022 c. 92

**Township of Mansfield Committee Meeting  
Executive Session  
November 8, 2023  
Resolution No. 2023-295**

**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 Matter (3)**

1. DPW
2. Police Dept.- hiring of new officer
3. Municipal Court- p/t temp. position

**Contractual Matter (2)**

1. EMS
2. Mansfield Fire Dept.
3. Mansfield Mall

**Attorney Client Privilege**

1. Proposed Ordinance for Business Registration – P.L. 2022 c. 92

**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. Mc. Guinness, the Township Committee voted to return to public session at approximately 8:50 p.m.

**Recorded Vote**

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

Mr. Lavery announced the following discussed in Executive Session:

**Personnel Matter (3)**

1. DPW
2. Police Dept.- hiring of new officer
3. Municipal Court- p/t temp. position

**Contractual Matter (3)**

1. EMS
2. Mansfield Fire Dept.
3. Mansfield Mall

**Attorney Client Privilege**

1. Proposed Ordinance for Business Registration – P.L. 2022 c. 92

Mayor Watters sought a motion to instruct Attorney Lavery to draft a letter to the owner of the Mansfield Mall regarding the decision made by the Committee pertaining the mall security.

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

As discussed in Executive Session, Mrs. Mora Dillon, seconded by Mr. Hayes made a motion to adopt Resolution #2023-296

**Recorded Vote**

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

Abstain: XXXXXX

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

**AUTHORIZING THE HIRING OF PART TIME TEMPORARY HELP IN THE MUNICIPAL COURT**

**NO. 296**

**ADOPTED: NOVEMBER 8, 2023**

**WHEREAS**, recently two employees of the Shared Court of Mansfield Township resigned and the Municipal Court is in need of part-time temporary help so that the work in the court does not fall behind until the Township Committee of the Township of Mansfield can hire full time help;

**WHEREAS**, Rachel Edwards, who is a certified Court Administrator, is well qualified to perform the necessary duties required by the current Municipal Court Administrator and has been highly recommended for this part-time temporary position;

**WHEREAS**, Ms. Edwards will earn \$42.00 per hour and her work hours will not exceed 10 hours per week;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize the hiring of Ms. Rachel Edwards per the above.

**ENGINEER'S REPORT**


Mr. Quamme reported the following:

- Synder Road paving project has been completed. There is one item on the punch list to complete.
- A request has been received from Charlie Mann requesting to extend the contract on Mt. Bethel Church to the end of December. A hardwire phone line is needed to be installed for the fire alarm which is needed for the final CO.

The Committee agreed to a substantial completion by December 15<sup>th</sup> and final completion by December 31<sup>st</sup>. A change order will need to be issued for time extension at the next meeting.

There being no further business, Mr. Hayes made a motion to adjourn. The meeting was adjourned at approximately 9:00 p.m.

Attest:

  
\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk