

**TOWNSHIP OF MANSFIELD  
TOWNSHIP COMMITTEE MEETING  
OCTOBER 11, 2023  
OFFICIAL MINUTES  
Adopted OCTOBER 25, 2023**

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

Also present were Township Attorney Wade Baldwin, Township Clerk Wendy Barras, Police Chief MacDonough, CFO Judith Curran, Deputy Treasurer JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and Deputy OEM Coordinator Nick Vasquez.

5 people from the public were in attendance.

**APPROVAL OF MINUTES**

**September 27, 2023 – EXECUTIVE SESSION**

Mr. Mc.Guinness, seconded by Mr. Farino made a motion to approve the Executive Session meeting minutes from September 27, 2023.

**RECORDED VOTE**

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

**September 27, 2023 – REGULAR SESSION**

Mr. Mc Guinness, seconded by Mr. Farino made a motion to approve the Regular Session meeting minutes from September 27, 2023.

**RECORDED VOTE**

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

**CLERK'S REPORT**

OPRA Requests – 7

Marriage Licenses-2

Certified Copy Requests-5

Dog Licenses

New-5

Renewal (Delinquent)-8

- Total late fees collected for delinquent dog licenses as of 10/6 is \$520.
- Attended Pre Con Meeting for Synder Road Improvement Project
- Attended Quarterly JIF meeting on September 27<sup>th</sup> via zoom

- Updated website to include election timeline for November election and will continue to update the Clerk's Page to include up to date resolutions and ordinances.
- Researched food truck ordinances throughout the state and drafted a revised Food Truck Ordinance to discuss in Executive Session
- Researched Licensing Authority for raffle and bingo license statewide and drafted proposed Ordinance for such to discuss in Executive Session

#### Correspondence

- Letter received from NJLM regarding the proposed increase in membership dues for 2024
- Letter received from Board of Education for special meeting on 10/10 and 10/18 for Superintendent Search
- Letter received from NJDOT regarding Local Freight Impact for Fiscal Year 2024 grants.

#### FINANCE REPORT

CFO Curan reported the following:

- Met with Land Preservation Grant Committee at Mt. Bethel Community Center site on September 30<sup>th</sup> for a project briefing. Attended the County meeting to discuss details of the project with grant review board on October 2<sup>nd</sup> with Mayor Watters. Expressed the need for a septic system and generator as this sit will service as cooling/warming station. Township received \$95,000, the full amount in the grant application. Thanked Mr. Quamme for his assistance.
- Tax bills were printed and mailed last week .
- Mr. Carman who owns tax sale cert #2006-04 has initiated the foreclosing process on the property.
- Tax Sale is scheduled for Wednesday, November 29<sup>th</sup> at 11:00 am, notices were sent out in early October to property owners in jeopardy of being on tax sale.

#### EMPLOYEES' REPORT

Mrs. Fascenelli explained new legislation regarding In Rem Foreclosures and the effect that it will have on municipalities. She is currently working on the 2024 calendars and should be ready for distribution in early November. She reminded the Public of the shredding event on October 14<sup>th</sup> at the DPW.

#### ENGINEER'S REPORT

Mr. Quamme reported the following

- Janes Chapel Road Local Aid Project – Contractor signed final payment documents and provided a maintenance bond for further processing.
- Mt. Bethel Community Center – Contractor continuing work on sheet rock, wall prep, electrical/mechanical/ plumbing; 3-week delay on bathroom/closet doors; storm windows are due to arrive end of November; Stone Hill Construction will start septic on or about October 11<sup>th</sup>; need decision by Governing body regarding bathroom floor color tile
- Elizabethtown Gas Distribution – Milling will be October 10-17<sup>th</sup> and paving will begin on East Side on October 11<sup>th</sup>- 20<sup>th</sup>
- Snyder Road Improvements – Notice to proceed was issued on 10/9 with a tentative start date on 10/16.
- Cherry Tree Bend and Valley Rd. paving has been completed on 10/3.

#### PUBLIC PORTION

Deputy Mayor Hayes opened the Public Portion of the meeting for public comments. Seeing no one else wished to comment, the Public Portion was closed.

#### RESOLUTIONS (TAKEN SEPARATELY)

Resolution #2023-272 with Purchase Order #23-200 in the amount of \$200.00 excluded as filed in the Township Clerk's Office, was adopted on motion by Mr. Mc.Guinness and seconded by Mr. Farino.

**RECORDED VOTE**

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

Resolution #2023-272 with Purchase Order #23-200 in the amount of \$200.00 as filed in the Township Clerk's Office, was not adopted on motion by Mr. Mc. Guinness and seconded by Mr. Farino.

**RECORDED VOTE**

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

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

**AUTHORIZING PAYMENT OF BILLS LIST**

**NO. 272**

**ADOPTED: OCTOBER 11, 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	
<b>TOTAL</b>	<b>\$</b>

BILLS LIST	
CURRENT	\$758,498.41
CAPITAL	\$ 0.00
TRUST	\$ 0.00
DOG	\$ 495.60
RECREATION	\$ 0.00
GRANT	\$
DEV ESCROW	\$ 1,321.88
OPEN SPACE	\$ 750.00
TAX PREMIUM	\$ 0.00
MANDATORY DEV	\$ 0.00
OUTSIDE EMPLOY	\$ 0.00
GRANT	\$ 730.99
GREEN TEAM	\$
<b>TOTAL</b>	<b>\$761,796.88</b>

**\$761,596.88**

**Purchase Order #23-00020 in the amount of \$200.00 was removed due to lack of quorum for adopting vote.**

**CONSENT AGENDA – PUBLIC PORTION**

Deputy Mayor Hayes 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 #2023-273 through #2023-278 and #2023-80 through #2023-281 as filed in the Township Clerk’s Office, were adopted on motion by Mr. Mc. Guinness and seconded by Mr. Farino.

**RECORDED VOTE**

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

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

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

**NO. 273**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, Ordinance Number 2022-30 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,  
**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2023, unless otherwise noted, in the amount as designated below:

<b>NAME</b>	<b>POSITION</b>	<b>SALARY</b>
Orchid Santana	Interim Municipal Court Administrator	\$55.00/Call-Out, commencing 9/1/23

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

**AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT # 1 FOR MOTOR GASOLINE FROM GRIFFITH-ALLIED TRUCKING, LLC., 25 OLD CAMPLAIN ROAD, HILLSBOROUGH, NEW JERSEY 08844**

**NO. 274**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, the Township of Mansfield wishes to purchase Motor Gasoline under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op awarded a contract to Griffith-Allied Trucking, LLC., 25 Old Camplain Road, Hillsborough, New Jersey 08844; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in the 2023 budget for an additional \$ 17,000.00 and the line item to be charged is 3-01-31-430-0000-4710; and

**WHEREAS**, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Griffith-Allied Trucking, LLC., 25 Old Camplain Road, Hillsborough, New Jersey 08844 through December 31, 2023.

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY  
AUTHORIZING RAFFLE LICENSE FOR TRI COUNTY FIRE COMPANY (2023-10 & 2023-11)**

**NO. 275**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, Tri County Fire Company has submitted two (2) Raffle License Applications for On-Premise Raffles to be held on November 18, 2023; and

**WHEREAS**, all paperwork and payments are in order, and the identification number from the Legalized Games of Chance Control Commission is currently valid, and will be valid at the date and time of the raffles;

**NOW THEREFORE BE IT RESOLVED**, the Mansfield Township Committee, County of Warren, State of New Jersey, that Raffle License RA2023-10 and Raffle License RA2023-11, and the Township Municipal Clerk is authorized to sign off on the licenses and submit copies to the appropriate authorities.

**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 CASH BOND FOR WORK TO BE COMPLETED  
ON THE SIDEWALK AT 2 REDWOOD RUN**

**NO. 276**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, the Township Engineer recommends that a cash bond be issued for work to be completed on the sidewalk at 2 Redwood Run; and

**WHEREAS**, Ryan Homes, the developer of the property has submitted check number 625773 in the amount of \$ 1,500.00, representing the cash bond for the work to be completed on the sidewalk at 2 Redwood Run; 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 cash bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

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

**RESOLUTION TO RENEW PARTICIPATION IN JOINT INSURANCE FUND (JIF)**

**NO. 277**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, a number of local units have joined together to form the Statewide Insurance Fund ("FUND"), a joint insurance fund, as permitted by *N.J.S.A. 40A:10-36, et seq*; and

**WHEREAS**, the Township of Mansfield ("LOCAL UNIT") has complied with relevant law with regard to the acquisition of insurance; and

**WHEREAS**, the statues and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

**WHEREAS**, the LOCAL UNIT has determined that membership in the FUND is in the best interest of the LOCAL UNIT; and

**WHEREAS**, the LOCAL UNIT agrees to be a member of the FUND for a period of three (3) years, effective from January 1, 2024 terminating on January 1, 2027 at 12:01 a.m. standard time; and

**WHEREAS**, the LOCAL UNIT has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield does hereby agree to join the Statewide Insurance Fund; and

**NOW, BE IT FURTHER RESOLVED**, that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

**NOW, BE IT FURTHER RESOLVED**, that the LOCAL UNIT will be afford the following coverages:

- Worker's Compensation & Employer's Liability
- Comprehensive General Liability
- Automobile Liability and Physical Damage
- Public Officials and Employment Practices Liability
- Property
- Inland Marine Boiler and Machinery
- Crime-Faithful Performance and Fidelity
- Pollution Liability
- Cyber Liability

**NOW, BE IT FURTHER RESOLVED**, that the LOCAL UNIT'S Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the FUND as required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said documents shall become effective only upon the LOCAL UNIT's admissions to the FUND following approval of the FUND by the New Jersey Department of Banking and Insurance.

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

**RESOLUTION AUTHORIZING THE PRIVATE SALE OF A TAX SALE  
CERTIFICATE NO. 94-00031, PURSUANT TO N.J.S.A. 54:5-113**

**NO. 278**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, N.J.S.A. 54:5-113 authorizes assignment by a municipality of tax sale certificates for the assessed value, as the total amount of the municipal liens exceed the assessed value of the real estate; and,

**WHEREAS**, John and Panayiota Papas have presented an offer to purchase, by assignment, Certificate of Sale #94-00031 which was issued to the Township of Mansfield at a tax sale held October 6, 1994, on Block 2703 Lot 11, known as Harrison Street, Port Murray, New Jersey, and assessed in the name of Burless Alma M C/O R Anderson, in the amount of six thousand nine hundred dollars and zero cents (\$6,900.00), the assessed value of the property, as the total amount of the municipal liens exceed the assessed value of the real estate.

**NOW THEREFORE, BE IT RESOLVED**, that the Township of Mansfield hereby authorizes the Mayor and Municipal Clerk to execute the necessary assignment document to effect assignment of the above referenced Certificate of Sale.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Tax Collector.

**BE IT FURTHER RESOLVED**, that if the purchaser of the above-captioned Tax Sale Certificate does not initiate a foreclosure action on same within a period of six (6) months following the assignment thereof, any and all interest therein shall revert to the Municipality.

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

**A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH  
THE BOROUGH OF WASHINGTON, WARREN COUNTY  
FOR ANIMAL CONTROL SERVICES**

**No. 280**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, the Township of Mansfield is desirous of sharing services for Animal Control with the Borough of Washington, Warren County; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A 40A:65-1 et seq.) Empowers the Borough of Washington and the Township of Mansfield to enter into such an agreement; and

**WHEREAS**, this Shared Service Agreement shall commence on January 1, 2024 for a term of five (5) years and will expire on December 31, 2028.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Mansfield Committee, County of Warren, State of New Jersey hereby authorizes the Mayor to execute a shared service agreement with the Borough of Washington, Warren County for the Animal Control Services.

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

**LIEN REDEMPTION – BLOCK 2701 LOT 3**

**NO. 281**

**ADOPTED: OCTOBER 11, 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, County of Warren, State of New Jersey, this 11th day of October, 2023 that payment in the amount of **\$387.47** is to be made to the certificate holder as noted:

**CERTIFICATE HOLDER**  
Exit 26 Enterprises LLC  
90 Waterloo Road  
Budd Lake, NJ 07828

**CERTIFICATE #**  
22-00012

**BLOCK/LOT**  
Block 2701 Lot 3

Lien Redemption Proceeds \$ 387.47  
Total \$ 387.47

Resolution #2023-279 as filed in the Township Clerk's Office, was adopted on motion by Mr. Mc. Guinness and seconded by Mr. Farino.

**RECORDED VOTE**

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

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

**A RESOLUTION ACKNOWLEDGING USE OF EQUIPMENT  
FROM HARRINGTON SERVICES**

**NO. 279**

**ADOPTED: OCTOBER 11, 2023**

**WHEREAS**, the Mayor and Township Committee wish to acknowledge and thank Harrington Services for the gracious use of their equipment; and

**WHEREAS**, the use of their Komatsu Excavator enabled the Township to demolish the former Recreation Building; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, acknowledges this donation and directs the Township Municipal Clerk to forward a copy of this resolution to Harrington Services.

**NEW BUSINESS:** No New Business was discussed at this time.

**COMMITTEE PERSON COMMENTS:**

Deputy Mayor Hayes stated the Toys For Tots train will be coming through the train station on December 2<sup>nd</sup>.

**EXECUTIVE SESSION**

Mr. Mc. Guinness, seconded by Mr. Farino made a motion to adopt Resolution #2023-282 for an Executive Session of the Township Committee. At approximately 7:48p.m., the Committee went into Executive Session.

**Recorded Vote**

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

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

**Township of Mansfield Committee Meeting  
Executive Session  
September 27, 2023  
Resolution No. 2023-271**

**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:

**Contractual Matter**

1. EMS
2. 2024- Ferriero/Boswell Presentation

**Personnel**

**Attorney Client Privilege**

1. Revised Food Truck Ordinance
2. Proposed Games of Chances Issuing Authority Ordinance
3. Mansfield Twp. 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. Mc. Guinness, seconded by Mr. Farino ,the Township Committee voted to return to public session at approximately 8:56 p.m.

**Recorded Vote**

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

Mr. Baldwin announced the following discussed in Executive Session:

**Contractual Matter**

EMS  
2024- Ferriero/Boswell Presentation

**Personnel**

**Attorney Client Privilege**

Revised Food Truck Ordinance  
Proposed Games of Chances Issuing Authority Ordinance  
Mansfield Twp. Fire Company

Mr. Baldwin stated there was no official action as result of the Executive Session.

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

There being no further business, Mr. Mc. Guinness made a motion to adjourn. The meeting was adjourned at approximately 8:57 p.m.

Attest:



Wendy Barras  
Township Municipal Clerk

