



**AGENDA OF THE REORGANIZATION MEETING OF THE  
TOWNSHIP COMMITTEE OF MANSFIELD TOWNSHIP  
JANUARY 1, 2024  
12:00 PM**

This is the 2024 reorganization of the Mansfield Township Committee. This meeting is being held in compliance with the "OPEN PUBLIC MEETINGS ACT", because adequate notice of this meeting has been provided by notifying the Express Times NJ Zone and The Daily Record, and by posting notice of such meeting in the Municipal Building and by filing of said notice with the Township Clerk of the Township of Mansfield. Formal action may be taken at this meeting.

**THIS IS NOT AN OFFICIAL DOCUMENT.** It is listed as a courtesy and attempt to inform the public of actions being considered by the Township Committee of Mansfield Township. There may be additions or deletions prior to the Committee taking final action.

**ROLL CALL:  
SALUTE TO FLAG:  
CERTIFICATION AND OATH OF OFFICE TO NEWLY ELECTED COMMITTEE MEMBERS:**

The Township Clerk will read the Election Statement, certified by the Warren County Board of Elections, for Municipal Offices filed in the General Election held on November 7, 2023

**Two (2) Members of the Township Committee:  
Joseph D. Farino  
Ronald Hayes**

**Acknowledgement of Oath of Office given to  
Mr. Joseph D. Farino and Mr. Ronald Hayes by Township Clerk Barras**

**ELECTION OF MAYOR AND OATH OF OFFICE:  
ELECTION OF DEPUTY MAYOR AND OATH OF OFFICE:**

**COMMITTEE'S PROFESSIONAL APPOINTMENTS: ( by motion and roll call vote of Committee)**

**(The Clerk reads the Pay to Play Statute)**

"In accordance with the pay-to play statute, N.J.S.A 19:44A-20.7, criteria has been established and the qualifications of each appointee have been evaluated, and nominations have been made based upon the determination that the person named best meets the criteria."

**Township Attorney: Michael B. Lavery**  
(One (1) Year Term Expiring 12/31/2024)  
**Township Engineer: Boswell Engineering**  
(One (1) Year Term Expiring 12/31/2024)  
**Township Auditor: Samuel Klein & Co.**  
(One (1) Year Term Expiring 12/31/2024)  
**Township Financial Advisor: Phoenix Advisors**  
(One (1) Year Term Expiring 12/31/2024)  
**Township Bond Counsel: Gibbons, PC**  
(One (1) Year Term Expiring 12/31/2024)  
**Township Conflict Attorney: Thirty (30) day Hold-over**  
(One (1) Year Term Expiring 12/31/2024)  
**Information Technology Services: Thirty (30) day Hold-over**

**Roll Call:**

**MUNICIPAL COURT APPOINTMENTS:** ( by motion and roll call vote of Committee)

**Mansfield Township Municipal Judge:** Charles E. Caro

( Three (3) Year Term Expiring 12/31/2026)

**Mansfield Township Municipal Prosecutor:** Matthew C. Moench, Esq.

(One (1) Year Term Expiring 12/31/2024)

**Mansfield Township Municipal Defender:** Donald J. Farino

(One (1) Year Term Expiring 12/31/2024)

**Mansfield Township Substitute Municipal Prosecutor :** Thirty (30) day Hold-over

(One (1) Year Term Expiring 12/31/2024)

**Mansfield Township Substitute Municipal Defender:** Thirty (30) day Hold-over

( One (1) Year Term Expiring 12/31/2024)

**Roll Call**

**APPOINTMENTS TO COMMITTEES:** (by motion with roll call vote of Committee)

**Mansfield Township Office of Aging Representative:** Carol Mc Kevitt

(One (1) year term expiring 12/31/2024)

**Mansfield Township Senior Citizens Coordinator:** Carol Mc Kevitt

(One (1) year term expiring 12/31/2024)

**Recycling Coordinator & Clean Communities Coordinator:** JoAnn Fascenelli

**Roll Call**

**LAND USE BOARD:** (by motion with roll call vote of Committee)

Class1- term of Mayor/Committee member, Class II and III-1 year, Class IV-4 years

Name	Term Expires	Position
Bob Jewell	12/31/2024	Class II, Chair
Joe Farino	12/31/2024	Class I
Ron Hayes	12/31/2024	Class III
Scott Crutts	12/31/2027	Class IV
William Watters	12/31/2025	2 <sup>nd</sup> Alternate
Brent Connelly	12/31/2025	3 <sup>rd</sup> Alternate
	12/31/2024	4 <sup>th</sup> Alternate

**Roll Call**

**Environmental Commission:** (by motion with roll call vote of Committee)

7 members/2 alternates (1-1 yr, 2-2 yr, 2-3 yr terms)

Name	Term Expires	Position
Ruth Pante	12/31/2025	Secretary – 2 yr term
	12/31/2024	Chairperson- fill unexpired 3 yr term
Robert Jewell	12/31/2026	3 yr term
Glenn Todd	12/31/2026	3 yr. term
Kathy Todd	12/31/2025	2 yr. term
	12/31/2026	3 yr. term
	12/31/2024	Alternate #1- 1 yr. term
	12/31/2024	Alternate #2 – 1 yr. term

**Roll Call**

**Recreation Committee:** (by motion with roll call vote of Committee)

7 members (3 yr terms)

Name	Term Expires	Position
	12/31/2025	Tennis
	12/31/2026	Field Hockey
Brittney Rood	12/31/2026	Cheerleading
Michael Santoiemma	12/31/2026	Softball

**Roll Call**

**Open Space, Farmland Preservation, Conservation, Historical & Recreation** (by motion with roll call vote of Committee)

7 members 3-3 yr, 2-2 yr, 2-1 yr terms

Name	Term Expires	Term	Position
Ron Hayes	12/31/2024	1 year Term	Township Committee
	12/31/2026	3 year Term	Recreation
	12/31/2026	3 year Term	Historic Sites/Preservation
Jim Watters	12/31/2026	3 year Term	Agricultural
	12/31/2026	3 year Term	Environmental Commission
Matt Wielgus	12/31/2025	2 year Term	Citizen
Glenn Todd	12/31/2025	2 year Term	Citizen

**Roll Call**

**PROCLAMATION:** Law Enforcement Appreciation Day

**ORDINANCE: FIRST READING AND INTRODUCTION**

**#01-2024** An Ordinance To Provide For And Determine The Salaries And Wages For The Officers And Employees Of The Township Of Mansfield And The Method Of Payment Of Such Salaries

**CONSENT AGENDA**

- #001-2024** Resolution Establishing 2024 Depositories
- #002-2024** Resolution Designating Official Newspapers of the Township
- #003-2024** Resolution Appointing Certain Municipal Offices
- #004-2024** Resolution Appointing Township Committee Subordinate Committees and Appointments
- #005-2024** Resolution Appointing Tax Search Officer
- #006-2024** Resolution Appointing Assessment Search Officer
- #007-2024** Resolution Appointing Daniel's Law Redactors
- #008-2024** Resolution Appointing Public Agency Compliance Officer
- #009-2024** Resolution Appointing Tax Assessor to Over See Tax Appeals
- #010-2024** Resolution Authorizing Township Clerk to Certify Subdivision of Lands
- #011-2024** Resolution Establishing Cash Management Plan
- #012-2024** Resolution Establishing Rates of Interest for Delinquent Taxes and Assessments
- #013-2024** Resolution Authorizing Tax Collector to Cancel Small Balances
- #014-2024** Resolution Authorizing CFO to Issue Payments
- #015-2024** Resolution Authorizing Temporary Appropriations
- #016-2024** Resolution Authorizing Tax Collector to Conduct Tax Lien Sale
- #017-2024** Resolution Certifying Officers for Pensions
- #018-2024** Resolution Authorizing Health Coverage Waiver
- #019-2024** Resolution Authorizing Department Change Fund
- #020-2024** Resolution Authorizing Emergency Purchasing Policies
- #021-2024** Resolution Authorizing Maintenance of Petty Cash Fund
- #022-2024** Resolution Establishing Off Duty Police Rate
- #023-2024** Resolution Authorizing Court Signatures
- #024-2024** Resolution Authorizing Purchases for Heating Oil through Morris County CO-OP

- #025-2024 Resolution Authorizing Submission of 2023 Tonnage Grant
- #026-2024 Resolution Authorizing Salary Increase- Police Dept. Administrative Assistant
- #027-2024 Resolution Authorizing Professional Service Contract-Payroll Accounting Services
- #028-2024 Resolution Authorizing Participation In The State Health Benefits Program Of The State Of New Jersey
- #029-2024 Resolution Authorizing Continuation Of An Award Of Contract For Janitorial Services
- #030-2024 Resolution Authorizing Continuation of an Award of Contract for Lawn Mowing and Trimming Services
- #031-2024 Resolution Authorizing Reimbursement Of Background Checks For Volunteer Coaches
- #032-2024 A Resolution To Authorize And Approve Salaries And Wages For Certain Employees

**PUBLIC PORTION**

**COMMITTEE PERSON COMMENTS**

**ADJOURN**



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN



## PROCLAMATION

### LAW ENFORCEMENT APPRECIATION DAY

**WHEREAS**, on January 9<sup>th</sup>, 2024, partnering organizations in support of law enforcement officers nationwide will promote National Law Enforcement Appreciation Day (L.E.A.D.); and

**WHEREAS**, law enforcement officers have a difficult and sometimes dangerous public service career in the pursuit of keeping all citizens safe & secure; and

**WHEREAS**, the inherent nature of law enforcement exposes law enforcement officers to criticism, often unjustified, leading some to adopt sweeping negative views of law enforcement officers; and

**WHEREAS**, it is important for the public to understand that despite such criticism, an overwhelming majority of law enforcement officers are valuable civil servants who risk their lives and well-being striving to apply the laws of our government fairly and equitably; and

**THEREFORE**, the Mansfield Township Committee, County of Warren, State of New Jersey on behalf of all Township of Mansfield residents, wish to express formally their appreciation to the members of the Township of Mansfield Police Department for the job they do in keeping our residents safe and our town a desirable place to live.

Proclaimed this 1st day of January, 2024

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Mayor Joseph Watters, Mansfield Township Committee



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## ORDINANCE 001-2024

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

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:

Assistant Dept. of Public Works Supervisor	\$ 250.	TO	\$ 5,000
Machine Operator	\$ 30,000	TO	\$ 65,000
Mechanic/Laborer	\$ 30,000	TO	\$ 75,000

ATTEST:

TOWNSHIP OF MANSFIELD:

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

\_\_\_\_\_  
, Mayor

Motion: Introduce Ordinance Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)  
Yes:  
No:  
Abstain:  
Absent:

Published:  
Public Hearing:

Motion: Adopt Ordinance Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)  
Yes:  
No:  
Abstain:  
Absent:

Adopted:  
Published:

**CERTIFICATION**

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, do hereby certify that the foregoing Ordinance was duly adopted by the Township of Mansfield Committee on the \_\_\_\_\_ of \_\_\_\_\_, 2024

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Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 001-2024

### RESOLUTION ESTABLISHING 2024 DEPOSITORIES

**WHEREAS**, *N.J.S.A. 40A:5-14* mandates that the Governing Body of a municipal corporation, shall by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies, banks or trust companies having their places of business in the State and organized under the laws of the United States and this State.

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

1. Unity Bank
2. TD Bank

Be and are hereby designated as depositories for municipal deposits and escrow deposits for the Township of Mansfield ending December 31, 2024.

**BE IT FURTHER RESOLVED**, prior to the deposit of any municipal funds in the aforementioned depositories, said entity shall file, with the Township Treasurer, a statement indicating that the bank is insured under the Government Units Deposit Protection Act (R.S. 17:9-41)

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at it's Regular Meeting held \_\_\_\_\_ . Witness my hand this day of \_\_\_\_\_ , 2024

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 002-2024

### RESOLUTION DESIGNATING 2024 OFFICIAL NEWSPAPERS FOR TOWNSHIP OF MANSFIELD

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield , County of Warren, State of New Jersey that:

1. The Daily Record
2. The Express Times
3. The Star Ledger

Be and hereby designated as official newspapers for the Township of Mansfield for the year ending December 31, 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 003-2024

### RESOLUTION APPOINTING CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2024

**BE IT RESOLVED**, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2024 through December 31, 2024 to the following respective municipal offices and/or positions of the Township of Mansfield:

Deputy Tax Collector	JoAnn Fascenelli
Deputy Treasurer	JoAnn Fascenelli
Deputy Township Clerk	Illena Raffaele
Deputy Registrar	Illena Raffaele
Machinery Operators	Harry Appleby Jr. Pasqualino Petrocelli George Hage
Mechanic/Laborer	Kenneth Purdy
Certified List Officer	Jason Laliker
Affordable Housing Liaison	JoAnn Fascenelli
Police Secretary	Joan Kries
Environmental/Open Space Secretary	Ruth Pante
Deputy Office of Emergency Management Director	Nicholas Vasquez

Motion: Approve Resolution Moved by: ; Seconded by  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 004-2024

### RESOLUTION APPOINTING TOWNSHIP COMMITTEE SUBORDINATE COMMITTEES AND APPOINTMENTS

**BE IT RESOLVED**, that the following subordinate committees be established and chaired as follows for the year 2024:

	CHAIR PERSON	VICE CHAIR PERSON
Municipal Alliance	Glenn Mc Guinness	Joseph Watters
Public Building/Public Works	Joe Farino	Desiree Mora Dillon
Shared Services	Joseph Watters	Desiree Mora Dillon
Police & Safety	Ronald Hayes	Glen Mc Guinness
Fire and Emergency Management	Ronald Hayes	Desiree Mora Dillon
Recreation	Desiree Mora Dillon	Ronald Hayes
Environmental Commission	Glenn Mc Guinness	Ronald Hayes
Finance	Desiree Mora Dillon	Joseph Farino
Judiciary	Desiree Mora Dillon	Joseph Watters
Personnel	Desiree Mora Dillon	Joe Farino
School Liaison	Joseph Watters	Desiree Mora Dillon
Economic Development	Glenn McGuinness	Joseph Watters
Open Space	Ronald Hayes	Glenn Mc Guinness

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 005-2024

### RESOLUTION APPOINTING TAX SEARCH OFFICER

**BE IT RESOLVED**, that Judith Curran be the official Tax Search Officer for the Township of Mansfield for the year ending December 31, 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 006-2024

### RESOLUTION APPOINTING ASSESSMENT SEARCH OFFICER

**BE IT RESOLVED**, that Wendy Barras be the official Assessment Search Officer for the Township of Mansfield for the year ending December 31, 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 007-2024**

**APPOINTING REDACTORS, AS MANDATED BY DANIEL'S LAW**

**WHEREAS**, there exists a need for the appointment of a redactor for the Township of Mansfield to carry out the redaction protection mandated by Daniel's Law; and

**WHEREAS**, Daniel's Law works with the State, County, and Local Government agencies to shield the protected information of Covered Persons as the law defines them from disclosure on those agencies' websites, so that consistent and effective privacy protections are provided to these Persons, who serve the people of the State of New Jersey every day; and

**WHEREAS**, the redactors will be registered with the Department of Community Affairs; and

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Wendy Barras is hereby appointed Redactor and Illena Raffaele as backup Redactor for matters pertaining to Daniel's Law.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Department of Community Affairs.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 008-2024**

**RESOLUTION APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, the Township of Mansfield has declared that the opportunity for all Socially and Economically Disadvantaged (SED) business concerns should exist for free entry into business, growth and exposure; and

**WHEREAS**, the Township must ensure that a fair proportion of the Township's total purchases and contracts for construction, property supplies and services, etc. be placed with SED businesses. The policy hereby declared by the Township of Mansfield shall not be inconsistent with the Set-Aside Act for SED businesses, N.J.S.A. 52:32-17, et seq., Local Public Contracts Law: N.J.S.A. 40A:11-41, et seq., and the N.J. Wastewater Trust Act; N.J.S.A. 58:11-B-1, et seq.,

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey to implement this action and serve as a sponsor for these activities, the Governing Body hereby appoints the Township Clerk to serve as the "Public Agency Compliance Officer".

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to Pamela Lyons, Administrator of the Office of Equal Opportunity Public Contracts Assistance, N.J.D.E.P

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Regular Meeting held on January 1, 2024. Witness my hand this 2nd day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 009-2024**

**RESOLUTION AUTHORIZING THE DEFENSE, PROSECUTION AND  
SETTLEMENT OF TAX APPEALS**

**WHEREAS**, the Township Committee of the Township of Mansfield has determined to authorize the Tax Assessor, Jason Laliker, of the Township with the advice and consent of the Township Attorney, to defend tax appeals brought against the Township and stipulate the settlements with respect to certain tax appeals and to take appeals, as he shall determine to be necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, they being the Governing Body thereof, as follows:

1. The Tax Assessor of the Township of Mansfield is hereby authorized, on behalf of the Township of Mansfield, with the advice and consent of the Municipal Attorney, to prosecute and defend tax appeals and to settle tax appeals.
2. A copy of this Resolution shall be sent to the Tax Assessor of the Township of Mansfield.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 010-2024

### RESOLUTION FOR LAND USE BOARD CERTIFICATION OF SUBDIVISION OF LANDS

**BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Wendy Barras, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certification as to the approval of subdivisions of land or lands in the Township of Mansfield for 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk



## RESOLUTION 011-2024

### CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY

#### I. STATEMENT OF PURPOSE.

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

#### II. CASH MANAGEMENT POLICY

A. Objectives: The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1)Security: The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2)Credit Risk: Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be *minimized*.

3) Interest Rate Risk: Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- (b) By investing operating funds primarily in shorter-term securities.

(4) Liquidity: The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

(5) Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

## **B) Standards of Care**

### **(1) Prudence**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio in accordance with the State Law and this policy. The Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### **(2) Ethics and Conflicts of Interest**

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

### **(3) Delegation of Authority**

Authority to manage the cash management plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer, The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **III. AUTHORIZED INVESTMENTS.**

### **A. Investment of Idle Funds**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest excess public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (3) The New Jersey State Cash Management Fund.

## **IV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which



is not physically held by the Township, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is not unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Township or by a third-party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals with by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

**V. REPORTING REQUIREMENTS:**

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- C. All other information which may be deemed reasonable from time to time by the governing body of the Township.

**VI. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2024 to December 31, 2024. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 012-2024

### RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OF ASSESSMENTS

**WHEREAS**, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS**, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

**NOW, THEREFORE, BE RESOLVED**, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup>, an additional penalty of 6% shall be charged against the delinquency;
2. Effective January 1, 2024 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.
5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 013-2024**

**RESOLUTION AUTHORIZING THE CANCELLATION OF TAX REFUNDS  
AND OR DELINQUENCIES OF LESS THAN (\$10.00) DOLLARS**

**WHEREAS**, the Governing Body of the Township of Mansfield finds and declares that N.J.S.A. 40A:5-17-1 empowers authorized municipal employees to process the cancellation of tax refunds and or delinquencies of less than ten (\$10.00) Dollars, and

**WHEREAS**, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars, and

**WHEREAS**, the Governing Body further finds and declares that it is in the best interest of the citizens of the Township of Mansfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Township of Mansfield, County of Warren, State of New Jersey that the Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2024 in accordance with N.J.S.A. 40A:5-17-1.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 014-2024

### RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS AND REMIT PAYROLL TAXES

**WHEREAS**, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Health Insurance, State Income tax deductions and to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions; and

**WHEREAS**, it is the intent of the Township Committee to pay the above at the required intervals.

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

That the Chief Financial Officer be and is hereby authorized to:

- Transfer sufficient funds from Current Fund to the Payroll Account.
- Remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law.
- Remit New Jersey State Health Insurance payment by Electronic Funds Transfer.
- Reissue of lost or mutilated checks after stop payment has been enforced.
- Banks for investment purposes, internal transfers, and debt service obligations.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_\_ day of 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 015-2024

### AUTHORIZING THE ADOPTION OF A TEMPORARY BUDGET FOR CURRENT YEAR 2024

**WHEREAS**, N.J.S. 40 A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January, 2024; and

**WHEREAS**, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$8,369,960.06 and

**WHEREAS**, 26.25% of the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2024 budget is the sum of \$2,197,114.52;

**NOW, THEREFORE, BE IT RESOLVED**, that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

#### TEMPORARY APPROPRIATIONS- 2024

General Administration:	
SW	\$40,000
OE	\$ 8,000
Mayor and Council:	
OE	\$ 5,000
Municipal Clerk:	
OE	\$2,000
Financial Administration:	
SW	\$35,000
OE	\$ 8,000
Audit:	\$ 7,500
Data Processing OE	\$14,000
Revenue Administration:	
SW	\$12,000
OE	\$ 5,000
Tax Assessment:	
SW	\$7,000
OE	\$7,000
Legal OE	\$15,000
Engineering OE	\$ 12,000



Stormwater OE	\$ 5,000
Economic Development OE	\$ 300
Environmental Committee	
SW	\$ 400
OE	\$ 500
Zoning Officer:	\$ 12,000
Planning Board OE	\$ 7,000
Other Code Enforcement OE	\$ 200
Other Insurance OE	\$475,000
Police Department:	
SW	\$400,000
OE	\$ 30,000
Office of Emergency Management:	
SW	\$ 750.00
OE	\$ 815.00
Aid to Volunteer Fire:	
Mansfield Fire:	\$ 25,000
Tri County Fire	\$ 25,000
Ambulance Squad: Independence	\$ 25,000
Fire Department OE:	\$ 500
Fire Hydrant Service OE	\$7,000
Municipal Prosecutor OE	\$5,000
Streets and Road Maintenance	
SW	\$85,000
OE	\$20,000
Snow Removal:	
SW	\$ 5,000
OE	\$35,000
Solid Waste OE	\$ 700
Buildings and Grounds OE	\$35,000
Public Service (PEOSHA) OE	\$ 250
Senior Citizens OE	\$2,500
Recreation OE	\$8,000
Construction Fees:	\$3,000
Utilities:	
Telephone:	\$7,000
Fuel Oil	\$7,000
Electricity	\$7,000
Water Testing	\$1,000
Fuel Gasoline	\$9,000
Natural Gas	\$2,000
Fuel Diesel	\$6,000
Water OE:	\$1,000
PERS:	\$ 135,000
Social Security:	\$ 57,000
DCRP:	\$ 1,300
PFRS:	\$550,000
Sustained Enforcement Grant:	\$24,000
Interlocal (Planning Secretary)	\$ 6,000
Interlocal (Animal Control)	\$ 5,000
Municipal Court	
SW	\$ 50,000
OE	\$ 9,000

Public Defender OE:	\$ 2,600

**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 temporary budget for the year 2024 per the above.

Motion: Approve Resolution Moved by: ; Seconded by  
Vote: Motion carried by roll call vote (Summary: Yes=5)

- Yes:
- No:
- Abstain:
- Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 016-2024

### RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE

**WHEREAS**, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2023; and

**WHEREAS**, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

**WHEREAS**, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Tax Collector is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 017-2024**

**RESOLUTION APPOINTING CERTIFYING OFFICER FOR DIVISION OF  
PENSIONS AND BENEFITS**

**WHEREAS**, the State of New Jersey, Department of Treasury, Division of Pensions and Benefits requires all municipalities to designate a Certifying Officer and Supervising Certifying Officer to certify the accuracy and validity of all documents and forms sent to the Division of Pensions and Benefits;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, in the County of Warren, State of New Jersey as follows, effectively immediately:

1. The Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be JoAnn Fascenelli, Deputy Treasurer;
2. The Supervising Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be Judith Curran, Chief Financial Officer;
3. A certified copy of this resolution shall be filed with the State of New Jersey, Department of Treasury, Division of Pensions and Benefits.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 018-2024**

**A RESOLUTION CONTINUING AUTHORIZATION FOR THE  
REIMBURSEMENT OF ONE- FOURTH THE COSTS OF MEDICAL BENEFITS  
TO ELIGIBLE EMPLOYEES WAIVING COVERAGE**

**WHEREAS**, all full-time employees of the Township of Mansfield working 35 or more hours per week and part-time employees who are regularly scheduled to work 30 hours or more per week are eligible to receive medical benefits; and

**WHEREAS**, medical benefits include medical insurance; and

**WHEREAS**, some employees may experience an unwanted duplication of benefits; and

**WHEREAS**, those employees with duplication may seek to waive insurance coverage and be reimbursed up to one-fourth of the cost for same; and

**WHEREAS**, Employees are entitled to this benefit after two (2) months of employment.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, New Jersey, the Chief Financial Officer will pay through payroll, subject to inclusion on Federal W-2 Wage and Tax Statement, an amount equal to one-fourth (25%) of the Township's cost (calculated as the cost of the medical benefit, minus the employee's contribution) to provide the plan type the employee qualifies for (i.e. Family, Single, Parent/Child, Husband/Wife). Employees waiving coverage after May 21, 2010 are limited to a maximum \$ 5,000.00 per year reimbursement.

**BE IT FURTHER RESOLVED**, that the said payment will be made through the bi-weekly payroll of every month for a total twenty-six (26) payments per year.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 019-2024**

**A RESOLUTION TO ESTABLISH CHANGE FUNDS**

**WHEREAS**, it is necessary to make change for the public when payments are made; and

**WHEREAS**, the municipal departments have expressed a need for a change fund in order to better serve the public;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that a change fund for the following departments be set as follows:

Municipal Court	\$300.00
Tax Collector	\$ 50.00
Municipal Clerk	\$ 50.00
Police Department	\$ 50.00

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of 2024.

Wendy Barras, Township Municipal Clerk





## **RESOLUTION 020-2024**

### **POLICY GOVERNING EMERGENCY PURCHASES**

**WHEREAS**, section N.J.S.A. 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State's Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

**WHEREAS**, according to N.J.A.C. 5:34-6.1(b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

**WHEREAS**, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Township Committee of the Township of Mansfield, has determined that the following procedures shall apply.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Township of Mansfield.

#### **A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES**

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to N.J.S.A. 40A:11-6 and corresponding rules, N.J.A.C. 5:34-6.1, subject to the following requirements:
  - a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);
  - b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);
  - c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made;
  - d. The emergency purchasing procedure may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Township of Mansfield to plan for the purchase of any required goods or service(s);
  - e. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;
  - f. Under no circumstances shall the emergency purchasing procedures be used to enter into a multi-year contract;
  - g. Any emergency condition(s) in which the estimated cost is in excess of the bid threshold shall be approved by the Township Committee.

#### **B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY**

- a. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Borough Administrator of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;
- b. If the Chief Financial Officer/Finance Office is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;
- c. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Chief Financial Officer/Finance Office a written report (Certification of Request for Emergency Purchases) providing the information referenced above;

d. In the Chief Financial Officer's or Finance Office absence, the chain of command for adherence to the requirements shall be:

1. Township Clerk
2. Chief of Police
3. Superintendent of Public Works
4. Township Attorney

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 021-2024

### A RESOLUTION AUTHORIZING THE DEPUTY TREASURER TO MAINTAIN THE PETTY CASH FUND

**WHEREAS**, it is necessary to designate a custodian of petty cash in order to ensure internal controls over the use of the Petty Cash Fund; and

**WHEREAS**, the Township of Mansfield has determined that the petty cash fund will be in the amount of \$ 75.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Deputy Treasurer, JoAnn Fascenelli be designated as Custodian of Petty Cash.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this 2nd day of 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 022-2024**

**RESOLUTION ESTABLISHING THE RATE FOR OUTSIDE  
EMPLOYMENT OF OFF-DUTY POLICE**

**WHEREAS**, the Code of the Township of Mansfield provides for a rate of payment of police coverage in quasi-public matters under Article 2 Section 2-20.9 b; and

**WHEREAS**, the rate established therein may be changed from time to time by resolution of the Township Committee; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the charge for quasi-public services shall be paid as follows:

Uniformed Police Officer	\$ 82.00
Administrative Costs	\$ 23.00

The applicant for such services shall deposit sufficient funds to cover costs in advance which will be kept in escrow with the Chief Financial Officer and any balance refunded upon written request.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Reorganization Meeting held January 1, 2024. Witness my hand this day of 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 023-2024

### OFFICIAL AUTHORIZED TO SIGN CHECKS AND WARRANTS FOR MANSFIELD SHARED COURTS

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that each check and warrant of the township be signed by the following:

Interim Municipal Court Administrator, Orchid Santana

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 024-2024**

**AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP  
CONTRACT#2 FOR #2 FUEL OIL (FOR HEATING) FROM FINCH FUEL OIL  
CO., INC., PO BOX 468, KEARNY, NEW JERSEY 07032**

**WHEREAS**, the Township of Mansfield wishes to purchase #2 Fuel Oil (for heating) under the Morris County Co-Op; and

**WHEREAS**, Morris County Co-Op awarded a contract to Finch Fuel Oil Co., Inc., PO Box 468, Kearny, New Jersey, 07032; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2024 budget for \$ 7,000.00 and the line- item appropriation pending budget adoption to be charged is 4-01-31-430-0000-4410; 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

**WHEREAS**, it is the recommendation of the Chief Financial Officer to purchase #2 Fuel Oil (for heating) through the Morris County Co-Op.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Chief Financial Officer be authorized to issue purchase orders to Finch Fuel Oil Co., Inc., PO Box 468, Kearny, New Jersey, 07032 through December 31, 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Reorganization Meeting held January 1, 2024. Witness my hand this day of 2024

Wendy Barras, Township Municipal Clerk





## RESOLUTION 025-2024

### RECYCLING TONNAGE GRANT APPLICATION (2023)

**WHEREAS**, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS**, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS**, a resolution authorizing this municipality to apply for the 2023 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycle and to indicate the assent of the Township of Mansfield to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS**, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Mansfield Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township of Mansfield hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates JoAnn Fascenelli, Certified Recycling Professional to ensure that the application is properly filed; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_ day of 2024



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 026-2024

### RESOLUTION APPOINTING ASSESSMENT SEARCH OFFICER

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, approved a 10% salary increase for the year 2024 for Joan Kries, Administrative Assistant in the Police Department, at its December 13, 2023 Council Meeting; and

**WHEREAS**, Chief Michael Macdonald requested this increase as Ms. Kries has not had an increase in salary for quite some time; and

**WHEREAS**, Joan Kries' salary for the year 2023 is \$50,470; and

**WHEREAS**, the 10% increase amounts to \$5,047.00; and

**WHEREAS**, upon adoption of this resolution, Ms. Kries' salary for the year 2024 will be increased to \$55,517; and

**WHEREAS**, upon adoption of this resolution, this new salary for Ms. Kries will take effect January 1, 2024; and

**WHEREAS**, the CFO has certified that funds for this salary increase are available in the Current Temporary Budget, under Salaries and Wages, Police Department, account number 4-01-25-240-0000-1080.

**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 10% salary increase for Ms. Kries, Administrative Assistant in the Police Department.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:

No:

Abstain:

Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its' Reorganization Meeting held on January 1, 2024. Witness my hand this \_\_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 027-2024**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE  
CONTRACT FOR PAYROLL ACCOUNTING SERVICES**

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et. Seq) requires that the Township Committee adopt a resolution to award a contract for Professional Services without competitive bids; and

**WHEREAS**, the term of this contract is a (2) two-year contract with a one-year extension clause; the commencement date will be from January 1, 2023 through December 31, 2024; and

**WHEREAS**, if either party does not terminate this contract in writing ninety days prior to the termination date, then this contract will renew for an additional one (1) year term, ending on December 31, 2025; and

**WHEREAS**, Action Data Services will provide payroll accounting services as sought by the Township of Mansfield at the annual compensation not to exceed \$15,000.00 per their proposal dated July 3, 2023 on file in the Finance Office; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2024 budget for \$15,000.00 and the line-item appropriation pending budget adoption to be charged is 4-01-20-130-0000-4145.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Chief Financial Officer be authorized to issue purchase orders to Action Data Services, 17 Sherwood Lane, Fairfield, New Jersey 07004.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_ day of 2024

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 028-2024

### A RESOLUTION TO AUTHORIZE PARTICIPATION IN THE STATE HEALTH BENEFITS PROGRAM OF THE STATE OF NEW JERSEY

**BE IT RESOLVED:**

1. The Township of Mansfield, County of Warren, State of New Jersey – Tax ID 22-6002061 hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission.
2. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
3. We will be maintaining United Health Care as our dental plan. Volunteer basis.
4. We elect 30 hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.
5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. We hereby appoint Judith F. Curran, CFO and/or JoAnn Fascenelli, Deputy Treasurer, to act as Certifying Officer in the administration of this program.
7. This resolution will take effect immediately.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk





TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 029-2024

### CONTINUATION OF AN AWARD OF CONTRACT FOR JANITORIAL SERVICES

**WHEREAS**, in 2022 the Township of Mansfield received quotes for Janitorial Services; and

**WHEREAS**, Caron 1994 Corp. (Jan-Pro of Northern NJ) was awarded the contract and the Township wishes to continue utilizing their services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Janitorial Services will be provided by Carson 1994 Corp., for a total cost not to exceed \$ 16,896.00, from January 1, 2024 through December 31, 2024.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

## RESOLUTION 030-2024

### CONTINUATION OF AN AWARD OF CONTRACT FOR LAWN MOWING AND TRIMMING SERVICES

**WHEREAS**, in 2023 the Township of Mansfield solicited RFP's (Request for Proposals) for Lawn Mowing and Trimming Services; and

**WHEREAS**, the Township Committee awarded the contract to ACF Greenscapes, Inc. for the base bid of \$ 47,958.00 for Lawn Mowing and Tree Trimming for Municipal Parks and Municipal Properties as stated in the RFP; and

**WHEREAS**, the term of this contract will expire November 1, 2025; and

**WHEREAS**, the Chief Financial Officer has certified that funds are requested in the 2024 budget for \$47,958.00 and the line-item appropriation pending budget adoption to be charged is 4-01-310-0000-4231, Buildings and Grounds – Grass Cutting.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Chief Financial Officer be authorized to issue purchase orders to ACF Greenscapes, Inc., 10 Brantwood Terrace, Hackettstown, New Jersey 07840.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this \_\_\_\_ day of January, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD  
COUNTY OF WARREN

**RESOLUTION 031-2024**

**RESOLUTION AUTHORIZING REIMBURSEMENT OF BACKGROUND  
CHECKS FOR VOLUNTEER COACHES**

**WHEREAS**, P.L 1999, Chapter 432 (N.J.S.A. 15A:3A-1 et seq) authorizes and provides for criminal history record background checks of volunteers of non-profit youth serving organizations; and

**WHEREAS**, the Township of Mansfield requires background checks for its volunteer coaches; and

**WHEREAS**, the Township of Mansfield desires to reimburse the volunteer coaches for the cost of getting the background check; and

**WHEREAS**, the Township of Mansfield desires to limit the reimbursement to the head coach and one assistance coach for each of its youth recreation sports; and

**WHEREAS**, the Township of Mansfield would require that submission of receipts for reimbursement of background checks be in the finance office within (1) one month of the date of the background check; and

**WHEREAS**, the funding for this item will be raised in the current budget under recreation.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the following be approved and that funding will be raised in the current 2024 budget.

Motion: Approve Resolution Moved by: \_\_\_\_\_ ; Seconded by \_\_\_\_\_  
Vote: Motion carried by roll call vote (Summary: Yes=5)

Yes:  
No:  
Abstain:  
Absent:

I, Wendy Barras, Township Municipal Clerk of the Township of Mansfield, in the County of Warren, State of New Jersey hereby certify this to be a true copy of the action of the Governing Body, at its Reorganization Meeting held January 1, 2024. Witness my hand this day of January, 2024.

Wendy Barras, Township Municipal Clerk