

**MANSFIELD TOWNSHIP COMMITTEE MEETING
OFFICIAL MINUTES
FEBRUARY 14, 2024**

This is a regular meeting 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.

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.

ROLL CALL

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

Absent:

Also, present were Township Attorney Michael Lavery, Township Clerk Wendy Barras, CFO Judith Curran, Deputy Treasurer JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and DPW Asst. Supervisor Harry Appleby.

There were approximately 3 people from the public.

SALUTE TO THE FLAG: Mayor Watters led the flag salute.

APPROVAL OF MINUTES

January 24, 2024 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from January 24, 2024.

RECORDED VOTE

Aye: Mr. McGuinness, Mrs. Mora Dillon, Mr. Hayes, Mayor Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: Mr. Farino

January 24, 2024 – REGULAR SESSION

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from January 24, 2024.

RECORDED VOTE

Aye: Mr. McGuinness, Mrs. Mora Dillon, Mr. Hayes, Mayor Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: Mr. Farino

Mayor Watters made the following Committee appointments.

MAYOR'S COMMITTEE APPOINTMENTS:

Musconetcong River Management Council

Township Representative: Paul Tarlowe

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

CLERK'S REPORT

Township Clerk Barras reported the following:

- Dog Licenses Issued Year to Date – 529; roughly 81%; after February 1st late fee of \$5 been issued
- Route 57 Auto Salvage- license renewal application was returned; stating could not issue at this time to not in compliance with zoning disputes
- 2024 Towing License was issued to the following:
Stew's Auto Body; Bill's Service Center; Mike's Auto Body; Washington Collision; and J&D Auto
- Received a Fireman's Relief Association Application from Mansfield Township FD for Richard Duffell and with Committee's approval, I will be signing off on it.
- Completed the Cyber Risk Response Plan, Tier One and resolution adopting the plan is on the agenda tonight; this will bring the Township into compliance with Statewide Insurance from an Administration standpoint
- As part of Cyber compliance, annual mandatory cyber risk security training will be required for all Township employees going forward.
- Working with the State trying to correct Marriage License where erasable ink was used.
- Comcast Franchise Renewal- Public Hearing scheduled for April 10th
- At the Mayor's request, have reached out to the HI Fund(jif for health insurance) and waiting to hear back from the Central Jersey Fund
- Researched Knock Box Ordinances in other municipalities for Fire Department request for ordinance
- Township was awarded 2023 Loss Control Award from Statewide Insurance
- Received a call from a resident stating that the barriers at the end of the cul-de-sac of Brantwood Terrace are being moved by Commercial trucks and put back at the end of the day. Not sure whose jurisdiction this falls under.

FINANCE REPORT

CFO Curan reported the following:

- Janes Chapel Rd Project grant forms have been completed and entered into PMRS
- Analysis of Stormwater required items for compliance
- Have sent Auditors preliminary reports and will be starting in a few weeks
- Working on preliminary budget amounts and requests.

EMPLOYEES' REPORT

Mrs. Fascenelli stated all 2024 calendars have been handed out; for 2025 thinking to increase amount ordered. All 250th Anniversary books have been sold and only have a few of the board games left. She stated the Green Team has starting planning for this year's Flea Market Craft Fair, which will be on May 18th and May 19th.

ENGINEER'S REPORT

Mr. Quamme reported the following:

Mt. Bethel Community Center – project finally completed; two (2) year maintenance bond has been accepted and approved; 2 items need to be repaired. Next step is to finalize the site plan and generator installation

PUBLIC PORTION

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

ORDINANCE: INTRODUCTION AND FIRST READING

#02-2024: Ordinance Amending Chapter 293 Entitled "Stormwater Management" to Include a New Section, Article II, Entitled "Improper Disposal of Waste"

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to introduce Ordinance #02-2024.

RECORDED VOTE

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

ORDINANCE 002-2024

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING THE CODE OF THE TOWNSHIP OF MANSFIELD BY AMENDING CHAPTER 293 ENTITLED "STORMWATER MANAGEMENT" TO INCLUDE A NEW SECTION, ARTICLE II, ENTITLED "IMPROPER DISPOSAL OF WASTE"

STATEMENT OF PURPOSE

This purpose of this Ordinance is to amend Chapter 293, "Stormwater Management" and to include a new section, Article II, entitled "Improper Disposal of Waste".

BE IT ORDAINED by the Township Committee of the Township of Mansfield in the County of Warren, State of New Jersey, that the Revised General Ordinances of the Township of Mansfield, as amended, be further amending by adding a new section, Article II, entitled "Improper Disposal of Waste" to Chapter 293 entitled "Stormwater Management" as follows:

SECTION I. Purpose: An ordinance to prohibit the spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system (MS4) operated by the Township of Mansfield, so as to protect public health, safety, and welfare, and to prescribe penalties for the failure to comply.

SECTION II. Definitions: For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent 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. Municipal separate storm sewer system (MS4) – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by the Township of Mansfield or other public body, and is designed and used for collecting and conveying stormwater.
- b. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- c. Stormwater – water resulting from precipitation (including rain and snow) that runs off the land's surface, is transmitted to the subsurface, is captured by separate storm sewers or other sewerage or drainage facilities, or is conveyed by snow removal equipment.

SECTION III. Prohibited Conduct: The spilling, dumping, or disposal of materials other than stormwater to the municipal separate storm sewer system operated by the Township of Mansfield is prohibited. The spilling, dumping, or disposal of materials other than stormwater in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system is also prohibited.

SECTION IV. Exceptions to Prohibition:

- a. Water line flushing and discharges from potable water sources
- b. Uncontaminated ground water (e.g., infiltration, crawl space or basement sump pumps, foundation or footing drains, rising ground waters)

- c. Air conditioning condensate (excluding contact and non-contact cooling water)
- d. Irrigation water (including landscape and lawn watering runoff)
- e. Flows from springs, riparian habitats and wetlands, water reservoir discharges and diverted stream flows
- f. Residential car washing water, and residential swimming pool discharges
- g. Sidewalk, driveway, and street wash water
- h. Flows from firefighting activities
- i. Flows from rinsing of the following equipment with clean water: - Beach maintenance equipment immediately following their use for their intended purposes; and - Equipment used in the application of salt and de-icing materials immediately following salt and de-icing material applications. Prior to rinsing with clean water, all residual salt and de-icing materials must be removed from equipment and vehicles to the maximum extent practicable using dry cleaning methods (e.g., shoveling and sweeping). Recovered materials are to be returned to storage for reuse or properly discarded. Rinsing of equipment, as noted in the above situation is limited to exterior, undercarriage, and exposed parts and does not apply to engines or other enclosed machinery.

SECTION V. Enforcement: This ordinance shall be enforced by the Police Department or its municipal designee of the Township of Mansfield during the course of ordinary enforcement duties.

SECTION VI. Penalties: Any person(s) who continues to be in violation of the provisions of this ordinance, after being duly notified, shall be subject to a fine not to exceed \$1,000.

SECTION VII. Repealer: All ordinances and resolutions or parts thereof inconsistent with this ordinance are repealed.

SECTION VIII. Severability: If any section, paragraph, subsection, clause, or provision of this ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged and the remainder of this ordinance shall be valid and enforceable.

SECTION IV. Effective date: This Ordinance shall take effect upon its adoption and publication as provided by law.

PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for public comments related to the Consent Agenda. Seeing no one else wished to comment, the Public Portion was closed.

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #057-2024 as filed in the Township Clerk’s Office, was adopted on motion by Mr. Hayes and seconded by Mr. Mc Guinness.

RECORDED VOTE

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

RESOLUTION 057-2024

A RESOLUTION AUTHORIZING PAYMENT OF BILLS LIST

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:

BILLS LIST	
CURRENT- 3-01	\$ 26,889.15
CURRENT- 4-01	\$ 1,810,838.08
GENERAL CAPITAL FUND	\$ 2,396.25
GRANT-FEDERAL&STATE	\$ 1,820.00
OPEN SPACE	\$ 68.75
DEV ESCROW	\$ 760.50
DOG FUND	\$ 616.61
TAX PREMIUM	\$ 3,000.00
MANDATORY DEV. FEES	\$ 372.00
OTHER TRUST	\$ 2,254.67
TOTAL	\$1,849,016.01

Resolution #058-2024 as filed in the Township Clerk's Office, was adopted on motion by Mr. Mc Guinness and seconded by Mrs. Mora Dillon.

Recorded Vote

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

RESOLUTION 058-2024

RESOLUTION AUTHORIZING CHANGE IN COST OF ROAD WORK FOR 701 MT. BETHEL ROAD DUE TO UNFORESEEN CHANGE OF CONDITIONS

WHEREAS, Harrington Construction was awarded a contract for road repair work at 701 Mt. Bethel Road in the amount of \$12,235 per Resolution 308 at a Township Council meeting held on November 21, 2023;

WHEREAS, this repair work was necessary as a drainage problem exists at 701 Mt. Bethel Road;

WHEREAS, when the contractor started the road repair work, it was discovered that additional work was required to stop the water from puddling in the driveway and turning into ice;

WHEREAS, when the work was being done, the Township of Mansfield was expecting an extraordinary amount of rainfall necessitating the additional work be done timely before the rainstorm;

WHEREAS, due to unforeseen changes in condition, the contractor had additional work to complete the road work resulting in a total cost of \$39,500;

WHEREAS, the contractor has submitted the prevailing wage payroll to the CFO and the Prevailing Wage Certificate;

WHEREAS, the Chief Financial Officer has certified that funds are available for this contract in the Current Budget, Account Number 3-01-26-290-0000-4950;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this resolution and authorize payment of \$39,500 to Harrington Construction per the above.

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.

On motion made by Mr. Mc Guinness, seconded by Mr. Hayes Resolution #069-2024 was tabled at this time.

Recorded Vote

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

CONSENT AGENDA/RESOLUTIONS

The following Resolutions #059-2024 through #068-2024 and Resolution #070-2024 through #075-2024 as filed in the Township Clerk’s Office, were adopted on motion by Mr. Mc Guinness and seconded by Mr. Hayes.

Recorded Vote

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

RESOLUTION 059-2024

AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #12 FOR #2 ULTRA LOW SULFUR DIESEL FUEL FROM CREATIVE MANAGEMENT, INC., 935 ROUTE 34, SUITE 3-A, MATAWAN, NEW JERSEY 07747

WHEREAS, the Township of Mansfield wishes to purchase Ultra Low Sulfur Diesel Fuel under the Morris County Co-Op; and

WHEREAS, Morris County Co-Op awarded a contract to Creative Management, Inc., 935 Route 34, Suite 3-A, Matawan, New Jersey 07747; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2024 temporary budget for \$ 6,000.00 and the line- item appropriation to be charged is 4-01-31-430-0000-4870; 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 Ultra Low Sulfur Diesel through

the Morris County Co-Op.

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 Creative Management, Inc., 935 Route 34, Suite 3A, Matawan, New Jersey 07747, through December 31, 2024.

RESOLUTION 060-2024

A RESOLUTION AMENDING RESOLUTION NO. 2023-203 FOR 197 RIVA DRIVE, BLOCK 1102.08 LOT 4 QUALIFER C015D

WHEREAS, the Tax Collector sold Tax Sale Certificate No. 22-00004 (Water/Sewer) on November 17, 2022, to FIG 20, LLC FBO Sec Pty; and

WHEREAS, \$1,730.77 was collected in order to redeem Tax Sale Certificate No. 22-00004; and

WHEREAS, Township Committee adopted Resolution No. 2023-203 Authorizing the Redemption of a Tax Sale Certificate No. 22-00004 for 197 Riva Drive, Block 1102.08 Lot 4 Qualifier C015D on June 28, 2023, and payment in the amount of \$1,730.77 to FIG 20, LLC FBO Sec Pty, however, said resolution inadvertently failed to include provision for release of the premium in the amount of \$3,000.00 to FIG 20, LLC FBO Sec Pty; and

WHEREAS, the Township Committee desires to amend Resolution No. 2023-203 to include authorization for the release of the premium in the amount of \$3,000.00, to FIG 20, LLC FBO Sec Pty.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Resolution No. 2023-203 be and is hereby amended to include that the Finance Office shall refund \$ 3,000.00 to FIG 20, LLC FBO Sec Pty.

CERTIFICATE HOLDER	BLOCK/LOT	CERTIFICATE #
FIG 20, LLC FBO Sec. Pty PO Box 12225 Newark, NJ 07101-3411	1102.08 Lot 4 Qualifier C015D	22-00004
RETURN OF PREMIUM \$ 3,000.00		

RESOLUTION 061-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 15 REDWOOD RUN

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

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

WHEREAS, Ryan Homes, the developer of the property located at 15 Redwood Run has submitted check number 660045 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

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

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

RESOLUTION 062-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 47 REDWOOD RUN

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

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

WHEREAS, Ryan Homes, the developer of the property located at 47 Redwood Run has submitted check number 660037 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

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

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

RESOLUTION 063-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 35 REDWOOD RUN

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

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

WHEREAS, Ryan Homes, the developer of the property located at 35 Redwood Run has submitted check number 660039 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

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

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

RESOLUTION 064-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 33 REDWOOD RUN

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

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

WHEREAS, Ryan Homes, the developer of the property located at 33 Redwood Run has submitted check number 660041 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

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

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

RESOLUTION 065-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 30 REDWOOD RUN

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

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

WHEREAS, Ryan Homes, the developer of the property located at 30 Redwood Run has submitted check number 660043 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

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

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

RESOLUTION 066-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 4 MIDDLE LANE WEST

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

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

WHEREAS, Ryan Homes, the developer of the property located at 4 Middle Lane West has submitted check number 660121 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

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

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

RESOLUTION 067-2024

RESOLUTION AUTHORIZING THE APPOINTMENT OF ORCHID SANTANA TO THE POSITION OF MUNICIPAL COURT ADMINISTRATOR

WHEREAS, Orchid Santana, has served in the role of Interim Municipal Court Supervisor since April 17, 2023 ;and

WHEREAS, Ms. Santana has successfully passed all oral and written examinations required for the municipal court administrator certification and her final project was accepted and approved; and

WHEREAS, the Township Committee has received notice that Ms. Santana as of December 6, 2023 was declared a Municipal Court Administrator, C.M.C.A. by the State of New Jersey, Municipal Court Administrator Certification Board; and

WHEREAS, the Township Committee of the Township of Manfield desires to appoint Ms. Orchid Santana as Municipal Court Administrator as of February 14, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, county of Warren, State of New Jersey does hereby adopt this Resolution appointing Ms. Orchid Santana as Municipal Court Administrator per the above.

RESOLUTION 068-2024

RESOLUTION AUTHORIZING THE HIRING OF A DPW MECHANIC/ LABORER IN THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a mechanic/laborer for the Department of Public Works; and

WHEREAS, the Township Committee interviewed several candidates for the position of mechanic/laborer; and

WHEREAS, the Township Committee has concluded that Mr. Aydan McGarry has all the necessary qualifications required for the position of mechanic/laborer; and

WHEREAS, the Township Committee has extended an offer to Mr. McGarry of \$50,000 which is the starting salary for a mechanic/laborer for the Department of Public Works in accordance with the union contract between the Township of Mansfield and Teamsters Local 469 on behalf of the Department of Public Works; and

WHEREAS, Mr. McGarry's hiring date is February 15, 2024; and

WHEREAS, Mr. McGarry will be enrolled in the New Jersey State Pension Plan and has the option to be enrolled in the New Jersey State Health Benefits Program or receiving a medical waiver payment.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution extending an employment offer to Mr. Aydan McGarry per the above.

RESOLUTION 069-2024--TABLED

RESOLUTION AUTHORIZING THE APPOINTMENT OF HARRY APPLEBY TO THE POSITION OF ACTING SUPERVISOR OF THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, deems it necessary to have a Supervisor in charge of the Department of Public Works; and

WHEREAS, the Township Committee has decided to appoint Mr. Harry Appleby to the position of Acting Supervisor of the Department of Public Works due to his many years of experience in the Department of Public Works for the Township of Mansfield and the knowledge that he has obtained of municipal operations; and

WHEREAS, the Township Committee has decided that Mr. Appleby will be receive an additional \$5,000 for this position as stated in the salary ordinance of the Township of Mansfield; and

WHEREAS, Mr. Appleby has been serving in this role since December 18, 2023 for which he has not been compensated; and

WHEREAS, Mr. Appleby shall be paid from December 18, 2023 and all of 2024 up until the next payroll date which occurs after the adoption of this resolution, and this payroll date is February 23, 2024; and

WHEREAS, Mr. Appleby will receive \$96.16 per week (\$5,000/52) for this role. He will be paid for two weeks in December of 2023 (\$192.32) plus 7 weeks for 2024 (January 1 through February 16) for a total of \$865.44 as back pay. He will the receive \$192.32 bi-weekly going forward.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution officially appointing Mr. Harry Appleby to the position of Acting Supervisor of the Department of Public Works as of December 18, 2023 and approve the CFO to compensate Mr. Appleby per the above.

RESOLUTION 070-2024

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS BETWEEN BUDGET LINE ITEMS

WHEREAS, on January 24, 2024, the Township Committee adopted Resolution 049-2024 which authorized the transfer of funds between the budget line items listed below:

CURRENT FUND

From:
Professional Services OE (3-01-20-110-0000-4128) \$3,000.00

To:
Computer Support OE (3-01-23-210-0000-4560) \$3,000.00

WHEREAS, the Deputy Treasurer, discovered that there was an incorrect account number for the “transfer to” line item; and

WHEREAS, Resolution 049-2024 stated this account number as 3-01-23-210-0000-4560; and

WHEREAS, this account number should correctly be 3-01-20-140-0000-4090.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey (not less than two-thirds of all members thereof affirmatively concurring) that the Chief Financial Officer of Mansfield Township County of Warren, State of New Jersey, is hereby authorized to implement this change in account numbers for transfers in accordance with the provision of this resolution.

RESOLUTION 071-2024

**RESOLUTION ADOPTING A CYBER INCIDENT RESPONSE PLAN FOR THE
TOWNSHIP OF MANSFIELD**

WHEREAS, the Township of Mansfield desires to adopt the Township of Mansfield Cyber Incident Response Plain Tier One;

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

1. That the governing body does hereby adopt the Township of Mansfield Incident Response Plan Tier One for the Township of Mansfield.
2. That the Mayor and Township Clerk are hereby authorized to execute said policy on behalf of the Township of Mansfield.

RESOLUTION 072-2024

**A RESOLUTION AUTHORIZING PROFESSIONAL SERVICE AGREEMENT
INTERNET TECHNOLOGY SERVICES- NISIVOCIA CONSULTING, LLC**

WHEREAS, the Township Committee of the Township of Mansfield appointed Nisivoccia Consulting, LLC as the Mansfield Township Internet Technology Services Consultant, expiring December 31, 2024, at its January 24, 2024 Township Committee Meeting; and

WHEREAS, the Local Public Contracts Law, **N.J.S.A. 40A:11-1**, et seq. requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection; and

WHEREAS, Nisivoccia Consulting, LLC. has been providing Internet Technology Services to the Township, is highly experienced with the Township of Mansfield and has provided the Township with a satisfactory proposal;

and

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

1. The proposed Professional Service Agreement from Nisivoccia Consulting, LLC. in the form annexed to and made a part of this Resolution is accepted.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40:11-5(1)(a) of the Local Public Contracts Law.
3. The Mayor and Township Clerk are hereby authorized to execute the attached Professional Services Agreement, with a not to exceed \$15,000.00 which may be increased by resolution as warranted.
4. A Notice of award of this contract shall be published once, in accordance with N.J.S.A. 19:44A-20.5
5. The Chief Financial Officer shall provide a certification of funds.

RESOLUTION 073-2024

A RESOLUTION AMENDING RESOLUTION #2023-190; LIQUOR LICENSE RENEWALS

WHEREAS, Resolution #2023-190 was adopted on June 14, 2023 renewing the liquor license for Taphouse Grill, LLC, License # 2116-33--001-004 and Mansfield Bottle King, Inc, License #2116-44-003-006 ; and

WHEREAS, Resolution #2023-190 incorrectly stated these licenses as Taphouse Grill and Bottle King; and

WHEREAS, the Township has been notified by the Alcoholic Beverage Control regarding such and has been advised a corrected resolution is necessary for the continued renewal of the licenses.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Resolution #2023-190; Liquor License Renewals dated June 14, 2023 is hereby amended to correctly reflect the renewal of liquor licenses for Taphouse Grill, LLC, License # 2116-33-001-004 and Mansfield Bottle King, Inc., License #2116-44-003-006.

RESOLUTION 074-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, AUTHORIZING LIEN REDEMPTION (BLOCK 1001.02 LOT 40.15)

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 14th day of February, 2024, that payment in the amount of \$ 30,377.40, is to be made to the certificate holder as noted:

CERTIFICATE HOLDER	BLOCK/LOT	CERT #
Pro Cap 8, LLC PO Box 774 Fort Washington, PA 19034-0774	Block 1001.02 Lot 40.15	23-00005

RESOLUTION 075-2024

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS BETWEEN BUDGET LINE ITEMS

WHEREAS, there are insufficient funds in some of the 2023 budget line items; and

WHEREAS, N.J.S.A. 40A:4-58 permits the transfer of funds from accounts with a surplus to cover such demands,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey (not less than two-thirds of all members thereof affirmatively concurring) that the Chief Financial Officer of Mansfield Township, County of Warren, State of New Jersey, is hereby authorized to make the following transfers in accordance with the provision of this resolution:

NEW BUSINESS:

1. Soil/ Fill Ordinance- Township Engineer Quamme discussed the details of a Soil/ Fill Ordinance and answered questions from the Committee regarding the need for such and benefits to the Township.
2. Township Do Not Knock Registry - Solicitor's License Ordinance- **Moved to Executive Session**
3. Commercial Knock Box Ordinance- Fire Department- **Moved to Executive Session**

COMMITTEE PERSON COMMENTS: None

EXECUTIVE SESSION

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to adopt Resolution #076-2024 for an Executive Session of the Township Committee. At approximately 7:59 p.m., the Committee went into Executive Session.

Recorded Vote

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

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

Attorney Client Privilege

Seniors' Group-2024 Budget Discussion

Personnel Matter

Department of Public Works Laborer Interview

RESOLUTION 076-2024

RESOLUTION AUTHORIZING EXECUTIVE SESSION OF THE TOWNSHIP COMMITTEE

WHEREAS, the Township Committee of the Township of Mansfield is authorized, pursuant to N.J.S.A. 10:4-12 to exclude the public from that portion of this meeting for purposes of discussing specific matters as permitted by N.J.S.A. 10:4-12; and;

WHEREAS, the Township Committee of the Township of Mansfield intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12, in Executive Session; and

WHEREAS, at this time the Township Committee of the Township of Mansfield cannot determine the time when the discussion to be held in Executive Session will be made public, but will disclose the minutes of the Executive Session when the need for confidentiality no longer exists.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that this meeting shall be adjourned to an Executive Session and the public will be excluded in order that the Township Committee of the Township of Mansfield may discuss the items listed below:

Attorney Client Privilege

Seniors' Group-2024 Budget Discussion
Township Do Not Knock Registry
Knock Box Ordinance
Mansfield EMS

Personnel Matter

Department of Public Works Laborer Interview

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 9:22 p.m.

Recorded Vote

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

Mr. Lavery announced the following discussed in Executive Session:

Attorney Client Privilege

Seniors' Group-2024 Budget Discussion
Township Do Not Knock Registry
Knock Box Ordinance
Mansfield EMS

Personnel Matter

Department of Public Works Laborer Interview

Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest. No official action will be taken as a result of the Executive Session.


On a motion by Mrs. Mora Dillon and seconded by Mr. Hayes, the Committee authorized Township Attorney Lavery to hire special counsel, if necessary, as discussed in Executive Session.

Recorded Vote

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

There being no further business, Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to adjourn. The meeting was adjourned at approximately 9:25 p.m.

Attest:


Wendy Barras
Township Municipal Clerk

