



**AGENDA OF THE REGULAR MEETING OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF MANSFIELD
MARCH 13, 2024
7:30 PM**

This is a regular meeting of the Township of Mansfield 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 the Township of Mansfield. There may be additions or deletions prior to the Committee taking final action.

ROLL CALL:

SALUTE TO FLAG:

PROCLAMATION: Women's History Month

APPROVAL OF THE MINUTES

Executive Session- February 28, 2024

Regular Session- February 28, 2024

CLERK'S REPORT

FINANCE REPORT

EMPLOYEES' REPORTS

ENGINEER'S REPORT

PUBLIC PORTION

ORDINANCE: PUBLIC HEARING AND SECOND READING

#003-2024 Ordinance Amending And Supplementing Chapter 260, Peddling And Soliciting Of The Mansfield Township Municipal Code Creating A No-Knock Registry

RESOLUTIONS (taken separately)

#085-2024 Resolution Authorizing Payment of Municipal Obligations

CONSENT AGENDA

#086-2024 Resolution Authorizing and Approve Salary and Wages- A. McGarry

#087-2024 Resolution Authorizing the Hiring of Deputy Court Administrator- J. Alexis

#088-2024 Resolution Authorizing Appointment of Acting Supervisor of Dept. of Public Works- H. Appleby

#089-2024 Resolution Authorizing Acceptance of Driveway Bond for 2 Middle Lane West

#090-2024 Resolution Authorizing Acceptance of Driveway Bond for 37 Redwood Run

#091-2024 Resolution Authorizing Submission Of National Registry Of Historic Places Marker Grant For Mount Bethel Church

NEW BUSINESS-

COMMITTEE PERSON COMMENTS

EXECUTIVE SESSION

#092-2024 Executive Session

RETURN TO REGULAR SESSION

ADJOURN



WOMEN'S HISTORY MONTH 2024 PROCLAMATION

WHEREAS, each year, Women's History Month offers an important opportunity for the nation to shine a light on the extraordinary legacy of trailblazing American women who have built, shaped, and improved upon our Country; and

WHEREAS, throughout American history, women have made vital contributions, often in the face of discrimination and undue hardship. Courageous women marched for and won the right to vote, campaigned against injustice, shattered countless barriers, and expanded the possibilities of American life; and

WHEREAS, our history is also replete with examples of the unfailing bravery and grit of women in America, particularly in times of crisis and emergency. Women served our Nation during World War II, led organizing and litigation efforts during the Civil Rights Movement, and represented the United States on the global stage in the fight for human rights, peace, and security; and

WHEREAS, far too often, their heroic efforts and their stories have gone untold-especially the millions of minority and immigrant women, and others from diverse communities who have strengthened America across every generation; and

WHEREAS, March 8th was International Women's Day and the theme for 2024 is "Women Who Advocate for Equity, Diversity, and Inclusion". This recognizes women throughout the county who understand that, for a positive future, we need to eliminate bias and discrimination entirely for our lives and institutions; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby proclaim March as Women's History Month in the Township of Mansfield.

Proclaimed this 13th day of March, 2024

Mayor Joseph Watters, Mansfield Township Committee





TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

ORDINANCE 003-2024

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 260, PEDDLING AND SOLICITING OF THE MANSFIELD TOWNSHIP MUNICIPAL CODE CREATING A NO-KNOCK REGISTRY

STATEMENT OF PURPOSE

The purpose of this Ordinance is to amend and supplement Chapter 260, Peddling and Soliciting of the Township Municipal Code and to create a No- Knock Registry.

WHEREAS, the current Township Municipal Code is in need to be updated to implement a prohibition of door-to-door solicitations via a No- Knock Registry.

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

A. The following amendments to Chapter 260 (Peddling and Soliciting) Section V are hereby adopted:

§260-5.1 Establishment of a No-Knock Registry

- A. For the purpose of protecting residents from criminal activities and safeguarding their privacy, there is hereby established a No-Knock Registry of properties where soliciting is prohibited. The No-Knock Registry shall be maintained by the Township Clerk.
- B. The Township Clerk shall prepare a list of addresses of those premises whose owners or occupants have notified the Township Clerk that soliciting is not permitted on their premises. Notification shall be by the completion of a form, available on the Township website and in the Township Clerk's office during normal business hours. The premises shall remain on the Registry unless the owner or occupant notifies the Township Clerk in writing that they wish the property to be removed from the Registry. The Township Clerk shall update the list monthly. The inclusion of a premises on the Registry shall be deemed a revocation of any privilege or license to enter or attempt to enter the property.
- C. The Township Clerk shall distribute the current Mansfield Township No-Knock Registry to a licensed solicitor at the time of issuance of a license.
- D. Although the most current list of registrants on the Mansfield Township No-Knock Registry shall be provided by the Township Clerk, it is the responsibility of the solicitor to have the updated list prior to engaging in any soliciting within the Township.
- E. Any person convicted of violating this section upon competent evidence by an owner, occupant, or other person with personal knowledge of such violation shall be subject to minimum fine of \$100.00 and a permanent revocation of any license issued under the within article.
- F. This section does not preclude an owner or occupant from filing any other appropriate complaint with the Municipal Prosecutor, including a complaint for trespass.

ATTEST:

TOWNSHIP OF MANSFIELD:

Wendy Barras, Township Municipal Clerk

Joseph Watters, Mayor

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

Published:
Public Hearing:

Motion: Adopt Ordinance Moved by: ; Seconded by
Vote: Motion carried by roll call vote (Summary: Yes=)
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.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 085-2024

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 | \$ 9,297.87 |
| CURRENT- 4-01 | \$ 1,224,905.52 |
| CAPITAL FUND | \$ 116.50 |
| OPEN SPACE TRUST | \$ 407.50 |
| DOG FUND | \$ 91.80 |
| DEVELOPER'S ESCROW | \$ 7,099.88 |
| TOTAL | \$ 1,241,919.32 |

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

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 March 13, 2024. Witness my hand this day of March, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 086-2024

**A RESOLUTION TO AUTHORIZE AND APPROVE SALARY AND WAGES
FOR AN EMPLOYEE**

WHEREAS, Ordinance Number 2023-26 establishes the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2024, unless otherwise noted, in the amount designated below:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> |
|---------------|---------------------|----------------|
| Aydan McGarry | Recycling Attendant | \$ 45.00 / Hr. |

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

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 March 13, 2024. Witness my hand this _____ day of March, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 087-2024

A RESOLUTION TO AUTHORIZE THE HIRING OF A DEPUTY COURT ADMINISTRATOR

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a Deputy Court Administrator; and

WHEREAS, Ms. Jammillah Alexis applied for the position and was interviewed by the Township Committee liaison for personnel and the Municipal Court, the Municipal Court Administrator, the Municipal Court Judge, the Court Municipal Division Manager for Somerset, Hunterdon and Warren Counties and the Office Manager; and

WHEREAS, at the recommendation of the above interview panel, Ms. Alexis met with the Assignment Judge who approved the selection of Ms. Alexis for the position of Deputy Court Administrator; and

WHEREAS, the five-member panel named above were all in agreement that Ms. Alexis possessed the necessary skills to handle the responsibilities of the position of Deputy Court Administrator; and

WHEREAS, the Township Committee of the Township of Mansfield has extended an offer to Ms. Alexis in the amount of \$60,000 annually; and

WHEREAS, Ms. Alexis' starting date is March 20, 2024; and

WHEREAS, Ms. Alexis 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 Ms. Jammillah Alexis per the above.

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

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 March 13, 2024. Witness my hand this _____ day of March, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 089-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 2 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 2 Middle Lane West has submitted check number 660274 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.

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

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 March 13, 2024. Witness my hand this day of March, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 090-2024

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 37 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 37 Redwood Run has submitted check number 660273 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.

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

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 March 13, 2024. Witness my hand this day of March, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 091-2024

**RESOLUTION AUTHORIZING SUBMISSION OF NATIONAL REGISTRY
OF HISTORIC PLACES MARKER GRANT FOR MOUNT BETHEL CHURCH**

WHEREAS, the Township of Mansfield purchased the Mount Bethel Church property located at 350 Mount Bethel Road, Port Murray in 2015; and;

WHEREAS, the Mount Bethel Church was registered on the National Register of Historic Places on January 14, 1980; and

WHEREAS, the Township has been made aware of a grant opportunity through the William G. Pomeroy Foundation to receive a plaque indicating that Mount Bethel Church is placed on the National Register of Historic Places; and

WHEREAS, the Township deems it in the best interest of the Community to apply for said grant and to bring recognition to the Mount Bethel Church, which is an important historical structure in the Township.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, formally approves the grant application for the above stated program through the William G. Pomeroy Foundation and authorizes the Township Clerk to submit such application on the behalf of the Township.

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

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 March 13, 2024. Witness my hand this day of March, 2024.

Wendy Barras, Township Municipal Clerk



TOWNSHIP OF MANSFIELD
COUNTY OF WARREN

RESOLUTION 092-2024

**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:

Personnel Matter

F/T Zoning and Code Enforcement Officer/ Rec Director position

Potential Litigation

Resident compliant

Attorney Client Privilege

Mt. Bethel Church

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

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 March 13, 2024. Witness my hand this day of March, 2024.

Wendy Barras, Township Municipal Clerk