



**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
SEPTEMBER 23, 2026**

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 Daily Record and NJ.com, 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: Mr. Bollard, Mr. Connelly, Mr. Mc Guinness, Mr. Hayes, Mayor Watters.
Also, present was Township Attorney Michael Lavery, Township Clerk Barras, Police Chief Mac Donough, Township Engineer Richard Quamme, Asst. CFO JoAnn Fascenelli, and Deputy Clerk Illena Raffaele.

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

PROCLAMATION

Mr. Bollard read the proclamation for Ruth Pante into the public record.

APPROVAL OF MINUTES

September 9, 2026 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Bollard made a motion to approve the Executive Session meeting minutes from September 9, 2026.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

September 9, 2026 – REGULAR SESSION

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from September 9, 2026.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

CLERK'S REPORT – Township Clerk Barras reported the following:

- Mt. Bethel Church – The Township needs to connect a modem in order to put the fire alarm online and readable with the alarm company. As of now, the alarm isn't communicating through the phone lines properly. The wiring for the modem has been set. Just need Committee approval to establish the acct with Comcast???? With out this, the building will not be able to open to the Public.
- Acting DPW Supervisor Appleby would like Township approval to advertise for Part time snow plow drivers. If this is acceptable, the posting will be put on the website and board outside the DPW building.

- Acting DPW Supervisor Appleby has received quotes for fencing around 107 Glenn Ter. However, the Committee needs to decide if they want to install fencing around the entire property structure or if they would just like the fencing around the rear of the structure to secure the hole in the exterior.
- Dept head meeting was held on Sept 17th and mostly all dept heads were in attendance. It was well received and will be scheduling the next one for December.
- Mr. Silvia, Mr. Quamme, Mr. Hayes, Mr. Connelly, LUB Attorney Bryce, and myself met yesterday to start assembling a scope of work for the Zoning Ordinance. Several ideas and points were discussed. I will be scheduling another meeting for this group in a month to continue to work on this.
- In working with the Zoning Officer and DPW Supervisor, the Clerk's office has been sending violation notices to properties with property maintenance violations and monitoring those properties to abate said violations.
- Addendum for cell phone tower lease bid is to be published tomorrow.
- Last day for Voter Registration for the General Election in November is Tuesday, October 13. Either till 4:00 pm here at the Municipal Building or till 9:00 pm at the County Clerk's office. Voter Registration forms can be found in the entrance, on the Township website, or the County website, Warren County votes.com

FINANCE/ EMPLOYEES'S REPORT –

Mrs. Fascenelli stated she attended the September 10th SWAC meeting. She inquired of the Committee if the Township could host a hazardous waste recycling event since the County will only be having one yearly. She discussed the request from the NJ Conservation Foundation to purchase Block 1203 Lot 4.02.

Mr. Connelly, seconded by Mr. Hayes made a motion to authorize this parcel to go up for auction rather than a private sale.

RECORDED VOTE

Aye:	Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay:	XXXXXX
Absent:	XXXXXX
Abstain:	XXXXXX

Mrs. Fascenelli will contact Max Spann to arrange for the property auction in addition to a list of available lots prepared by the Tax Office. A title search will need to be obtained for the property before moving forward.

Firetruck Rehab

The Company performing the rehab would like a 30% down payment even though this was not present in the contract. It was agreed, with CFO approval, to do partial upfront payments which would require progress reports and sign offs by the fire department.

Police Department

Chief MacDonough stated he met with the Superintendent and School Board President regarding a school resource officer. A MOU would be needed and the School would be responsible for all costs related to that officer.

ENGINEER'S REPORT

- Mitchell Road – Contractor has acknowledged receipt the punch list and will be providing schedule to complete the punch list work and once completed, contractor will submit final payment request.
- LAIF Cory Read Drive/Allen Road – NJDOT has approved the plans, however will require right of way approval from property owners
- Municipal Building AC and Electrical Project – Detailed site inspection to be conducted
- Elizabethtown Gas project-Allen Road – permit has been issued and project will likely begin in the early spring as their engineer needs to obtain outside permits and approvals.

PUBLIC PORTION

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

Carol Thompson, 510 Rt. 57, spoke of violations occurring at Route 57 Auto Salvage with no zoning enforcement

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

RESOLUTIONS (TAKEN SEPARATELY)

Mr. Connelly, seconded by Mr. Hayes made a motion to adopt Resolution #235-2026.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

RESOLUTION 235-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING PAYMENT OF MUNICIPAL OBLIGATIONS

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 Temporary Chief Financial Officer and the Assistant CFO, from the following accounts and in the following amounts:

BILLS LIST	
CURRENT- 5-01	\$ 494.73
CURRENT- 6-01	\$ 55,081.35
FEDERAL AND STATE GRANT FUND-G-02	\$ 1,010.00
DEVELOPER'S ESCROW-T-14	\$ 7,956.25
TOTAL	\$ 64,542.33

Mr. Connelly, seconded by Mr. Mc Guinness made a motion to approve Purchase Order #26-00646.

RECORDED VOTE

Aye: Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: Bollard

PUBLIC PORTION:

Mayor Watters opened the Public Portion for the Consent Agenda to the Public.
Seeing no one wishing to comment, he closed the Public Portion.

Mr. Hayes, seconded by Mr. Connelly made a motion to add Resolutions #241-2026 and #242-2026 to the Consent Agenda.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

CONSENT AGENDA

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to adopt by consent Resolutions #236-2026 through #239-2026 and Resolutions #241-2026 through #242-2026.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

RESOLUTION 236-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING TERMINATION OF PARTICIPATION UNDER THE STATE HEALTH BENEFITS PLAN

WHEREAS, the Township of Mansfield resolves to terminate its participation in the New Jersey State Health Benefits Plan for Medical and Prescription Drugs thereby canceling coverage provided by the SHBP (*N.J.S.A. 52:14-17.25 et seq.*) for all its active and retire employees effective January 1, 2027 ; and

WHEREAS, the Township of Mansfield shall notify all active employees of the date of their termination of coverage under the Program; and

WHEREAS, the Township understands that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage; and

WHEREAS, the Township understands that all COBRA participants will be notified by the NJDPB and advised to contact the Township of Mansfield concerning a possible alternative health, and prescription drug plan; and

WHEREAS, the Township understands that this resolution shall take effect the first of the month following a sixty (60) day period beginning with receipt of the resolution by the State Health Benefits Commission.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize termination of participation in the New Jersey State Health Benefits Plan effective January 1, 2027.

RESOLUTION 237-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING TO JOIN NORTH JERSEY MUNICIPAL EMPLOYEE BENEFITS FUND

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the **North Jersey Municipal Employee Benefits Fund**, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community

Affairs and has been operational since that date; and

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND; and

WHEREAS, the governing body of Township of Mansfield, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

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

1. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
2. Will participate in the following type (s) of coverage (s):
 - a.)Health Insurance and/or Dental and/or Prescription as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
3. Adopts and approves the FUND's Bylaws.
4. Execute an application for membership and any accompanying certifications.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Township Committee of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

1. Approval of the LOCAL UNIT by the FUND.
2. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
3. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

RESOLUTION 238-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING APPOINTMENT OF FUND COMMISSIONER TO NORTH JERSEY MUNICIPAL EMPLOYEE BENEFIT PLAN

WHEREAS, the Township of Mansfield is changing health insurance carriers for the calendar year 2027, and;

WHEREAS, the Township of Mansfield is desirous of joining the North Jersey Municipal Employee Benefits Fund;
and

WHEREAS, the benefit fund requires a representative from the Township of Mansfield be named as a Fund Commissioner; 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 be and is hereby appointed as Fund Commissioner to the North Jersey Municipal Employee Benefits Fund, effective September 23, 2026 to represent the Township of Mansfield.

RESOLUTION 239-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING A REFUND FOR THE MUNICIPAL PORTION OF THE CONCEALED CARRY HANDGUN PERMIT APPLICATION FEE

WHEREAS, Ordinance number 012-2026, was adopted on April 8, 2026; and

WHEREAS, said ordinance authorizes the municipal portion of the concealed carry handgun permit application fee to be refunded to the applicant due to a financial burden; and

WHEREAS, per Resolution 218-2026, adopted at the August 26, 2026 meeting states that in order to ensure the personal privacy of concealed carry handgun permit holders the State Bureau of Identification (SBI) will be utilized as identification; and

WHEREAS, the following applicant has completed all the applicable paperwork in order to receive a refund.
SBI # 128455C

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township Finance office be authorized to refund the amount of \$150.00, to the aforementioned applicant.

RESOLUTION 241-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY RESCINDING RESOLUTION NUMBER 135-2026 AUTHORIZING A CONTRACT WITH HUNTER RESEARCH INC. DUE TO A CHANGE IN VENDOR OWNERSHIP

WHEREAS, the Township Committee of the Township of Mansfield previously adopted resolution number 135-2026 on May 13, 2026, which authorized a contract with Hunter Research, Inc. for archaeological monitoring services for Mount Bethel Community Center cemetery wall; and

WHEREAS, Hunter Research, Inc. underwent a change in ownership on July 1, 2026, to Mead and Hunt, Inc.; and

WHEREAS, Mead and Hunt, Inc. has provided a FEIN number and a State of New Jersey Business Registration Certificate number different than what Hunter Research previously submitted; and

WHEREAS, taking the above into consideration it has been determined that resolution number 135-2026 be rescinded and purchase order number 26-00393 dated May 14, 2026, to Hunter Research, Inc. be voided.

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

1. Rescission of Prior Resolution: Resolution number 135-2026, adopted on May 13, 2026, is hereby rescinded and declared null and void in its entirety.
2. Purchase Order number 26-00393, dated May 14, 2026, is hereby voided and declared null and void in its entirety.

RESOLUTION 242-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING ARCHAEOLOGICAL MONITORING SERVICES FOR MOUNT BETHEL COMMUNITY CENTER CEMETERY WALL

WHEREAS, the Township of Mansfield has a need for archaeological monitor services related to the Mount Bethel Community Center cemetery wall; and

WHEREAS, the Township received a proposal dated September 2, 2026, from Mead and Hunt Inc. to provide

those services for the sum of not to exceed \$ 17,500.00; and

WHEREAS, Mead and Hunt Inc. is extremely knowledgeable with the scope of the project; and

WHEREAS, the appointment and contract are exempt from the competitive bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11 et seq., as "Professional Services", pursuant to **N.J.S.A. 40A:11-5(1)(a)**; and

WHEREAS, the Temporary Chief Financial Officer has certified that funds are available in the following account:

OPEN SPACE TRUST ACCOUNT

T-12-56-289-0375-4041

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize Mead and Hunt, Inc. to provide Archaeological Monitoring Services related to the Mount Bethel Community Center cemetery wall as stated in the proposal dated September 2, 2026, in an amount not to exceed \$ 17,500.00.

NEW BUSINESS -

Tennis Courts- 2027 Local Recreation Improvement Grant

Mr. Bollard, seconded by Mr. Mc Guinness made a motion to apply for the 2027 Local Recreation Improvement Grant with same project concept as in 2026.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

OLD BUSINESS

None

COMMITTEE PERSON COMMENTS/REPORTS

Watters –

Hayes –

Mc Guinness –

Connelly – Inquired as to the stripping and speed limit signs on Allen Rd.

Bollard – Treelicious will be hosting an event on Sunday, September 27th and the grand opening for Dunkin is scheduled for Thursday, September 24th.

EXECUTIVE SESSION

Mr. Connelly, seconded by Mr. Hayes made a motion to adopt Resolution #240-2026 for an Executive Session of the Township Committee.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

RESOLUTION 240-2026

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW

**JERSEY 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

Court
Zoning/ Land Use Secretary position

Contractual

Municipal Building Phone System
PBA/ Teamsters Negotiations

Attorney Client Privilege

Administrative Review Request

Potential Litigation

Meadows

At approximately 8:17 p.m., the Committee went into Executive Session.

RETURN TO REGULAR SESSION

On a motion by Mr. Hayes, seconded by Mr. Mc Guinness , the Township Committee voted to return to public session at approximately 8:59 p.m.

RECORDED VOTE

Aye:	Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay:	XXXXXX
Absent:	XXXXXX
Abstain:	XXXXXX

Township Attorney Lavery announced the following discussed in Executive Session:

Personnel

Court
Zoning/ Land Use Secretary position

Contractual

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

Township Attorney Lavery announced the following discussed in Executive Session:

Personnel

Court
Zoning/ Land Use Secretary position

Contractual

Municipal Building Phone System
PBA/ Teamsters Negotiations

Attorney Client Privilege

Administrative Review Request

Potential Litigation

Meadows

Mr. Hayes, seconded by Mr. Connelly made a motion to authorize the Township Attorney to take action as discussed in Executive Session in regards to the Court Administrator.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

Mr. Mc Guinness, seconded by Mr. Connelly made a motion to appoint Jammillah Alexis as Interim Court Administrator as discussed in Executive Session.

RECORDED VOTE

Aye: Bollard, Connelly, Mc Guinness, Hayes, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

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

There being no further business, Mr. Hayes made a motion to adjourn. All present were in favor. The meeting was adjourned at approximately 9:02 p.m.

Attest,


Wendy Barras, R.M.C.
Township Municipal Clerk