

**TOWNSHIP OF MANSFIELD
TOWNSHIP COMMITTEE MEETING
DECEMBER 13, 2023
OFFICIAL MINUTES
Adopted DECEMBER 27, 2023**

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. He then led the Flag Salute.

ROLL CALL

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

Also, present were Township Attorney Michael Lavery, Township Clerk Wendy Barras, Police Chief MacDonough, CFO Judith Curran, Deputy Treasurer JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and EMS Chief Nick Vasquez

Approximately 5 people from the public were in attendance.

APPROVAL OF MINUTES

November 21, 2023 – EXECUTIVE SESSION

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from November 21, 2023.

RECORDED VOTE

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

November 21, 2023 – REGULAR SESSION

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from November 21, 2023.

RECORDED VOTE

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

CLERK'S REPORT

Township Clerk Barras reported the following:

- Request for Professionals for 2024 were received on November 29th
Received total of 12 submissions for various professionals; list and thumb-drive with all submissions are before you for review; professionals will be appointed at 2024 Reorg Meeting. No submission was received from IT professional- Committee can go back out for RFP or decide to renew current IT professional.
- Enclosed in your packet was also a list of current sub committees' assignments and board and commission appointments that will need to be appointed at re org.
- Attended the yearly safety meeting yesterday (12/12) with risk management reps and will need to work on a few cyber security and mfa issues to be in compliance with the JIF by year's end 2024
- Have begun prepping for 2024 Reorg meeting and packing up records from previous years as we begin to re organize the office
- Committee needs to finalize the date for Reorg meeting so I can advertise accordingly

- Begun working on the Clerk's office budget worksheet for Judy: in 2024 will begin receiving daily newspaper subscription to do in-house affidavit of publications which will a cost saving for the office
- Submitted Statewide Insurance Grant for the AED machine, which was received and will be installed in the hallway. Statewide should approve the grant at their Dec 27th meeting with a reimbursement check to be sent to the Township in January 2024.

Correspondence

- Received letter from Warren County Board of Commissioners inviting Mayor and Committee members to their 2024 regorg meeting.

FINANCE REPORT

CFO Curan reported the following:

- Tax sale was held on November 29th for 36 properties; 4 sold to outside lienholders, remaining lots will be held in-rem by the municipality.
- Phones and fire alarms have been installed at Mt. Bethel Church
- Attended webinar for stormwater compliance- items needed to be in compliance; discussed various requirements
- 2023 firefighter grants were submitted
- Met with Mr. Dennis Dillon regarding scope of work to be done at Karrville School

EMPLOYEES' REPORT

Mrs. Fascenelli reported on the recycling event held on November 18th.

PUBLIC PORTION

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

Mark Duke, 77 Mitchell Rd., discussed issues with his neighbor dumping contaminated soil on his property and was seeking assistance from the Committee to remedy the problem. Attorney Lavery suggested the Engineer go to the property to see if any municipal violations are present and Mayor Watters recommended to put more pressure on the NJ DEP.

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

ORDINANCE – Public Hearing and Final Reading

Mrs. Mora Dillon, seconded by Mr. Hayes made a motion to adopt Ordinance #2023-25 as filed in the Township Clerk's Office.

Mayor Watters opened the Public Hearing for Ordinance #2023-25. When no one wished to comment, the Public Hearing was closed.

RECORDED VOTE

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

ORDINANCE NO. 2023-25

ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 270 ENTITLED "VACANT PROPERTY MAINTENANCE" TO CLARIFY CERTAIN PROVISIONS THEREOF AND TO ALLOW THE MUNICIPALITY TO USE TWENTY PERCENT OF THE FUNDS RECEIVED PURSUANT TO THIS CHAPTER FOR CODE ENFORCEMENT PURPOSES

STATEMENT OF PURPOSE

The purpose of this Ordinance is to amend Ordinance #2022-18 by clarifying certain provision and allow the municipality to use twenty percent of funds received pursuant to this Chapter for Code Enforcement purposes.

WHEREAS, the Township of Mansfield adopted Ordinance No. 2022-18 on October 12, 2022; and

WHEREAS, the Township has been made aware that Paragraph (d) of Section 270-10 contains language inconsistent with the remainder of the Ordinance; and

WHEREAS, the authorizing statute, N.J.S.A. 40:48-2.12s3, permits the municipality to utilize no less than twenty percent (20%) of the funds collected pursuant to the Ordinance for municipal code enforcement purposes; and

WHEREAS, it is the Township's intent to maximize clarity in its ordinances to ensure uniform enforcement thereof.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Section 270-10 is amended to read as follows:

SECTION I:

Deletions to this Chapter shall be delineated by strikethrough text, ~~thusly~~. Additions to this Chapter shall be delineated by underlined text, thusly.

§ 270-10. Additional Authority.

[. . .]

d. If the mortgagee does not reimburse the Township for the cost of temporarily securing the property, or of any abatement directed by the ~~code enforcement board of special magistrate~~ Code Enforcement Officer, within thirty (30) days of the Township sending the mortgagee the invoice, then the Township may lien the property with such cost, along with an administrative fee of five hundred dollars (\$500. 00) to recover the administrative personnel services.

e. No less than twenty percent (20%) of any money collected pursuant to this Ordinance shall be utilized by the municipality for municipal code enforcement purposes.

SECTION II.

Repealer. Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Mansfield inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION III.

Severability. The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

SECTION IV.

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

Mrs. Mora Dillon, seconded by Mr. Hayes made a motion to adopt Ordinance #2023-26 as filed in the Township Clerk's Office.

Mayor Watters opened the Public Hearing for Ordinance #2023-26. When no one wished to comment, the Public Hearing was closed.

RECORDED VOTE

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

ORDINANCE # 2023-26

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

Statement of Purpose

The purpose of this Ordinance is to establish a salary range for the officers and employees of the Township of Mansfield.

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:

Committee Members	\$ 3,000	\$ 4,950
Mayor	\$ 1	\$ 660
Deputy Mayor	\$ 1	\$ 330
Officer Manager	\$ 1,000	\$ 50,000
Qualified Purchasing Agent	\$ 0	\$ 4,000
Acting Qualified Purchasing Agent	\$ 0	\$ 2,000
Insurance Fund Commissioner	\$ 1,350	\$ 1,650
Registered Municipal Clerk	\$ 46,250	\$ 90,000
Acting Municipal Clerk	\$ 40,000	\$ 90,000
Part-Time Registered Municipal Clerk	\$ 0	\$ 46,000
Municipal Clerk Stipend	\$ 500	\$ 2,000
Elections Officer	\$ 150 / election	\$ 500 / election
Website Administrator	\$ 1,350	\$ 2,000
Deputy Clerk	\$ 21,000	\$ 60,000
Deputy Clerk	\$ 14 / hr.	\$ 18 / hr.
Dept. Of Health Deputy Registrar	\$ 21,000	\$ 35,655
Dept. Of Health Deputy Registrar	\$ 14 / hr.	\$ 18 / hr.
Chief Financial Officer	\$ 50,000	\$130,000
Acting Chief Financial Officer	\$ 9,000	\$ 65,000
Deputy Treasurer	\$ 9,000	\$ 25,000
Deputy Treasurer Stipend	\$ 500	\$ 5,000
Certified Tax Collector	\$ 0	\$ 65,000
Deputy Tax Collector	\$ 27,000	\$ 60,000
Alternate Deputy Tax Collector	\$ 1,000	\$ 2,750
Tax/Finance Clerk	\$ 16,216	\$ 19,820
Tax Search Officer	\$ 900	\$ 1,100
Tax Assessor	\$ 19,800	\$ 35,000
Certified Lists (Tax Assessor)	\$ 560	\$ 685
Assessment Search Officer	\$ 900	\$ 2,000
Tax Assessor Secretary	\$ 4,688	\$ 5,705
Municipal Housing Liaison	\$ 3,000	\$ 8,000
Open Space / Historical Secretary	\$ 233	\$ 450
Environmental Secretary	\$ 840	\$ 2,500
Land Use Board Secretary	\$ 10,000	\$ 18,000
Land Use Board Secretary	\$ 3,000	\$ 7,000
(Shared Service)		
Zoning Officer	\$ 20 / hr.	\$ 55 / hr.
Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 95 / appearance
Police Chief	\$ 90,000	\$165,000
Police Secretary	\$ 22,000	\$ 57,000
Police Secretary		
(Temp or Part-Time)	\$ 14 / hr.	\$ 17 / hr.
Patrolmen	\$ 40,000	\$125,000

Sergeant	\$ 86,140	\$135,000
Lieutenant	\$ 88,494	\$145,000
Class II Special Officer	\$ 40,000	\$ 50,000
Police Officer (Temp/Part-Time)	\$ 3.50 / hr.	\$ 17 / hr.
Police Officer – Academy	\$ 0	\$ 40,000
Police Officer – Post Academy	\$ 0	\$ 46,000
Detective Stipend	\$ 1,000	\$ 2,000
Corporal Stipend	\$ 1,000	\$ 2,000
EMT Stipend	\$ 1,000	\$ 2,200
K-9 Officer Stipend	\$ 1,000	\$ 2,000
Director Emergency Management	\$ 2,334	\$ 3,000
Deputy Emergency Mgt. Director	\$ 500	\$ 700
Seasonal/Temporary EMT	\$ 17.00 / hr.	\$ 25.00 / hr.
DPW Superintendent	\$ 62,546	\$ 90,000
Assistant Dept. of Public Works Supervisor	\$ 250.	\$ 2,000
Machine Operator	\$ 30,000	\$ 75,000
Mechanic/Laborer	\$ 30,000	\$ 65,000
Part-Time Laborer/Snow Plow Driver	\$ 15 / hr.	\$ 35 / hr.
Part-Time Laborer/Snow Plow Driver with CDL	\$ 15 / hr.	\$ 45 / hr.
DPW Secretary	\$ 14 / hr.	\$ 17 / hr.
Certified Recycling Professional	\$ 2,000	\$ 2,500
Recycling Attendant	\$ 30 / hr.	\$ 55 / hr.
Clean Communities Coordinator	\$ 1,300	\$ 4,000
Judge	\$ 33,817	\$ 99,500
Court Administrator	\$ 43,479	\$ 85,600
Temporary Part-Time Certified Court Administrator	\$ 25 / hr.	\$ 45 / hr.
Interim Municipal Court Administrator	\$ 60,000	\$ 85,000
Deputy Court Administrator	\$ 25,000	\$ 75,000
Part-Time Violations Clerk	\$ 11 / hr.	\$ 21 / hr.
Temporary Violations Clerk	\$ 11 / hr.	\$ 15 / hr.
Call-Outs	\$ 50 / each	\$ 60 / each
Court Security	\$ 75 / session	\$ 165 / session
Stipend	\$ 50	\$ 3,000

Mr. Hayes seconded by Mrs. Mora Dillon made a motion to adopt Ordinance #2023-27 as filed in the Township Clerk's Office.

Mayor Watters opened the Public Hearing for Ordinance #2023-27. When no one wished to comment, the Public Hearing was closed.

RECORDED VOTE

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

ORDINANCE #2023-27

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
 REPEALING ORDINANCE #2023-18, AN ORDINANCE PERMITTING THE LICENSING OF FOOD TRUCKS
 WITHIN THE TOWNSHIP AND ESTABLISHING A TEMPORARY FOOD LICENSE FOR MOBILE FOOD
 TRUCKS WITHIN THE TOWNSHIP**

STATEMENT OF PURPOSE

The purpose of this Ordinance is to repeal Ordinance #2023-18 and to establish a temporary food license fee and requirements for mobile food trucks within the Township.

WHEREAS, the Township of Mansfield adopted Ordinance #2023-18, an Ordinance of the Township of Mansfield permitting the licensing of food trucks within the Township on July 26, 2023, and

WHEREAS, the aforementioned Ordinance lacked certain requiring factors and the Township has deemed it is in the best interest of the Township to repeal such Ordinance and establish a temporary food license for mobile food trucks within the Township; and

WHEREAS, the Township of Mansfield, for the health and safety of its residents, wishes to regulate and license food trucks operating at temporary events within the Township's borders; and

WHEREAS, the Township has determined the inclusion of a temporary food license for food trucks wishing to participate in any temporary single event within the Township; and

WHEREAS, the Township wishes to establish a fee and license requirements for such temporary food license for food trucks.

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

SECTION 1

Purpose:

The Township Committee do hereby deem it necessary for the full protection of the health and safety of the Township that the licensing of mobile food vendors and/or vehicles be restricted in the Township of Mansfield.

SECTION 2

Definitions

As used in this chapter, the following terms shall have the meanings indicated:

Mobile Food Vendor

Any automobile, truck or motor-powered vehicle engaged in the business of selling cooked or prepared food to persons.

Mobile Food Vendor Licensee

Any license issued under this chapter for either a mobile food truck or a vehicular vehicle.

Temporary Event shall mean a singular event or celebration lasting no more than two (2) consecutive days.

Vehicular Vehicles

Any and all other types of vehicles engaged in the selling of cooked or prepared foods.

SECTION 3

License Required

No mobile food vendor or other vehicle engaged in the business of selling cooked or prepared foods in the Township shall operate within the Township without first having obtained a temporary food license. Such temporary food license shall be issued by the Township Clerk for a temporary single event in which they are seeking a temporary food license. Each temporary food license is valid for a single event only in which it was issued unless sooner revoked by the Township Committee and shall be good as to only one vehicle. The license fee shall be set at twenty-five dollars (\$25.00) for each temporary food license application.

SECTION 4

Form of Application

All applications for the issuance of a license shall be made to the Township Clerk on the official forms designed to elicit information regarding the vehicle to be so used and the identification, responsibility, and law-abiding habits of the owner of the vehicle.

SECTION 5

Application Verified; Insurance

Each applicant for a license shall supply the information requested on the application in full and verify its correctness and file the completed application with the Office of the Township Clerk together with the full amount of the fees as hereinafter set forth. In addition, the applicant shall submit a drawing of the proposed location(s) of the food truck; a signed letter of approval by the current property owner; the applicant shall be fingerprinted by a Township approved facility; the applicant shall exhibit public liability insurance to the Township Clerk covering the vehicle to be licensed and for the term of the license applied for; the applicant shall submit proof of approvals and/or inspections from the Warren County Board of Health and the Township Fire Official.

SECTION 6

License Fee

The application fee for a temporary food license issued, shall be under the charge and control of the applicant applying therefore, and the applicant shall be responsible for the operation of the licensed vehicle. The application fee for each temporary food license shall be set at twenty-five dollars (\$25.00).

SECTION 7

Regulations Covering Parking

- A. No person shall stop, stand or park for the purpose of selling cooked or prepared foods in a public place or prohibited area within the Township unless authorized by the Township for a special or seasonal event. Mobile food truck operators shall provide written consent of the property owner/s submitted at the time of the application.
- B. The licensee shall see to it that all premises used by the vehicle shall be left in a clean and orderly state and that no waste or garbage from its operation be deposited or left remaining on any property or street located within the Township.

SECTION 8

Revocation of License

The Township Committee, or its designee, in its discretion, may refuse to issue or renew, or, after notice and hearing, may revoke or suspend any license if the applicant has been convicted of a crime in this or any other jurisdiction, or convicted of being a disorderly person or of a violation of Title 39, Motor Vehicles and Traffic Regulations of the Revised Statutes of New Jersey, or who has been dishonorably discharged from the Armed Forces of the United States of America, or who violates provision of this Chapter, or who has any judgement unsatisfied against him arising out of an automobile accident, or who is an alien citizen of any nation between whom and the United States of America a state of war exists, or who has made false answers in the application for such license, or who has not fully complied with all the requirements of this chapter, or if the vehicle licensed or to be licensed by any reason of unsafe or unsanitary conditions is dangerous to the health and safety of the people, or if the policy of insurance required to be exhibited under the terms of this chapter is not in full effect and force during the licensed period, or the applicant has failed to comply with any and all other laws of this Municipality, County or State.

SECTION 9

Display of License

Each vehicle licensed under the terms of this chapter shall have displayed the license issued in a conspicuous place fully visible to the public.

SECTION 10

Approval by Township Committee

Upon approval by the Township Committee by resolution, the Township Clerk shall issue and sign the license in the official form.

SECTION 11

Prohibited Areas:

Mobile food vendors are prohibited in all commercial and retail zones.

SEVERABILITY:

If any section, paragraph or provision of this Ordinance is declared to be invalid by a court of competent jurisdiction, such finding shall not affect the remaining provisions hereof which shall remain in full force and effect.

REPEALER:

All ordinances inconsistent with the provisions of this Ordinance are repealed to the extent of such inconsistency.

EFFECTIVE DATE:

This Ordinance shall take effect upon final passage and publication as provided by law.

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #2023-314 as filed in the Township Clerk's Office, was adopted on motion by Mr. Hayes and seconded by Mrs. Mora Dillon .

RECORDED VOTE

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

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

AUTHORIZING PAYMENT OF BILLS LIST

NO. 314

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and

WHEREAS, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, 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:

PREPAID LIST	
CURRENT	\$
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	

TOTAL	\$
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BILLS LIST	
CURRENT	\$ 722,581.54
CAPITAL	\$ 364,602.83
DOG	\$ 1,020.40
GRANT-FEDERAL&STATE	\$ 4,861.65
DEV ESCROW	\$ 4,545.72
OPEN SPACE	\$ 39,937.38
TOTAL	\$1,137,549.52

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.

Mayor Watters requested a motion to add Resolutions #2023-337 through #2023-340 and remove #2023-323 from the agenda. Mrs. Mora Dillon, seconded by Mr. Mc. Guinness made a motion to add Resolutions #2023-337 through #2023-340 to the Consent Agenda and remove #2023-323 from the Consent Agenda.

RECORDED VOTE

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

CONSENT AGENDA/RESOLUTIONS

The following Resolutions #2023-315 through #2023-334 and #2023-337 through #2023-340 as filed in the Township Clerk’s Office, were adopted on motion by Mr. Hayes and seconded by Mrs. Mora Dillon.

RECORDED VOTE

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

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

RESOLUTION SETTING THE DATE FOR 2024 REORGANIZATION MEETING FOR THE TOWNSHIP OF MANSFIELD

NO. 315

ADOPTED: DECEMBER 13, 2023

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the 2024 Reorganization Meeting for the Township of Mansfield will be held on:

Monday, January 1, 2024 at 12:00 noon

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that this meeting notice amendment shall be provided to and posted in two official newspapers within seven (7) days of its passing and shall be distributed according to law, with notice that official action may be taken.

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

**RESOLUTION ESTABLISHING TOWNSHIP COMMITTEE MEETING DATES FOR 2024 FOR THE
TOWNSHIP OF MANSFIELD**

NO. 316

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield desires to notify the public of its regularly scheduled meeting for the year 2024; and
WHEREAS, the Administrative Code of the Township of Mansfield states that the Township Committee of the Township of Mansfield shall meet regularly on the second and fourth Wednesday at 7:30 p.m. with the exception of any changes due to holidays.
NOW THEREFORE BE IT RESOLVED, by the Township Committee that the REGULAR MEETINGS of the Governing Body of the Township of Mansfield, County of Warren, State of New Jersey during the ensuing year of 2024 shall be held as follows:

Monday, January 1, 2024-Reorg Meeting	Wednesday, January 24, 2024
Wednesday, February 14, 2024	Wednesday, February 28, 2024
Wednesday, March 13, 2024	Wednesday, March 27, 2024
Wednesday, April 10, 2024	Wednesday, April 24, 2024
Wednesday, May 8, 2024	Wednesday, May 22, 2024
Wednesday, June 12, 2024	Wednesday, June 26, 2024
Wednesday, July 10, 2024	Wednesday, July 24, 2024
Wednesday, August 14, 2024	Wednesday, August 28, 2024
Wednesday, September 11, 2024	Wednesday, September 25, 2024
Wednesday, October 9, 2024	Wednesday, October 23, 2024
Wednesday, November 13, 2024	Tuesday, November 26, 2024 **
Wednesday, December 11, 2024	Monday, December 23, 2024 **

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

**RESOLUTION ESTABLISHING THE 2024 HOLIDAY SCHEDULE FOR THE
TOWNSHIP OF MANSFIELD**

NO. 317

ADOPTED: DECEMBER 13, 2023

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Holiday Schedule for January 2024 through December 2024, is as follows:

New Year's Day 2024	Monday, January 1, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Election Day	Tuesday, November 5, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Eve (early close at 1 pm)	Wednesday, November 27, 2024
Thanksgiving	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024

Christmas Eve (early close at 1 pm)	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve (early close at 3 pm)	Tuesday, December 31, 2024

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

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT FOR 2024

NO. 318

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township of Mansfield (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Mansfield, in the County of Warren and State of New Jersey, as follows:

1. Township of Mansfield hereby appoints Skylands Risk Management, Inc. as its Risk Management Consultant for the year 2024.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2024 in the form attached hereto.

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

RESOLUTION APPOINTING FUND COMMISSIONER & ALTERNATE FUND COMMISSIONER FOR 2024

NO. 319

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township of Mansfield (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner and Alternate Fund Commissioner to serve as representatives to the Fund.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby appoint Wendy Barras, Township Municipal Clerk as the Fund Commissioner for the Local Unit for the Fund Year 2024; and

BE IT FURTHER RESOLVED, that Police Chief J. Michael MacDonough is hereby appointed as the Fund Alternate Fund Commissioner for the Local Unit for the Fund Year 2024; and

BE IT FURTHER RESOLVED, that the Local Unit's Fund Commissioner is hereby authorized and directed to execute all such documents as required by the Fund and forward certified copies of this resolution to the Fund and to the Township of Mansfield Risk Management Consultant.

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

**RESOLUTION AUTHORIZING AN AGREEMENT WITH NISIVOCCIA CONSULTING, LLC
FOR INFORMATION TECHNOLOGY CONSULTANT SERVICES**

NO. 320

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Chief Financial Officer has recommended that the Township of Mansfield retain professional IT services to assist the Township of Mansfield with technological issues; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

WHEREAS, the Chief Financial Officer has certified as to the availability of an additional \$ 3,000.00 for these services.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the agreement with Nisivoccia Consulting LLC is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township, and notice of this action shall be printed in the Township's official newspaper.

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

**AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #2 FOR #2 FUEL OIL FROM
FINCH FUEL OIL CO., INC.,
PO BOX 468, 648 SCHUYLER AVENUE, KEARNY, NEW JERSEY 07032**

NO. 321

ADOPTED: DECEMBER 13, 2023

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

WHEREAS, Morris County Co-Op awarded a contract to Finch Fuel Oil Co., Inc., PO Box 468, 648 Schuyler Avenue, Kearny, New Jersey, 07032; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the 2023 budget for an additional \$ 7,000.00 and the line item to be charged is 3-01-31-430-0000-4410; 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 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 Finch Fuel Oil Co., Inc., PO Box 468, 648 Schuyler Avenue, Kearny, New Jersey, 07032 through December 31, 2023.

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

AUTHORIZING REFUND OF DRIVEWAY ESCROWS TO RYAN HOMES

NO. 322

ADOPTED: DECEMBER 13, 2023

WHEREAS, Ryan Homes has issued checks for Driveway Escrows to the Township of Mansfield, County of Warren,

WHEREAS, there remains a balance on numerous escrow accounts,

WHEREAS, the Township Engineer has determined that the following escrow accounts can be refunded,

5 Oxford Way	\$ 401.00
6 Redwood Run	\$ 531.25
8 Mountain View Lane	\$ 197.24
8 Redwood Run	\$ 444.75
12 Mountain View Lane	\$ 209.99
12 Redwood Run	\$ 565.00
17 Redwood Run	\$ 353.87
19 Redwood Run	\$ 353.87
21 Redwood Run	\$ 469.50
23 Redwood Run	\$ 320.50
2 Redwood Run	\$ 55.00
11 Redwood Run	\$ 287.50
10 Redwood Run	\$ 356.25

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby authorizes the Township Finance Office to refund the amount of \$ 4,545.72 to Ryan Homes.

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

RESOLUTION AUTHORIZING HIRING OF FULL-TIME POLICE OFFICER- C.BRADLEY

NO. 324

ADOPTED: DECEMBER 13, 2023

WHEREAS, due to a vacancy within the Police Department, the Township Committee authorized the Chief of Police to conduct a search for the purpose of identifying an individual to hire as a Full-Time Police Officer; and

WHEREAS, the Chief of Police has conducted the necessary advertising, interviews, and background checks for said position and has selected the most qualified candidate consistent with the Township's policies and procedures; and

WHEREAS, the Chief of Police has determined that Christopher J. Bradley possesses the character and qualifications necessary to serve as a Full-time Police Officer for the Township of Mansfield Police Department; and

WHEREAS, the salary recommended for Mr. Bradley is \$52,159.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Christopher J. Bradley is hereby hired as Full-Time Police Officer with a recommended salary of \$52,159.00 effective January 1, 2024.

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

**RESOLUTION AUTHORIZING SUBMISSION OF AMERICAN RESCUE GRANT
FOR TRI-COUNTY FIRE DEPARTMENT**

NO. 325

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Tri-County Fire Department desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$28,272.50 to carry out a project to purchase personal protection equipment and equipment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize the application for such a grant. The Township Committee recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Tri-county Fire Department and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the Mayor of the Township of Mansfield and the Township Clerk whose names and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith.

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

**RESOLUTION AUTHORIZING SUBMISSION OF AMERICAN RESCUE GRANT
FOR MANSFIELD TOWNSHIP FIRE DEPARTMENT**

NO. 326

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Mansfield Township Fire Department desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$80,841.75 to carry out a project to purchase personal protection equipment and equipment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize the application for such a grant. The Township Committee recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Mansfield Township Fire Department and the New Jersey Department of Community Affairs.

BE IT FURTHER RESOLVED, that the Mayor of the Township of Mansfield and the Township Clerk whose names and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith. rs to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852 through December 31, 2023.

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

**RESOLUTION EXTENDING THE DATE OF FORCLOSURE FOR
TAX SALE CERTIFICATE 94-0003**

NO. 327

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield adopted Resolution # 2023-196 authorizing the assignment of Tax Sale Certificate # 94-00033 to Mr. Brandon Widenor; and,

WHEREAS, Mr. Brandon Widenor has presented documentation to the Registrar's Office, Warren County, with regard to the assignment on several occasions;

WHEREAS, Mr. Widenor needs more time to foreclose on Tax Sale Certificate # 94-00033 as the Registrar's Office, Warren County, required additional information/documentation;

WHEREAS, Mr. Widenor has been in contact with the Tax Collector, and the Tax Collector has corresponded with the Registrar's Office, Warren County, to correct any discrepancies cited by the Registrar's Office, Warren County;

WHEREAS, Resolution #2023-196 requires that the assignee of a Tax Sale Certificate must foreclose within six months of the date of the resolution;

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby authorize that Mr. Widenor be given an extension of the deadline to foreclose on Tax Sale Certificate #94-00033 per the above;

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

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

**A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF
NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 28 REDWOOD RUN**

NO: 328

ADOPTED: DECEMBER 13, 2023

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 28 Redwood Run has submitted check number 625948 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.

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

**AUTHORIZING THE TOWNSHIP MUNICIPAL CLERK TO ACCEPT A 2023 GRANT FROM
WARREN COUNTY FOR CHISTMAS DECORATIONS**

NO. 329

ADOPTED: DECEMBER 13, 2023

WHEREAS, the County of Warren via email has informed the Township Municipal Clerk of the Township of Mansfield, that in honor of the 200th Anniversary of the existence of Warren County, the County is offering grants up to \$200 to each township/borough in Warren County for the purchase of Christmas decorations;

WHEREAS, the Township Committee of the Township of Mansfield is required to authorize the application/acceptance of such grant;

WHEREAS, this grant is a reimbursement grant, and the CFO has certified that the funds will be available in the 2023 budget under the Current Fund, Account Number 3-01-20-100-0000-4040;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby adopt this Resolution authorizing Wendy Barras, Township Municipal Clerk to file an application with the County of Warren per the above.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
RESOLUTION AUTHORIZING 2023 BUDGET TRANSFER APPROPRIATIONS**

NO: 330

ADOPTED: DECEMBER 13, 2023

WHEREAS, there are unexpended balances in various 2023 appropriation accounts not required for the balance of 2023; and

WHEREAS, additional sums are required for operating expenses of other Township appropriation accounts; 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, (not less than two-thirds of all members thereof affirmatively concurring) by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Chief Financial Officer of Mansfield Township is hereby authorized to make the following transfers in accordance with the provision of this resolution:

CURRENT FUND

From:

Professional Services OE (3-01-20-110-0000-4128)	\$7,062.52
Professional Services OE (3-01-20-110-0000-4128)	\$ 90.12
Professional Services OE (3-01-20-110-0000-4128)	\$4,789.95
Mt. Bethel Fire (3-01-25-255-0000-4600)	\$ 8,300.00
Mt. Bethel Fire (3-01-25-255-0000-4600)	\$ 4,950.00

To:

Group Health OE (3-01-23-210-0000-4560)	\$ 7,062.52
Salaries and Wages: Tax Assessor (3-01-20-150-0000-1110)	\$ 90.12
Mt. Bethel Fire (3-01-25-255-0000-4600)	\$ 4,789.95
Mansfield Fire Company (3-01-25-255-0000-4570)	\$ 8,300.00
Tri-County Fire Company(3-01-25-255-0000-4580)	\$ 4,950.00

TOTALS

\$25,192.59

\$ 25,192.59

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

**RESOLUTION AUTHORIZING CHIEF FINANCIAL OFFICER, TO ENTER INTO AN AGREEMENT WITH
SEPTIC SERVICES, LLC TO PROVIDE MAINTENANCE OF THE ADVANCED WASTEWATER
PRETREATMENT DEVICE AT MOUNT BETHEL COMMUNITY CENTER**

NO. 331

ADOPTED: DECEMBER 13, 2023

WHEREAS, an Advanced Wastewater Pretreatment Device has been installed at the Mount Bethel Community Center; and

WHEREAS, per N.J.S.A. 58:11-25 a current service contract signed by the property owner and the authorized service provider must be in place prior to the issuance of any certificate of compliance, any occupancy permit, or any sign off by the administrative authority required for the issuance of any construction application applied for after the installation of the Advanced Wastewater Pretreatment Device; and

WHEREAS, this service contract is required to be in place throughout the life of the system with an authorized dealer; and

WHEREAS, the contractor that installed the Advanced Wastewater Pretreatment Device, Stone Hill Excavating, LLC, suggests the hiring of Septic Services, LLC, for the maintenance of the Advanced Wastewater Pretreatment Device; and

WHEREAS, Septic Services, LLC will provide maintenance at no cost for the first two years, and \$499.01 annually thereafter; with other service calls and repairs to be billed at \$250 plus additional cost of the parts, labor, and shipping if the failed parts are not covered by the lifetime warranty; and

WHEREAS, Septic Services, LLC has drafted an agreement with the Township of Mansfield whereby, Judith Curran, Chief Financial Officer, is named as the party entering into the agreement on behalf of the Township of Mansfield.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby authorize Judith Curran, Chief Financial Officer, to affix her signature to such agreement and that Judith Curran will be the party entering the agreement on behalf of the Township of Mansfield.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Chief Financial Officer.

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

**RESOLUTION AUTHORIZING CHIEF FINANCIAL OFFICER TO ENTER INTO AN AGREEMENT WITH
SEPTIC SERVICES, LLC TO PROVIDE MONITORING OF THE ADVANCED WASTEWATER
PRETREATMENT DEVICE ("NORWECO AEROBIC TREATMENT SYSTEM") AT MOUNT BETHEL
COMMUNITY CENTER**

NO. 332

ADOPTED: DECEMBER 13, 2023

WHEREAS, an Advanced Wastewater Pretreatment Device ("Norweco Aerobic Treatment System") is installed at the Mount Bethel Community Center and;

WHEREAS, the contractor for the septic system, Stone Hill Excavating, LLC, suggests the hiring of Septic Services, LLC, for the maintenance of the Advanced Wastewater Pretreatment Device ("Norweco Aerobic Treatment System"); and

WHEREAS, Septic Services, LLC will provide monitoring along with the maintenance at no cost for the first two years; and thereafter the cost will be \$153.54 annually; and

WHEREAS, the State of New Jersey only requires an annual maintenance contract, not a monitoring contract; and

WHEREAS, Septic Services, LLC has drafted an agreement with the entering into the agreement on behalf of the Township of Mansfield.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby authorize Judith Curran, Chief Financial Officer, to

affix her signature to such agreement and that Judith Curran will be the party entering the agreement on behalf of the Township of Mansfield.

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

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

**RESOLUTION AUTHORIZING THE EXECUTION OF A SEPTIC SYSTEM DEED RESTRICTION BY THE
TOWNSHIP OF MANSFIELD FOR THE NORWECO AEROBIC TREATMENT AND DISPOSAL SYSTEM AT
THE MOUNT BETHEL COMMUNITY CENTER**

NO.333

ADOPTED: DECEMBER 13, 2023

WHEREAS, an Advanced Wastewater Pretreatment Device ("Norweco Aerobic Treatment and Disposal System") is installed at the Mount Bethel Community Center and;

WHEREAS, Septic Services, LLC will provide maintenance and monitoring services for the Norweco Aerobic Treatment and Disposal System at the Mount Bethel Community Center;

WHEREAS, Septic Services, LLC has informed that this Deed Restriction is required;

WHEREAS, the Township Attorney of the Township of Mansfield has informed the CFO, that the Township Committee of the Township of Mansfield must take a vote on this Deed Restriction;

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby take a vote on this Deed Restriction per the above.

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

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

**RESOLUTION AWARDING A BID FOR ON CALL ROAD MAINTENANCE TO
TOM BARTHA & SON EXCAVATING**

NO. 334

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield requested that Judith Curran, Temporary QPA to solicit bids for On-call Road Maintenance for the Township of Mansfield; and

WHEREAS, solicitation for bids were advertised in the Star-Ledger within the required time frame before the bids were due; and

WHEREAS, bids were due by November 21 by 2:45 pm at 100 Port Murray Road, Port Murray, NJ; and

WHEREAS, the bid request stated that the Township of Mansfield could award a contract to more than one bidder which is allowed for on- call road maintenance work; and

WHEREAS, two bids were received, and the Township of Committee of the Township of Mansfield desires to award a contract to both bidders; and

WHEREAS, below are the amounts for different types of work submitted by Tom Bartha & Son Excavating, 21 Reservoir Lane, Belvidere, NJ

Road side chipping:	\$150/hr* per chipper
Basin Maintenance/Repair	\$250/hr* per machine and operator 305 CAT
Basin Maintenance/Repair	\$95/hr* per laborer
Road pipe work/Repair and Replace	\$250/hr* per machine and operator 305 CAT
Road pipe work/Repair and Replace	\$ 95/hr* per laborer
Storm Response (not snow event)	\$ 95/hr* per laborer
Pothole Repair/Roadwork	\$ 95/hr* per laborer
Service Truck with Driver and Laborer	\$ 275/hr* per machine operator and laborer 305 CAT
Excavator with a thumb and operator	\$325/ hr* per machine and operator 316 CAT
Tandem Dump Truck	\$185/ hr* per machine
Rubber Tire Backhoe with Operator	\$250/hr* per machine and operator 305 CAT
Machine Moves	\$350/hr*

“*” Includes vehicles, equipment, drivers/operators, fuel, oil, ballast, insurance. Materials for work including but not limited to catch basins, basin grates, pipe, blacktop, clean stone, concrete block, pipe fittings provided by Township

WHEREAS, the CFO has certified that sufficient funds are available in the current fund account number 3-01-26-290-0000-4910; and

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby awards a contract to Tom Bartha & Son Excavating per the above.

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

WARREN COUNTY CHRISTMAS DECORATIONS REIMBURSEMENT GRANT

NO. 337

ADOPTED: DECEMBER 13, 2023

WHEREAS, N.J.S.A. 40A4-87 provides that the Director of the Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Township of Mansfield has received notification that the County of Warren is offering a reimbursement grant of up to \$200.00 for Christmas decorations in honor of the 200th Anniversary of the existence of Warren County; and

WHEREAS, the Township of Mansfield and the Township of Mansfield plans to participate in the Grant program at the \$200.00 level; and

NOW, THEREFORE, BE IT RESOLVED that the Township of Mansfield hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$200.00 that is now available as revenue from:

Miscellaneous Revenue
Special Items of General Revenue Anticipated with Prior Written Consent
Of the Director of Local Government Services:
Public and Private Revenues Offset with Appropriations:
Warren County Christmas Decorations Reimbursement Grant \$200.00

BE IT FURTHER RESOLVED that a like sum of \$200.00 be and the same is hereby appropriated under the caption of:

General Appropriations

(a) Operations – Excluded from 5% Caps Public and Private Programs Offset by Revenues:
Warren County Christmas Decorations Reimbursement Grant \$200.00

BE IT FURTHER RESOLVED, that the Township Municipal Clerk forward two copies of this resolution to the Director of Local Government Services.

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

**AUTHORIZING THE CFO TO FILE A 2023 STABILIZATION/RESTORATION PROJECT
APPLICATION WITH THE WARREN COUNTY MUNICIPAL AND CHARITABLE CONSERVANCY
TRUST FUND**

NO. 338

ADOPTED: DECEMBER 13, 2023

WHEREAS, Judith Curran, CFO, of the Township of Mansfield, filed an application for the 2023 Stabilization/Restoration Project with the Warren County Municipal and Charitable Conservancy Trust Fund;

WHEREAS, the Township Committee of the Township of Mansfield is required to authorize the filing of such grant application;

WHEREAS, the grant amount request is \$95,100 with a township match of \$31,700;

WHEREAS, the CFO has certified that the matching funds will be available in the 2024 budget under Capital Improvements/Capital Reserves, Account Number C-04-215-0000-0003 and/or Open Space, Account Number T-03-56-289-0370-2024;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby adopt this Resolution authorizing Judith Curran to file a 2023 Stabilization/Restoration Project Application with the Warren County Municipal and Charitable Conservancy Trust Fund per the above.

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

**RESOLUTION AWARDING A BID FOR ON CALL SNOW PLOWING/REMOVAL SERVICES TO
RYBACK LANDSCAPING**

NO. 339

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield requested that Judith Curran, Temporary QPA to solicit bids for On-call Snow Plowing/Removal for the Township of Mansfield; and

WHEREAS, solicitation for bids were advertised in the Star-Ledger within the required time frame before the bids were due; and

WHEREAS, bids were due by November 1 by 2:45 pm at 100 Port Murray Road, Port Murray, NJ; and

WHEREAS, one bid was received, and the Township of Committee of the Township of Mansfield desires to award a contract to the sole bidder, Ryback Landscaping;

WHEREAS, below are the amounts for different types of plows/work submitted by Ryback Landscaping, 408 Pine Stone Drive, Hampton, NJ 08827:

8' to 8 ½' Plow	\$200.00 per hour
Vehicle Type:	2017 RAM 3500

9' to 10' Plow Vehicle Type:	\$250.00 per hour 2018 RAM 3500
11' Plow & Up Vehicle Type: Extra Laborer:	\$350.00 per hour 2015 Peterbilt with salter \$65.00 per hour

WHEREAS, the CFO has certified that sufficient funds are available in the Trust account number t-35-55-289-0000-0002; and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby awards a contract to Ryback Landscaping per the above.

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

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE HIRING OF A CONTRACTOR FOR THE PURCHASE AND INSTALLATION OF A GENERATOR AT THE MOUNT BETHEL COMMUNITY CENTER

NO. 340

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a contractor for the purchase and installation of a generator at the Mount Bethel Community Center; and

WHEREAS, Hammel Electric has submitted the following documentation in compliance with the awarding of a contract under the New Jersey Pay to Play Law within 10 days of the awarding of the contract; and

- a. Business Entity Disclosure Certification for Non-Fair and Open Contracts which certifies that Hammel Electric has not made any reportable contributions to a political or candidate committee in the Township of Mansfield in the previous one year,
- b. Stockholder Disclosure Certification
- c. 271 Political Contribution Disclosure Form (required per N.J.S.A. 19:44A-20.26)

WHEREAS, if a contract exceeds \$17,500 but is under \$44,000 , the Temporary QPA is permitted under the New Jersey Local Public Contracts Law and Pay to Pay Law to award the contract if the vendor has submitted the aforementioned documentation; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this contract in the County of Warren, Mount Bethel Community Center, 2023 Stabilization/Restoration Grant, Account Number, G-02-41-870-0000-0002;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby award a contract to Hammel Electric for an amount not to exceed \$44,000 to provide and install a generator at the Mount Bethel Community Center, and Hammel Electric is in compliance with the New Jersey Pay to Play Law per the above.

Mr. Mc Guinness, seconded by Mr. Farino made a motion to adopt Resolution #2023-335.

RECORDED VOTE

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

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
RESOLUTION AWARDING A BID FOR ON CALL ROAD MAINTENANCE TO HARRINGTON
CONSTRUCTION COMPANY, INC.**

NO. 335

ADOPTED: DECEMBER 13, 2023

WHEREAS, the Township Committee of the Township of Mansfield requested that Judith Curran, Temporary QPA to solicit bids for On-call Road Maintenance for the Township of Mansfield and

WHEREAS, solicitation for bids were advertised in the Star-Ledger within the required time frame of 10 days before the bids were due; and

WHEREAS, bids were due by November 21 by 2:45 pm at 100 Port Murray Road, Port Murray, NJ; and

WHEREAS, the bid request stated that the Township of Mansfield could award a contract to more than one bidder which is allowed for on- call road maintenance work; and

WHEREAS, two bids were received, and the Township of Committee of the Township of Mansfield desires to award a contract to both bidders; and

WHEREAS, below are the amounts for different types of work submitted by Harrington Construction Company, Inc., 50 Parker Road, Chester, NJ;

Road side chipping:	\$485/hr* per chipper
Basin Maintenance/Repair	\$185/hr* per machine and operator
Basin Maintenance/Repair	\$85/hr* per laborer
Road pipe work/Repair and Replace	\$85/hr* per machine and operator
Road pipe work/Repair and Replace	\$85/hr* per laborer
Storm Response (not snow event)	\$100/hr* per laborer
Pothole Repair/Roadwork	\$ 85/hr* per laborer
Service Truck with Driver and Laborer	\$175/hr* per machine operator and laborer
Excavator with a thumb and operator	\$200/ hr* per machine and operator
Tandem Dump Truck	\$120 hr* per machine
Rubber Tire Backhoe with Operator	\$125/hr* per machine and operator
Asphalt Paver	\$225/hr* per machine and operator

“*” Includes vehicles, equipment, drivers/operators, fuel, oil, ballast, insurance. Materials for work including but not limited to catch basins, basin grates, pipe, blacktop, clean stone, concrete block, pipe fittings provided by Township

WHEREAS, the CFO has certified that sufficient funds are available in the current fund account number 3-01-26-290-0000-4910; and

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby awards a contract to Harrington Construction Company Inc. per the above.

NEW BUSINESS:

1. Karrville School- Scope of Work to be Done- Discussed during Mrs. Curran's Financial Report
2. Repairs to DPW Trucks- Mr. Farino will get updated quotes for both trucks.

COMMITTEE PERSON COMMENTS:

EXECUTIVE SESSION

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to adopt Resolution #2023-336 for an Executive Session of the Township Committee. At approximately 8:17 p.m., the Committee went into Executive Session.

Recorded Vote

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

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

Personnel Matter (2)

1. DPW
2. Salary Increases
3. Potential Grievance

Attorney Client Privilege

1. EMS Agreement

Contractual Matter

1. Mt. Bethel Church

**Township of Mansfield Committee Meeting
Executive Session
December 13, 2023
Resolution No. 2023-336**

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain;

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

Personnel Matter

1. DPW
2. Salary Increase – Police Department Administrative Assistant
3. Potential Grievance- Police Department

Attorney Client Privilege

1. EMS Agreement

NOW THEREFORE BE IT RESOLVED, that the public be excluded from this meeting. Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

RETURN TO REGULAR SESSION

On a motion by Mrs. Mora Dillon, seconded by Mr. Mc. Guinness, the Township Committee voted to return to public session at approximately 9:39 p.m.

Recorded Vote

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

Mr. Lavery announced the following discussed in Executive Session:

Personnel Matter

1. DPW
2. Salary Increase – Police Department Administrative Assistant
3. Potential Grievance- Police Department

Attorney Client Privilege

1. EMS Agreement

Contractual Matter

1. Mt. Bethel Church

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.

The Committee authorized the Township Engineer to follow up with Mr. Duke of 77 Mitchell Road to remedy the soil dumping with the neighboring property.

Mr. Hayes, seconded by Mr. Farino made a motion to have Mr. Lavey take action as directed as a result of discussion in Executive Session.

Recorded Vote

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


Mr. Hayes, seconded by Mr. Mc. Guinness made a motion to authorize the Mayor to sign the deed restriction for Mt. Bethel Church.

Recorded Vote

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

There being no further business, Mr. Hayes made a motion to adjourn. The meeting was adjourned at approximately 9:45 p.m.

Attest:


Wendy Barras
Township Municipal Clerk