

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
MARCH 13, 2024**

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.

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. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

Absent: Mr. Farino

Also, present were Township Attorney Michael Lavery, Township Clerk Wendy Barras, CFO Judith Curran, Police Chief MacDonough, Deputy Treasurer JoAnn Fascenelli, Deputy Clerk Ilena Raffaele, and Harry Appleby.

There were four (4) members of the public present.

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

PROCLAMATION: Mrs. Mora Dillon read the Proclamation for Women's History Month 2024 into the public record.

APPROVAL OF MINUTES

February 28, 2024 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from February 28, 2024.

RECORDED VOTE

Aye: Mr. Hayes, Mr. Mc Guinness, Mayor Watters

Nay: XXXXXX

Absent: Mr. Farino

Abstain: Mrs. Mora Dillon

February 28, 2024 – REGULAR SESSION

Mr. Mc. Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from February 28, 2024.

RECORDED VOTE

Aye: Mr. Hayes, Mr. Mc Guinness, Mayor Watters

Nay: XXXXXX

Absent: Mr. Farino

Abstain: Mrs. Mora Dillon

CLERK'S REPORT

Township Clerk Barras reported the following:

- Complied comparative salary analysis for zoning officer, code enforcement, rec director position
- Submitted OSHA Injury Tracking Application for 2023

- Drafted letter to Senator Steinhardt explaining Township's request list, received phone call from his office saying he needs dollar amounts for each of the projects to bring before the Appropriations Committee.
- Created a welcome packet, "Passport to Township of Mansfield" for new residents, seeking Committee approval to post on website and display in lobby.
- Received phone call from a member of the Meadows HOA regarding excessive solicitation occurring. Is requesting Township's approval to become a No Solicitation community and place appropriate signage.

Correspondence:

- Notice of Unsafe Structure Issued to 933 Rockport Road from the Construction Official
- Letter from Warren County Mosquito Control Commission regarding County's adult mosquito control program
- Letter from Warren County Board of Commissioners inviting the Committee to join the Local Implementation Committee
- Letter from Scarinci & Hollenbeck, LLC regarding Comcast's renewal application with the Township and Board of Public Utilities

FINANCE REPORT

CFO Curan reported the following:

- Currently working with the Auditor to complete the Annual Financial Statement.
- State moved up the deadline for the American Rescue Grant
- Currently working on County grant for the sewer and septic at Mt. Bethel Church.
- County will be presenting ceremonial check for grant award at the location on Friday, April 12th.
- Working with Township Attorney's office to resolve tax sale assignments.

EMPLOYEES' REPORT

Mrs. Fascenelli stated there was no report at this time.

DEPARTMENT OF PUBLIC WORKS

Mr. Appleby reported all is running smooth and necessary tasks and jobs are being completed without issue. He explained the quote for the dump truck and answered questions from the Committee regarding such.

PUBLIC PORTION

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

Carol Thompson, 510 Route 57, spoke of ongoing issues with Route 57 Auto Salvage and lack of response from the zoning officer. She also discussed the ongoing court case and details surrounding such. Township Attorney Lavery provided insight as to her comments and concerns.

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

Mayor Watters, seconded by Mr. Hayes made a motion to add Ordinance #004-2024 to the agenda for Introduction and Public Hearing.

RECORDED VOTE

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

ORDINANCE: INTRODUCTION AND FIRST READING

#004-2024 An Ordinance Amending Ordinance 001-2024 To Create The Position Of Acting Department Of Public Works Supervisor And To Establish A Salary Range Therefore

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to introduce Ordinance #004-2024.

RECORDED VOTE

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

ORDINANCE 004-2024

AN ORDINANCE AMENDING ORDINANCE 001-2024 TO CREATE THE POSITION OF ACTING DEPARTMENT OF PUBLIC WORKS SUPERVISOR AND TO ESTABLISH A SALARY RANGE THEREFORE

STATEMENT OF PURPOSE

The purpose of this Ordinance is to amend Ordinance 001-2024 to create the position of Acting Department of Public Works Supervisor and to establish a salary range for the position.

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

Ordinance 2024-01 is hereby amended by creating and adding the position of Acting DPW Supervisor within the Township and establishing a salary range therefore of \$62,546 to \$90,000.

Section 2 - 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 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3 - Repealer

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4 - Effective Date

This Ordinance shall take effect as required by law

PUBLIC PORTION

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

ORDINANCE: PUBLIC HEARING AND SECOND READING

#03-2024: An Ordinance Amending And Supplementing Chapter 260, Peddling And Soliciting Of The Mansfield Township Municipal Code Creating A No-Knock Registry

Mayor Watters opened the Public Hearing for Ordinance #03-2024. Seeing no one wishing to comment, Mayor Watters closed the Public Hearing. Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Ordinance #03-2024.

RECORDED VOTE

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

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.

PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for public comments related to the Consent Agenda.

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

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #085-2024 as filed in the Township Clerk’s Office, was adopted on motion by Mrs. Mora Dillon and seconded by Mr. Hayes.

RECORDED VOTE

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

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

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to add Resolution #093-2024 to the agenda and remove Resolution #088-2024 from the agenda.

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

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.

CONSENT AGENDA/RESOLUTIONS

The following Resolutions #086-2024 through #087-2024 and #089-2024 through #091-2024 and #093-2024 as filed in the Township Clerk's Office, were adopted on motion by Mr. Hayes and seconded by Mr. Mc Guinness.

RECORDED VOTE

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

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.

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.

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.

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.

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.

RESOLUTION 093-2024

RESOLUTION AUTHORIZING SUBMISSION OF FORM 1B FOR THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT CYCLE

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth, and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Township Council of the Township of Mansfield, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Warren.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the Franklin/ Mansfield/ Washington Municipal Alliance grant for fiscal year 2025 in the amount of:

GCADA Grant	\$2,246.00
Cash Match	\$ 561.50
In-Kind	\$1,684.50

2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

NEW BUSINESS: None

COMMITTEE PERSON COMMENTS: None

EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #092-2024 for an Executive Session of the Township Committee. At approximately 8:05 p.m., the Committee went into Executive Session.

RECORDED VOTE

Aye: Mr. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

Nay: XXXXXX

Absent: Mr. Farino

Abstain: XXXXXX

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

Personnel Matter

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

Potential Litigation

Resident compliant

Attorney Client Privilege

Mt. Bethel Church

Mansfield EMS

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
Mansfield EMS

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 8:53 p.m.

RECORDED VOTE

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

Mr. Lavery announced the following discussed in Executive Session:

Personnel Matter

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

Potential Litigation

Resident compliant


Attorney Client Privilege

Mt. Bethel Church
Mansfield EMS

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.

There being no further business, Mr. Hayes made a motion to adjourn. The meeting was adjourned at approximately 8:55 p.m.

Attest:



Wendy Barras
Township Municipal Clerk