

MANSFIELD TOWNSHIP COMMITTEE MEETING

December 23, 2019

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Salute to the flag.

APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the minutes from the regular meeting held on December 11, 2019, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Mrs. Mora Dillon made a motion to approve the minutes from Executive Session for December 11, 2019, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

BILL LIST:

Mrs. Mora Dillon made a motion to approve the Bill List for December 23, 2019, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: Mr. Farino

CLERK'S REPORT:

Ms. Hrebenak stated a motion was needed to approve the Columbia Two Junk Yard Application.

Mr. Hayes made the motion to approve the junk yard application, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Mayor Watters asked about the other junk yard applications. Ms. Hrebenak stated they are usually done by the first meeting in January.

FINANCE REPORT:

Mrs. Fascenelli stated there was nothing to report.

EMPLOYEES' REPORTS:

Mrs. Fascenelli reported the shed is up for the TREX Bench plastic bag collection.

ENGINEER'S REPORT:

Mr. Kastrud stated there is nothing new to report. He did a cost review for the bids that came through for the different project grants. For the extra money – Airport Road looks to be about \$200,000, and Janes Chapel is a little more based on the construction cost estimate. There are items to leave off such as shoulder stripes, but something like the ADA has to be included. The grant was \$156,000 for Airport Road. Janes Chapel estimate was \$500,000 and we received \$112,000. Our share would be \$300,000. Airport is the more important road to be done first. Staggering the roads will be possible. There are a few options Mr. Kastrud will look into regarding the road overlay to help reduce the costs.

PUBLIC PORTION:

Mayor Watters opened the Public Portion for comment, seeing none, the Public Portion was closed.

ORDINANCE:

Second Reading

ORDINANCE # 2019 –09

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 AND

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	\$ 300	\$ 660
Deputy Mayor	\$ 270	\$ 330
Insurance Fund Commissioner	\$ 1,350	\$ 1,650

Municipal Clerk	\$ 46,250	\$ 75,000
Municipal Clerk Stipend	\$ 500	\$ 2,000
Elections Officer	\$ 150 / election	\$ 500 / election
Website Administrator	\$ 1,350	\$ 2,000
Deputy Clerk	\$ 21,000	\$ 55,000
Deputy Clerk	\$ 14 / hr	\$ 18 / hr
Depart. Of Health Deputy Registrar	\$ 21,000	\$ 35,655
Depart. Of Health Deputy Registrar	\$ 14 / hr	\$ 18 / hr
Chief Financial Officer	\$ 40,000	\$ 90,000
Acting Chief Financial Officer	\$ 9,000	\$ 65,000
Deputy Treasurer	\$ 9,000	\$ 20,000
Deputy Treasurer Stipend	\$ 500	\$ 5,000
Certified Tax Collector	\$ 10,000	\$ 35,000
Deputy Tax Collector	\$ 27,000	\$ 40,000
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	\$ 26,000
Certified Lists (Tax Assessor)	\$ 560	\$ 685
Assessment Search Officer	\$ 900	\$ 1,100
Tax Assessor Secretary	\$ 4,688	\$ 5,705
Municipal Housing Liaison	\$ 6,000	\$ 8,000
Open Space / Historical Secretary	\$ 233	\$ 400
Environmental Secretary	\$ 840	\$ 1,500
Land Use Board Secretary	\$ 10,000	\$ 18,000

Land Use Board Secretary (Shared Service)	\$ 3,000	\$ 7,000
Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 75 / appearance
Police Chief	\$ 90,000	\$155,000
Police Secretary	\$ 22,000	\$ 46,000
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
Police Officer (Temp/Part-Time)	\$ 13.50 / hr	\$ 17 / hr
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
DPW Superintendent	\$ 62,546	\$ 90,000
Machine Operator	\$ 30,000	\$ 65,000
Mechanic/Laborer	\$ 30,000	\$ 65,000
Part-Time Laborer/Snow Plow Driver	\$ 10 / hr	\$ 25 / hr.
Part-Time Laborer/Snow Plow Driver with CDL	\$ 10 / hr	\$ 30 / 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
Deputy Court Administrator	\$ 25,000	\$ 70,000
Part-Time Violations Clerk	\$ 11 / hr	\$ 21 / hr
Temporary Violations Clerk	\$ 11 / hr	\$ 15 / hr
Call-Outs	\$ 50 / each	\$ 60 / hr
Court Security	\$ 75 / session	\$ 165 / session
Bonus	\$ 50	\$ 3,000

Mr. Hayes made a motion to approve Ordinance 2019-09 and requested that the results be advertised, which was seconded by Mrs. Mora Dillon.

Mayor Watters opened the Public Portion for the second reading of Ordinance 2019-09, seeing none, closed the Public Portion.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters
Nays: None
Absent: Mr. Misertino
Abstain: None

RESOLUTIONS:

RESOLUTION # 2019- 176

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

TO AUTHORIZE AND APPROVE SALARIES AND WAGES FOR CERTAIN EMPLOYEES

WHEREAS, Ordinance Number 2019-09 established 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 employees shall be compensated for the year 2020, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Dena Hrebenak	Municipal Clerk	\$ 62,092.19
Dena Hrebenak	Insurance Fund Commissioner	\$ 1,500.00

Dena Hrebenak	Elections Officer	\$ 200.00/election
Dena Hrebenak	Assessment Search Officer	\$ 1,000.00
Dena Hrebenak	Stipend	\$ 1,000.00
Illena Raffaele	Deputy Clerk	\$ 43,046.65
JoAnn Fascenelli	Deputy Treasurer	\$ 15,000.00
JoAnn Fascenelli	Deputy Tax Collector	\$ 36,879.51
JoAnn Fascenelli	Certified Recycling Professional	\$ 2,100.00
JoAnn Fascenelli	Clean Communities Coordinator	\$ 1,400.00
JoAnn Fascenelli	Stipend	\$ 1,000.00
Jason Laliker	Tax Assessor	\$ 23,929.20
Ruth Pante'	Environmental Commission Secretary	\$ 1,113.67
Ruth Pante'	Open Space/Historical Secretary	\$ 302.06
John C. Snyder Jr.	Public Works Superintendent	\$ 79,170.00
John Tate	Machine Operator	\$ 57,438.00
Harry Appleby, Jr.	Machine Operator	\$ 57,438.00
William Lovett	Part Time Laborer/Driver	\$ 20.00/Hr.
Kenneth Purdy	Mechanic/Laborer	\$ 50,875.00
John Tate	Recycling Attendant	\$ 41.42/Hr.
Harry Appleby, Jr.	Recycling Attendant	\$ 41.42/Hr.
Kenneth Purdy	Recycling Attendant	\$ 41.42/Hr.
John C. Snyder Jr.	Recycling Attendant	\$ 41.42/Hr.
Joan Kries	Police Secretary	\$ 42,939.34
Michael Reilly	Chief of Police	\$ 138,500.00
Patrick Kirchner	Sergeant	\$ 102,189.00
James MacDonough	Sergeant	\$ 102,189.00
James Hikade	Sergeant	\$ 102,189.00
Anthony Sillett	Sergeant	\$ 102,189.00
Jeffrey Gilbert	Patrolman	\$ 96,234.00
Michael Citarelli	Patrolman	\$ 96,234.00
Joseph Mathews	Sergeant	\$ 102,189.00
Michael Camerata	Patrolman	\$ 84,391.00 1-Jan – 15-Oct
Michael Camerata	Patrolman	\$ 96,234.00 16-Oct – 31-Dec
Michael Madonna	Patrolman	\$ 96,234.00

Erik Soroka	Patrolman	\$ 66,307.00	1-Jan – 15-June
Erik Soroka	Patrolman	\$ 72,335.00	16-June – 31 Dec
Almin Hodzic	Patrolman	\$ 66,307.00	
Eleanor Russell	Patrolwoman	\$ 66,307.00	
David A. Hanf	Patrolman	\$ 54,251.00	1-Jan – 1-July
David A. Hanf	Patrolman	\$ 60,279.00	2-July – 31 Dec
Thomas A. Hill	Patrolman	\$ 60,279.00	1-Jan- 1-Sept
Thomas A. Hill	Patrolman	\$ 66,307.00	2 -Sept – 31 Dec
Michael Camerata	Detective Stipend	\$ 1,000.00	
James MacDonough	Detective Stipend	\$ 1,000.00	
Michael Camerata	EMT Stipend	\$ 1,100.00	
Erik Soroka	EMT Stipend	\$ 1,100.00	
Irene Brownell	Court Administrator	\$ 73,542.00	
Lisa Rudd	Deputy Court Administrator	\$ 65,198.13	
Olivia Barrick	Deputy Court Administrator	\$ 45,900.00	
Rosaura Murillo-Romero	Part Time Violations Clerk	\$ 15.00/Hr.	24 hrs/week
William G. Mennen, PC	Judge	\$ 70,000.00	
Glenn Hawkswell	Court Security	\$ 115.00/Session	
Dennis Kelly	Court Security	\$ 115.00/Session	
Irene Brownell	Call-Outs	\$ 55.00/Call Out	
Lisa Rudd	Call-Outs	\$ 55.00/Call Out	

Mrs. Mora Dillon made a motion to approve Resolution 2019-176, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

RESOLUTION # 2019-177
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY

AWARD OF CONTRACT TO BULB DEPOT, INC., 192 LACKAWANNA AVENUE, WOODLAND PARK, NJ 07424.

A NEW JERSEY'S CLEAN ENERGY PROGRAM PRESCRIPTIVE LIGHTING PARTICIPATING CONTRACTOR

WHEREAS, New Jersey's Clean Energy Program offers statewide programs and services to local governments to help save energy, money and the environment; and

WHEREAS, the SmartStart Buildings Program (Prescriptive Lighting) offers a streamlined process to realize energy efficiency by upgrading old lighting and installing new lighting with energy efficient technology; and

WHEREAS, Bulb Depot, Inc. has provided a free no obligation energy assessment to identify cost saving measures for the Mansfield Township Department of Public Works Garage;

WHEREAS, the SmartStart Buildings Program will pay approximately 76.6 % of the project cost (material only) if the Township agrees to the implementation of the identified cost savings measures;

WHEREAS, the quote from Bulb Depot, Inc. includes the following:

Upgrade 4 fixtures with 8" LED Lighting
New flat panel & bay fixtures with a 5-year warranty

Total Cost \$ 2,756.00 minus Anticipated Rebate \$ 2,120.00
Cost to the Township of Mansfield \$ 636.00
This cost is for **MATERIAL ONLY – DOES NOT INCLUDE INSTALLATION**
Purchase Order will be subject to State approval for availability
of grant money. If grant money is not available, purchase order
will be null and void.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey that Mansfield Township participates in the New Jersey's Clean Energy Program – SmartStart Buildings (Prescriptive Lighting).

Mr. Hayes made a motion to approve Resolution 2019-177, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

RESOLUTION # 2019-178
FOR TRANSFER OF FUNDS
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, there are insufficient funds in some of the 2019 budget line items; and

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

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

CURRENT FUND		
<u>Account:</u>	<u>From:</u>	<u>To</u>
Group Health Insurance	\$ 1,000.00	
Health Benefit Waiver		\$ 1,000.00
TOTALS	\$ 1,000.00	\$ 1,000.00

RESOLUTION NO. 2019 - 179
A RESOLUTION AUTHORIZING THE CANCELLATION OF A STALE DATED CHECKS FOR THE
TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,
STATE OF NEW JERSEY

WHEREAS, checks issued by the Township of Mansfield for more than a year ago, more particularly set out below as the Check Date, Check Number, and Amount, have never been presented for payment; and

WHEREAS, these outstanding checks, cause additional work and expense in keeping the books of Mansfield Township;

NOW, THEREFORE BE IT RESOLVED, by the Township of Mansfield Committee that the Finance Department is authorized to cancel the following stale dated checks and to adjust the financial records to reflect the same.

	DATE	CHECK #	AMOUNT
Recreation Trust	12/14/16	1124	\$192.00
		TOTAL	\$ 192.00

Mrs. Mora Dillon made a motion to approve Resolutions 2019-178 – 179, which was seconded by Mr. Hayes

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters
Nays: None
Absent: Mr. Misertino
Abstain: None

COMMITTEE PERSON COMMENTS:

Creamery – Mr. Hayes stated the Creamery has been demolished. One box is loaded and two more boxes are being delivered tomorrow. Hopefully by Thursday it will be all cleaned up. The concrete will be crushed and left on site so the Township has access to use the recycled the concrete. There is approximately one dump truck load of steel, but a lot of wood.

Paychecks – Mr. Hayes stated that Mrs. Mollineaux wanted everyone reminded that the first paycheck of the year will be a live check since we switched the payroll company.

Website – Mrs. Mora Dillon asked about the website. Ms. Hrebenak stated Mr. Gaskill was in on Friday and will have the site ready next week and the new site will be up and running January 1st.

Rockport Road house – Mr. Farino said a resident asked him about the eye sore of a house on Rockport Road where the roof is caving in. Ms. Hrebenak stated she mentioned it to the Construction Office.

Honeywell – Mrs. Mora Dillon asked about Honeywell. Ms. Hrebenak recommended just the automation purchase, and the cyber security is not needed. We never have done a cyber security. It's due in March.

Panic Exit Bar – Mrs. Mora Dillon asked about this. Ms. Hrebenak stated it's for exit door to the municipal building and is part of the fire inspection. Any exit door is supposed to have a panic bar. Mr. Snyder got a quote, but we need more. Ms. Hrebenak will find out how to get more.

Tax Collector Agreement Letter – Mayor Watters stated that the Township has a letter to send to Washington Township regarding the tax collector agreement.

Mrs. Mora Dillon made a motion to approve sending the letter, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

EOP Plan – Mayor Watters asked about the status. Ms. Hrebenak stated it's at the County to be approved.

Wood Chips – Mayor Watters stated that we have a location for Tree Smiths to drop off wood chips. Ms. Hrebenak stated that she has the agreement so she will let them know where the chips can be dropped off. Mayor Watters stated they will be able to park in the park and Ms. Hrebenak stated she has their certificate of insurance.

Tax Collector – Mrs. Mora Dillon asked about the tax collector search due by the 26th (Thursday). Ms. Hrebenak stated she received one. Mayor Watters asked if we received a good response from the sign at DPW. Ms. Hrebenak stated a lot were received. Mayor Watters asked if we could put a sign at the DPW for the Tax Collector. Mrs. Fascenelli stated the applicants who had been interviewed couldn't work during the day – they wanted this part-time position to augment their full-time positions. Mayor Watters received a letter from the Lebanon Township Mayor stating they are interested in a shared-services tax

collector with us. Mrs. Fascenelli said its effective February 1st. Mrs. Fascenelli stated two other municipalities are interested in shared services for tax collector.

Thank You Letter – Mayor Watters received a letter from Phil Linfante thanking us to speak on behalf of Warren County College.

OEM – Mrs. Mora Dillon asked the status of the OEM position. Mayor Waters stated he’s working on it.

DPW Lighting – Mr. Snyder would like to replace the bulbs in the DPW. Bulb Depot has a rebate program for lighting. The total cost of materials is \$2,756.00 and the anticipated rebate is \$2,120.00 which leaves an out of pocket balance for the Township of \$636. Mr. Snyder will replace the bulbs and panels to save some of the money that they would charge to install the lights.

Mason Dump – Mr. Snyder spoke to Scott from Reed Systems who put the body on the truck. Mr. Snyder is not happy with the way the hydraulics work. He’s going to have them come test the pressures. Mr. Snyder stated we can keep the old Mason Dump. Mr. Farino stated the company came today and tested it. The value had to be set at 3000 lbs. and once it was pumped up to that level, Mr. Farino loaded the truck with salt and it worked.

Creamery Dumpster – Mr. Snyder asked if the other dumpster was brought to the creamery. Mr. Hayes stated it was and it will take about five (5) because there is a lot of wood.

Truck 7 – Mr. Snyder stated that everything else is up and running other than Truck 7. Once the correct starter comes in, Truck 7 will be repaired.

Patching & Trimming – Mr. Snyder stated all regular work is caught up with the exception of the patching which will continue through the winter.

Panic Bars – Mrs. Mora Dillon asked Mr. Snyder about the panic bars on the meeting room doors. Ms. Hrebenak will contact Matt Lopez, Township Fire Marshall, to find out why the bars need to be on the doors.

EXECUTIVE SESSION – Personnel Policies

Mr. Hayes made a motion to move into Executive Session at 7:57 pm., which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Mayor Watters stated the return from Executive Session at 8:10pm.

Mr. Hayes made a motion to reconvene, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Misertino

Abstain: None

Mr. Wenner stated they were in Executive Session for approximately five (5) minutes where they discussed a matter regarding personal policy. No action was taken.

Mr. Hayes made a motion to adjourn at 8:07 pm.