

MANSFIELD TOWNSHIP COMMITTEE MEETING

July 8, 2020

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.

This meeting was held in person and on the Zoom platform. Those listening or watching on Zoom were able to remotely hear the meeting audio.

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

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mr. Hayes made a motion to approve the June 24, 2020 Regular Session Minutes, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mrs. Mora Dillon

Mr. Farino made a motion to approve the June 10, 2020 Executive Session Minutes, which was seconded by Mr. Hayes.

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

Nays: None

Absent: None

Abstain: None

Mr. McGuinness made a motion to approve the June 24, 2020 Executive Session Minutes, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mrs. Mora Dillon

BILL LIST

Mr. McGuinness made a motion to approve the July 8, 2020 Bill List, which was seconded by Mrs. Mora Dillon.

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

CLERK'S REPORT

Mt. Bethel Church Grant – Packet has a new grant for Mt. Bethel Church. The resolution is the same amount that we'd have to contribute therefore we will be able to use the original resolution that was passed in May. Ms. Hrebenak asked if the Committee had reviewed it and were okay with the application going through.

Mrs. Mora Dillon made a motion to approve the application grant for Mt. Bethel Church, which was seconded by Mr. McGuinness.

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

Another item is the discussion in Executive dealing with a contractual matter for the HVAC.

Game Farm Sign – The NJDEP office that handles leasing called, they have finally finished reviewing the contracts for the barn at the game farm. The contracts should be received within the next few weeks for the Committee to review.

There is also a question of who will maintain the signage by the game farm and the railroad wreck. Mr. Lavery suggested sending a letter to the State since it's their property to see if they are going to maintain. Depending on their answer, the Committee will then make a decision for the Township to maintain.

FINANCE REPORT

Airport Road Funding – On tonight's agenda there is an introduction for a Capital Ordinance to appropriate the DOT funding for Airport Road.

Expense Reports – In the packet is the budget for the Committee to see where we are through the first six (6) months.

Purchasing Manual – Changes to the manual were made with the State threshold increases for bidding and quotes. If the Committee approves, it can be voted on at the next meeting. The QPA maximums are \$44,000 for bids and \$6,600 for quotes. The \$17,500 stays in place for Pay-To-Play – once you hit that threshold it requires vendors to provide information about contributions to elected officials.

EMPLOYEES' REPORTS

Municipal Lien Letters – The tax office would like to mail out letters to properties that have municipal liens on them to generate money. The letter will explain the process of how to redeem properties with municipal

liens and would state we are looking to foreclose on properties that have liens. If the Committee agrees, we will also compile a list of approximately 12 to 15 properties because we have a budget of \$20,000, we can do a resolution for the next meeting or the meeting after that. We will also start compiling a list of IN REM foreclosures. The Committee was asked for insight if the tax office should proceed and start with the letters going out to property owners.

Mr. McGuinness made a motion to proceed with mailing the letters to potential foreclosure properties, which was seconded by Mrs. Mora Dillon.

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

Nays: None

Absent: None

Abstain: None

Historical Scavenger Hunt – The Green Team put together a rough draft of the Historical Scavenger Hunt. The sample in the packet shows visual aids and additional information and when residents go on the website, there will be more information about certain properties. Mrs. Fascenelli asked if there were any questions and if the Team should proceed as started. Mayor Watters stated it was interesting. The Green Team will move forward on it.

ENGINEER'S REPORT

Janes Chapel Road – Application was made to the DOT for the SSGE Program Second Phase of Janes Chapel Road for additional funds for the entire road. The resolution for it is on the agenda and once it's passed tonight, Mr. Kastrud will forward it to our representative at the DOT.

Watters and Heiser Roads – The paperwork is completed to be submitted and Mr. Kastrud does need a few items from the CFO to break down Watters and Heiser Roads for the different payments that were made to the contractors. Once he has that, the paperwork will go in, but it has to be signed by Mayor Watters. Mr. Kastrud will work on getting the money by the end of July.

Stormwater Standards – A new ordinance will have to be passed for the new stormwater standards dealing with draining lids and replacing them during certain paving projects.

Mayor Watters asked if everything has been completed to file the application for Janes Chapel Road. Mr. Kastrud stated the application was filed last month, it is complete. Once the resolution is passed tonight, he will send it to the State.

BUILDINGS & GROUNDS

Lobby Painting – Mr. Snyder received three (3) quotes for painting the Municipal Building Lobby from the woodwork down. He will give them to Ms. Hrebenak to share with the Committee.

Parking Lot – Mr. Snyder received two (2) quotes on the parking lot expansion. He had called two additional contractors who have not responded. He will try to find another for a quote. Mayor Watters said we are not required to get a third quote. Mr. Snyder will give the quotes to Ms. Hrebenak to share with the Committee.

Paving – The DPW paved Ridge, Slope, Hemlock, Valley and Washburn roads and came in a little over \$8,000 under budget.

Catch Basins – Continuing work on catch basins and our patching whenever they can.

PUBLIC PORTION

Mayor Watters opened the public portion of the meeting; seeing no comment from the public, public portion was closed.

RESOLUTIONS

RESOLUTION # 2020 –111
REFUND OF PERFORMANCE GUARANTEE
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, Arthur O. Robinson of AZR 1, LLC had a check issued in March 2001 for a Performance Guarantee for the Route 57 Site Plan application with the Township of Mansfield, County of Warren, **WHEREAS**, there remains a balance of \$ 6,940.10 in the escrow account, **WHEREAS**, the Township Engineer has determined that the escrow balance can be refunded, **NOW, THEREFORE, BE IT RESOLVED**, that the Township Finance Office be authorized to refund the amount of \$ 6,940.10 to AZR 1, LLC.

Mrs. Mora Dillon made a motion to approve Resolution 2020-111, which was seconded by Mr. McGuinness.

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

Nays: None

Absent: None

Abstain: None

TOWNSHIP OF MANSFIELD
Resolution No. 2020-112

Resolution: Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Janes Chapel Road Improvements project.

NOW, THEREFORE, BE IT RESOLVED the Committee of Mansfield formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA2021- Janes Chapel Road Improvements-00641 to the New Jersey Department of Transportation on behalf of the Township of Mansfield.

BE IT FURETHER RESOLVED that the Mayor and Clerk are herby authorized to sign the grant agreement

on behalf of the Township of Mansfield and that their signatures constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Mrs. Mora Dillon made a motion to approve Resolution 2020-112, which was seconded by Mr. Farino.

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

Nays: None

Absent: None

Abstain: None

ORDINANCES

First Reading

ORDINANCE NUMBER 2020-11

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$156,000.00 FOR THE ROAD RECONSTRUCTION OF AIRPORT ROAD

WHEREAS, there is a need for Road Reconstruction of Airport Road;

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

1. The amount of \$156,000.00 is hereby appropriated from the New Jersey Department of Transportation Municipal Aid Grant.
2. There is no debt incurred by this Ordinance.
3. This ordinance shall take effect immediately after final passage, approval, publication as provided by law.

The above ordinance was introduced for First Reading by the Mayor and Township Committee of the Township of Mansfield at a meeting held on July 8, 2020 and Final Adoption at a Public Hearing to be held on August 12, 2020, at 7:30 pm at the Municipal Building in and for said Township, at which time the public may comment.

Mr. Hayes made a motion to approve the first reading of Ordinance 2020-11 with a second reading on August 12, 2020, at 7:30 pm, which was seconded by Mrs. Mora Dillon.

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

Nays: None

Absent: None

Abstain: None

Second Reading

ORDINANCE 2020 - 09

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD,
COUNTY OF WARREN, STATE OF NEW JERSEY,
AUTHORIZING THE ACCEPTANCE OF A DONATION OF
LANDS LOCATED AT BLOCK 2613, LOT 1.02 AND BLOCK 2614,
LOT 9, PURSUANT TO N.J.S.A. 40A:12-5**

WHEREAS, Ronald S. Milkowski holds title to certain property located in Mansfield Township known as Block 2613, Lot 1.02 and Block 2614, Lot 9; and

WHEREAS, there are outstanding taxes due on both Lots; and

WHEREAS, Ronald S. Milkowski has offered to donate said property to the Township of Mansfield; and

WHEREAS, a contract for the conveyance of the property will be prepared for execution by Mr. Milkowski and the Township; and

WHEREAS, the Township desires to accept the property in lieu of the cost of pursuing a tax foreclosure.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township is hereby authorized to accept title to the aforementioned property, subject to all contract contingencies being satisfied, including without limitation review and acceptance of the title binder.

BE IT FURTHER ORDAINED, that the Mayor and Township Clerk of the Township of Mansfield are hereby authorized to execute all necessary documents, including the Contract of Sale in order to obtain title to said property.

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.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced to pass on the first reading meeting of the Township Committee of the Township of Mansfield held on June 10, 2020 and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on July 8, 2020 at 7:30 p.m. or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, Mansfield Township, 100 Port Murray Road, Port Murray, New Jersey at which time all persons interested may appear for or against the passage of said Ordinance.

Mr. Hayes made a motion to approve Ordinance 2020-09, which was seconded by Mr. McGuinness.

Mayor Watters opened the public portion of the meeting; seeing no comment from the public, public portion was closed.

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

Nays: None

Absent: None

Abstain: None

COMMITTEE COMMENTS

Celebration of Life – Mr. McGuinness stated the Tri-County Fire Department expressed their thanks to the Road Department, Police Department, the Squad, and neighboring fire departments for their celebration of life for Randy Wanous that was held at the fire house on the 28th. Everyone did an exceptional job to make that all come together.

EXECUTIVE SESSION

Mayor Watters announced moving into Executive Session.

Mr. Lavery stated the Executive Session discussion will include:

- Three (3) Contractual matters dealing with HVAC, insurance, and shared services

Mr. Hayes made a motion to go into Executive Session, which was seconded by Mrs. Mora Dillon.

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

Nays: None

Absent: None

Abstain: None

RETURN FROM EXECUTIVE SESSION

Return from Executive Session at 8:22 pm.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mrs. Mora Dillon.

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

Nays: None

Absent: None

Abstain: None

Mr. Lavery announced the return from Executive Session at 8:22 pm where they discussed:

- Three (3) contractual matters: potential shared services, insurance, and HVAC contract

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

Mr. Lavery requested a motion to authorize the Clerk to work with Risk Management to get quotes for insurance.

Mr. Hayes made a motion to authorize the Clerk to work with Risk Management, which was seconded by Mr. McGuinness.

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

Nays: None

Absent: None

Abstain: None

Mr. Hayes made a motion to adjourn at 8:25 pm.