

**TOWNSHIP OF MANSFIELD
TOWNSHIP COMMITTEE MEETING
August 9, 2023
OFFICIAL MINUTES
Adopted August 23, 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: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mr. Hayes, Mayor Watters

Absent: XXXX

Also present were Township Attorney Michael Lavery, Detective Sgt. Michael Camerata, CFO/Tax Collector Judith Curran, Deputy Treasurer JoAnn Fascenelli, and Deputy Clerk Illena Raffaele.

Approximately 6 people from the public were in attendance.

APPROVAL OF MINUTES

July 26, 2023 – EXECUTIVE SESSION

The minutes of the meeting noted above were approved unanimously on a motion by Mr. Hayes, seconded by Mr. McGuinness.

July 26, 2023 – REGULAR SESSION

The minutes of the meeting noted above were approved unanimously on a motion by Mr. Hayes, seconded by Mrs. Mora Dillon.

CLERK'S REPORT

Mrs. Raffaele reported:

Condolence Flowers – Were sent on behalf of the Committee to Alan Keegan's family for his passing and to JoAnn Fascenelli for her mother's passing.

Insurance Cards – Received for the fire truck and pickup. Joe LeClair was called to pick them up since Mansfield Fire Company has the vehicles.

Gypsy Moth Spraying – If Committee is interested in spraying for moths, the deadline is August 25. A cost letter is included in tonight's packet.

Warren Hill BOE Meeting – Canceled for August 15; rescheduled for August 22 at 7:15 pm, Warren Hills High School Library.

Kessler Rehab Grand Opening – Would like members of the Committee to attend Friday, August 25. If interested, please contact Mrs. Raffaele for more information.

FINANCE REPORT

Mrs. Curran reported:

Auditors – Are finished. They requested a couple of analysis that Mrs. Curran will complete.

DPW Dump Truck & Snow Plow – Mr. Skillman inspected the truck and has a list of things wrong. Contacted Henderson who will correct the problems.

Thank you to Mr. Farino, Mr. Quamme and Mr. Skillman who helped with the Co-Op Quantities for purchasing. The report was sent to the County.

EMPLOYEES' REPORT

Mrs. Fascenelli reported:

Flowers – Thanked the Committee for the flowers sent for her mother's passing.

Calendar – Green Team would like to create a 2024 Mansfield Township Calendar. Previous calendars were well received. Would like to post on the website a request for residents to submit pictures. Cost of the calendar is covered by grants.

Flea Market – Event has outgrown the DPW property. Green Team hoping the Committee will consider allowing it in Caffareta Park – we will work around the recreation schedule. Having at the DPW takes a lot of prep time for the DPW. If at the park, everyone will be outside so there will be no conflicts with sellers inside vs. outside.

ENGINEER'S REPORT

Mr. Quamme referred to his August 3rd report:

Item #2 – Janes Chapel Road – Local aid final payment documents to contractor. Requested Maintenance Bond. Final Change Orders, balances pluses and minuses need to be signed by contractor, engineer, and mayor.

Item #3 – Mt. Bethel Community Center – Pre-construction meeting today for the septic. Discussed the process. Estimates work beginning 1st week after Labor Day. Plans have been approved. Will pick up permits from the County. Contract related items to be discussed in Executive Session.

Item #4 – Elizabeth Gas Distribution Main – Attended a meeting today. Milling and resurfacing overlay will meet with driveways on all of Pequest and Townsbury Roads.

Item #6 – Snyder Road Improvements – The lowest bid had the consent of surety incorrectly stated and was rejected upon review. Next lowest bid is in order – Mr. Lavery reviewed it. Recommendation to the Committee to approve Top Line – grants will cover the amount.

Cherry Tree & Valley Roads – Resurfacing from Morris County Co-Op approved the quantities to pave this year. Mr. Quamme sent a request and is hoping for response within ten (10) days.

Mr. Hayes made a motion to move forward with Top Line for Snyder Road improvements, seconded by Mrs. Mora Dillion.

Recorded Vote

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

PUBLIC PORTION

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

Seeing none, the Public Portion was closed.

ORDINANCES

First Reading

2023-21 AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARY AND WAGE FOR AN OFFICER AND EMPLOYEE OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY.

Mrs. Mora Dillon made a motion to approve to introduction of Ordinance 2023-21, which was seconded by Mr. Farino.

Recorded Vote

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

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARY AND WAGE FOR AN OFFICER AND EMPLOYEE OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY. BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

SECTION 1, The salary per annum of rate of compensation of the following officer and employee of the Township of Mansfield is determined to be as follows:

POSITION	RANGE		
Part-Time Registered Municipal Clerk	\$ 0	TO	\$ 46,000.00

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 2023-228 through 2023-232, as filed in the Township Clerk's Office, were adopted on motion by Mr. Hayes and seconded by Mr. Farino:

Recorded Vote

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

**TOWNSHIP OF MANSFIELD
 WARREN COUNTY, NEW JERSEY
 APPOINTMENT OF WENDY BARRAS AS TOWNSHIP MUNICIPAL CLERK**

NO. 228 **ADOPTED: August 9, 2023**

WHEREAS, Wendy Barras will serve as Township Municipal Clerk for a three-year term commencing August 10, 2023;

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

1. Wendy Barras, is hereby appointed Township Municipal Clerk of the Township of Mansfield for a three-year term.
2. A certified copy of this Resolution shall be filed with the Department of Community Affairs of the State of New Jersey within 7 days of the date thereof.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
APPOINTMENT OF WENDY BARRAS AS TOWNSHIP MUNICIPAL CLERK
AT A SALARY OF \$42,500**

NO. 229

ADOPTED: August 9, 2023

WHEREAS, candidates were interviewed for the position of Township Municipal Clerk;
WHEREAS, Wendy Barras is a licensed and experienced Municipal Clerk and possesses the skills to fulfill the position of Municipal Clerk;

WHEREAS, the Township Committee wishes to extend an offer for the position of Township Municipal Clerk to Wendy Barras at a salary of \$42,500;

WHEREAS, Ms. Barras will be working part time for 21 hours a week on Mondays, Wednesdays and Fridays with some flexibility when needed;

WHEREAS, attendance at township meetings will count towards the 21- hour work week;

WHEREAS, the work hours will not exceed 25 hours per week;

WHEREAS, Wendy Barras, is hereby appointed Township Municipal Clerk of the Township of Mansfield for a three-year term.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Wendy Barras, be appointed Township Municipal Clerk per the above.

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

TO AUTHORIZE AND APPROVE A SALARY AND WAGE FOR AN EMPLOYEE

NO. 230

ADOPTED: AUGUST 9, 2023

WHEREAS, Ordinance Number 2022-30 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 employee shall be compensated for the year 2023, unless otherwise noted, in the amount as designated below:

NAME	POSITION	SALARY
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Thomas Skillman

Recycling Attendant

\$ 44.00/Hr.

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

REFUND OF RECREATION REGISTRATION

NO. 231

ADOPTED: AUGUST 9, 2023

WHEREAS, Katrin Sypniewski paid by credit card to register a child for JV Football for the 2023 season with the Township of Mansfield, County of Warren,

WHEREAS, the child will not be participating; and

WHEREAS, the refund cannot be issued against the credit card at this time,

NOW, THEREFORE, BE IT RESOLVED, that the Finance Office be authorized to refund Katrin Sypniewski in the amount of \$ 85.00.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING THE PAYMENT OF BILLS**

NO. 232

ADOPTED: August 9, 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 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	\$

BILLS LIST	
CURRENT	\$695,907.67
CAPITAL	\$169,030.00
TRUST	\$
DOG	\$3.60
RECREATION	\$
OPEN SPACE	\$
DEV ESCROW	\$3,395.26
UNEMPLOYMENT	\$
TAX PREMIUM	\$
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$
GRANT	\$74.09
TOTAL	\$868,410.62

SWEARING-IN CEREMONY

Deputy Mayor McGuinness performed the swearing in of Part-Time Registered Municipal Clerk Wendy Barras.

LAND USE BOARD ALTERNATE

Mayor Watters approved Brent Connelly as a 3rd Alternate for the Land Use Board. A swearing-in ceremony will take place by the Land Use Board.

OEM DEPUTY

Mayor Watters approved the recommendation by OEM Coordinator Kostenbader to appoint Nick Vasquez as Deputy OEM.

EXECUTIVE SESSION

On a motion by Mr. Hayes, seconded by Mrs. Mora Dillon, the Township Committee voted to enter into executive session at 7:43 pm.

Recorded Vote

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

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

August 9, 2023
Resolution No. 2023-233

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: Payment for 2023 Kenworth T480
 Increase Fire Companies' Stipends
 Change Orders 1, 2 & 3 Mt. Bethel Project
 DPW Vacancy
 Deputy OEM

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 Mr. Hayes, seconded by Mr. McGuinness, the Township Committee voted to return to public session at 8:41pm.

Recorded Vote

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

Mr. Lavery announced the following discussed in Executive Session:

- Personnel matter dealing with Deputy OEM Salary
- Fire Companies' Stipends
- Change Orders for Mt. Bethel Church
- DPW Vacancy

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 suggested a motion to authorize the salary of the OEM Deputy as discussed in Executive Session.

Mrs. Mora Dillon made a motion to authorize the salary of the OEM Deputy as discussed in Executive Session, which was seconded by Mr. Hayes.

Recorded Vote

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

Mr. Lavery suggested a motion to authorize Change Orders #3 & #2 with stipulation of without stone as discussed in Executive Session.

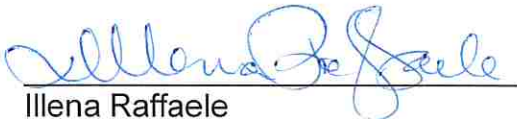
Mr. Hayes made a motion to authorize Change Orders #3 & #2 with stipulation of without stone as discussed in Executive Session, which was seconded by Mr. McGuinness.

Recorded Vote

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

There being no further business, Mr. Hayes made a motion and the Regular Meeting was unanimously adjourned at 8:43 pm.

Respectfully submitted,



Illena Raffaele
Township Deputy Clerk

