

## MANSFIELD TOWNSHIP COMMITTEE MEETING

August 14, 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 was done by all.

### APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the minutes from the regular meeting held on July 24, 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

Mr. Hayes made a motion to approve the minutes from the Executive Session held on July 24, 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

### BILL LIST:

Mr. Hayes made a motion to approve the bill list holding the payment for 19-00788 for Pennoni Associates until an inspection report is received, which was seconded by Mrs. Mora Dillon.

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

### CLERK'S REPORT:

Ms. Hrebenak had nothing to report.

### FINANCE REPORT:

Mrs. Mollineaux stated there are resolutions for Cancellation of Unspent Capitol Reserves, Stale Checks, and Emergency Appropriation Road Repair for Hazen and Mitchell Roads due to the damage from the last storm. Another repair that has to be done to Bright Road which will be a big-ticket item, but there is

no firm information on the amount.

Mrs. Mollineaux stated that Mr. Ferry will be at the next meeting to go over the audit report for 2018. It's typically due June 30<sup>th</sup>, but he's not at fault for the holdup. There is a section where the State requires the actuarial report for the health benefits on how much the town's portion of payment. Since the State hasn't sent that yet, the audits are extended. Mr. Ferry had an Audit exit conference with Mrs. Mollineaux and he was happy with the progress.

EMPLOYEES' REPORTS:

Mrs. Fascenelli stated that she had nothing to report.

ENGINEER'S REPORT:

Mr. Kastrud had been on vacation, so he submitted a limited report. More of his report will be ready in two weeks. The progress on his road inspections with Mr. Snyder is going well.

ROAD DEPARTMENT:

Mr. Farino reported for Mr. Snyder that he was not happy with the tar and chip. Mrs. Mollineaux stated that it was done through the Co-Op which is not a problem, but Mr. Snyder was not happy with the product and he filed a complaint with the Morris County Co-Op which is the process if you're unhappy with the work. Mr. Farino stated the stone wasn't triple-washed and wouldn't stick. He also stated that the County roads that had it done looked like they were paved. Mayor Watters asked if the issue will be taken care of this year. Mr. Farino stated they will have to fix it or not pay as much.

Mr. Farino also reported that the sweeper has issues that will try to fix in-house, but will cost thousands of dollars. The backhoe needs brakes. A John Deere quote is \$9,000, so they will try to do it in-house.

Mayor Watters asked about the Municipal Building skylights. Mr. Farino stated he spoke to the contractor who will contact the manufacturer because he installed a faulty piece that was damaged when it was installed and it needs to be replaced.

PUBLIC PORTION:

Mayor Watters opened the floor for public comment; seeing none the public portion was closed.

RESOLUTION:

RESOLUTION # 2019 – 118  
REFUND OF ROAD OPENING ESCROW  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY

**WHEREAS**, Jewell Excavating issued a check for \$ 1,787.50 dated 5/16/19 for a road opening escrow (15 Brantwood Terrace) with the Township of Mansfield, County of Warren,

**WHEREAS**, there remains a balance of \$ 1,627.50 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 \$ 1,627.50 to Jewell Excavating.

RESOLUTION # 2019 – 119  
REFUND OF RECREATION REGISTRATIONS  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY

**WHEREAS**, the Washington Mansfield Outlaws paid cash \$240.00 on 5/31/19 to register two (2) children to participate in Football and one (1) child to participate in Cheerleading with the Township of Mansfield, County of Warren, and

**WHEREAS**, the family has since moved and the children will not be participating,

**NOW THEREFORE BE IT RESOLVED**, that the Finance Office be authorized to refund the amount of \$ 240.00 to Washington Mansfield Outlaws.

RESOLUTION 2019-120  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY  
COMPLETE REDESIGN OF THE TOWNSHIP OF MANFIELD'S WEBSITE

**WHEREAS**, the Township of Mansfield is desirous in having their website redesigned; and

**WHEREAS**, the Township of Mansfield has received a proposal from Scott Gaskill for the following:

Complete Design of the Township of Mansfield's Website - not to exceed \$ 5,200.00

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, authorizes Scott Gaskill, 3 Appletree Way, Long Valley, N.J. 07853, to perform the complete redesign of the Township of Mansfield's website in the amount not to exceed \$ 5,200.00.

RESOLUTION 2019-121  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY  
ENGINEERING EVALUATION OF THE MECHANICAL SYSTEM AT THE TOWNSHIP OF MANSFIELD'S  
MUNICIPAL/POLICE BUILDING

**WHEREAS**, the Township of Mansfield is desirous in having an engineering evaluation of the mechanical system at the Township of Mansfield's Municipal/Police Building; and

**WHEREAS**, the Township of Mansfield has received a proposal from The Great Meadows Design Group, LLC for the following:

Engineering evaluation of the mechanical system at the Township of Mansfield's Municipal/Police Building (100 Port Murray Road, Port Murray, NJ 07865) - not to exceed \$ 10,000.00

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren

County, New Jersey, authorizes The Great Meadows Design Group LLC, 24 Far View Road, Great Meadows, N.J. 07838, to perform an engineering evaluation of the mechanical system at the Township of Mansfield's Municipal/Police Building in the amount not to exceed \$ 10,000.00.

**RESOLUTION NO. 2019 - 122**

**A RESOLUTION AUTHORIZING THE CANCELLATION OF UNEXPENDED CAPITAL BALANCES  
TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,  
STATE OF NEW JERSEY**

**WHEREAS**, there exists unspent capital balances for previous capital projects in the Capital Reserves account; and

**WHEREAS**, the projects are Preliminary Expenses Washburn Road \$500.00, Preliminary Expenses Watters Road \$3,564.23, Finance Computer software \$2,255.50 and Recreation Equipment \$23,000.00; and

**WHEREAS**, these balances have been reviewed and are no longer needed;

**NOW, THEREFORE BE IT RESOLVED**, by the Township of Mansfield Committee that the Finance Department is authorized to cancel the above Capital Reserve Projects totaling \$29,319.73 and lapse the funds to Capital Surplus.

**RESOLUTION NO. 2019 - 123**

**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.

	<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT</b>
Current Fund	1/27/16	2701	\$ 24.00
Current Fund	2/24/16	2790	\$3.79
Current Fund	12/13/17	4631	\$5.00
Current Fund	8/22/18	5336	\$60.00
Payroll Account	09/2014	685	\$1,060.06
Payroll Account	01/2016	1214	\$122.68
Payroll Account	02/2016	1248	\$122.68
Payroll Account	02/2016	1250	\$58.12
Payroll Account	08/2016	1422	\$265.73
		<b>TOTAL</b>	<b>\$ 1,722.06</b>

**RESOLUTION NO. 2019-124  
OF THE TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF MANSFIELD**

**DECLARING AN EMERGENCY – FOR PURPOSES OF AWARDING CONTRACTS FOR EMERGENCY ROAD  
REPAIRS ON HAZEN ROAD AND MITCHELL ROAD**

**WHEREAS**, the Township Committee (“Township Committee”) of the Township of Mansfield (“Township”) finds and declares an emergency situation has developed with storm related road repairs on Hazen Road and Mitchell Road;

**WHEREAS**, the Township Committee further finds and declares that this poses an imminent threat to the public health, safety and welfare of an emergent nature that warrants immediate remedial action; and

**WHEREAS**, the Township Committee further finds and declares that **N.J.S.A. 40A:11-6** authorizes a municipality to negotiate and/or award a contract without public advertisement when an emergency affecting the public health, safety or welfare requires the immediate performance of services; and

**WHEREAS**, the Township Committee further finds and declares that the Department of Public Works, acting in the reasonable belief that an emergency affecting the public health, safety and welfare requires immediate remedial action without public advertisement for services;

**WHEREAS**, the Township Committee further finds and declares that the Department of Public Works, has correctly recommended that the aforementioned road repairs be remedied through the award to the following:

**Tilcon and Eastern Industries**

**WHEREAS**, the emergency costs are to be funded through 2019 Capital Reserves account number C-04-44-215-0000-0003 in an amount not to exceed \$10,000.00 and the CFO has certified the availability of funds;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield does hereby declare the existence of a public emergency warranting the completion of the road repairs as soon as possible and does hereby award said project to the entities mentioned above.

**RESOLUTION # 2019 –125  
REFUND DRIVEWAY PERMIT ESCROW  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, Steven Burnelko issued checks for a driveway permit (315 Hoffman Road) with the Township of Mansfield, County of Warren,

**WHEREAS**, there remains a balance of \$ 462.50 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 \$ 462.50 to Steven Burnelko.

Mr. Hayes made a motion to approve Resolutions 2019-118 through 2019-125, which was seconded by Mrs. Mora Dillon.

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

Nays: None  
Absent: Mr. Misertino  
Abstain: None

**EXECUTIVE SESSION: CONTRACTURAL MATTER, PERSONNEL**

Mr. Hayes made a motion to enter into Executive Session at 7:51pm, which was seconded by Mr. Farino.

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

Mr. Lavery, Esq. stated they emerged from Executive Session where they discussed a personnel matter dealing with the tax assessor, one contractual matter dealing with Mt. Bethel Church, a potential litigation contract dealing with Butler Park. No official action was taken. Copies of these minutes will be available at which time as the Committee determines there is no harm to the public interest.

Mrs. Mora Dillon made a motion to authorize a letter discussed in Executive Session, 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:**

Mr. Hayes reported that the milling was taken care of at the basketball courts. The next phase is to grade and roll it.

Mayor Watters stated that the court contract will be discussed at the next meeting. Ms. Hrebenak stated the other shared services contracts will come in October. Mayor Watters stated we'd like to generate capitol money from the court to fix the parking lot. Mr. Lavery stated it's difficult to break even with the courts because they are always switching towns to save money.

Mr. Hayes made a motion to adjourn at 8:29 pm, which was seconded by Mrs. Mora Dillon.