

**TOWNSHIP OF MANSFIELD
TOWNSHIP COMMITTEE
JANUARY 25, 2023
OFFICIAL MINUTES
ADOPTED FEBRUARY 8, 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, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mayor Watters.

Absent: None

Also present were Acting Township Clerk Jo-Ann Ricks, Township Attorney Michael Lavery, Sgt. Andrew Sillett, Deputy Treasurer JoAnn Fascenelli, and Township Deputy Clerk Illena Raffaele.

Approximately 13 people from the public were in attendance.

APPROVAL OF MINUTES

December 28, 2022 – EXECUTIVE SESSION

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

December 28, 2022 – REGULAR SESSION

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

January 7, 2023 – RE-ORGANIZATION SESSION

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

January 7, 2023 – EXECUTIVE SESSION

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

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.

CLERK'S REPORT

Mrs. Ricks reported:

Website – Received two (2) quotes, no response from third company. Will discuss in Executive Session.

Complaint – Received about continual JCP&L outages on Rockport Road. JCPL has narrowed down the area on Rockport Rd. and is working to get the area to the Reforestation Crew.

Firefighters Relief Association – Two applications from members for the Relief Association from Mansfield Fire and Tri-County Fire. Needs Committee approval.

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

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters

Nay: XXXXXX

Abstain: XXXXXX

Text Gov – We received a solicitation for TextGov. Mr. Lavery advised residents that signs up information is subjected to OPRA requested.

BOE Meetings – Board of Education sent a calendar of 2023 meeting dates.

Legal Notices – We are using the Daily Record instead of the Star Ledger due to costs. The Record allows back-to-back meetings for our ordinance meetings.

FINANCE REPORT

In Mrs. Mollineaux absence, a hardcopy report was included in the packet.

EMPLOYEES' REPORT

Mrs. Fascenelli reported:

Paper Shredding Event – October 14th, 8 – 11 am at the DPW Garage. Mr. Simms okayed the date. The Committee approved.

SWAC – Reminder the next meeting is February 2nd, 7:30 pm at Warren Technical School. A recommendation may be made by the subcommittee regarding the food recycling facility.

ENGINEER'S REPORT

Mr. Quamme referred to his January 16th report:

Item #1 Tier A for MS4 permit. Scheduled a DEP meeting to assess scope of amendments for the permit to advise Committee what is needed to go forward.

Item #4 – Janes Chapel Road – Guide rail installed. Project done except for minor Punch List items. DOT Local Aid transitioned from Sage to PMRS. All projects prior to 2022 have to be closed out in PMRS system which will take time. Airport Road is forced to be closed out and repopulated into PMRS which requires more steps. We haven't gotten paid yet.

Recreation Building – All done and closed out. Can be released for final payment.

Allen Road Bridge – Question on whose ownership will be fixing it. Trucks heavier than 4-ton go over the bridge. Township ordinance has a 4-ton limit that can be enforced. Found paperwork from the County stating it's a State issue and they are responsible for maintaining or at least inspecting the bridge. Bridge management said they will look into it and get back to Mr. Quamme. Paperwork in 2018 indicated last inspection done on bridge was 2007. Will reach out to Bridge Management to see if there is a conclusion.

Snyder Road Project – Coring begins tomorrow morning for about four hours. There are 20 cores being done to get an understanding on how to move forward on the improvements.

POLICE DEPARTMENT REPORT

Sgt Sillett stated no report.

PUBLIC PORTION

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

Joe LeClair, 248 Main Street and Mansfield Fire Co., put in for a grant that needs up-front payment. Asked if Township would cover the cost. Will discuss in Executive Session.

Mayor Watters asked for further comment from the public, seeing none, the Public Portion was closed.

ORDINANCES

First Reading

2023-01 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING CHAPTER 182-2 ENTITLED "POLICE RECORDS/COURT DISCOVERY" TO CHANGE FIREARMS IDENTIFICATION CARD FEE, PERMIT TO PURCHASE FEE & ADDITION OF PERMIT TO CARRY FEES

Mr. Hayes made a motion to approve Ordinance 2023-01, which was seconded by Mr. McGuinness.

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

ORDINANCE NO. 2023-01

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING CHAPTER 182-2 ENTITLED "POLICE RECORDS/COURT DISCOVERY" TO CHANGE FIREARMS IDENTIFICATION CARD FEE, PERMIT TO PURCHASE FEE & ADDITION OF PERMIT TO CARRY FEES

WHEREAS, Municipalities may adopt and amend regulations dealing with charges for administrative fees and services; and

WHEREAS, the Township of Mansfield, County of Warren, State of New Jersey finds it necessary to update the fees and charges associated with Firearms Identification Cards, Permit to Purchase Handguns and Permit to Carry to reflect the administrative costs of providing same;

and

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey amends Chapter 182-2 as follows:

Section 1:

The Mansfield Township Code, Chapter 182 entitled "Fees" is deleted in part and is replaced as follows:

§ 182 Fees

§ 182-1 Tax and Finance Office

Duplicate Tax Bill

- First duplicate copy five dollars (\$5)
- Each additional duplicate copy in the same tax year – twenty-five dollars (\$25)

Duplicate Tax Sale Certificate – one hundred dollars (\$100) per certificate

Tax Search Fee – ten dollars (\$10)

Redemption Calculations

- In accordance with N.J.S.A. 54:5-54, the Tax Collector shall provide to any party entitled to redeem a certificate pursuant to this article, two calculations of the amount required for redemption within a calendar year at no cost. For each subsequent calculation requested from the Tax Collector, there shall be a \$50 fee. A request for a redemption calculation shall be made in writing to the Tax Collector.

- In accordance with N.J.S.A. 54:5-97.1, the Tax Collector may charge a lienholder of a tax lien \$50 for the calculation of the amount due to redeem the tax lien as required pursuant to N.J.S.A. 54:5-97.1. Any request for a redemption calculation shall specify the date to be used for the calculation, which shall be the date of the notice. Neither the Tax Collector nor the municipality shall be liable for an incorrect calculation. The fee paid to the municipality shall not become part of the lien and shall not be passed on to any party entitled to redeem pursuant to N.J.S.A. 54:5-54.

§ 182-2 Police Records/Court Discovery

Initial Firearms ID Card – ~~Five dollars (\$5)~~ Fifty Dollars (\$50.00)

Fire arms Permit to Purchase – ~~Two dollars (\$2)~~ Twenty Five Dollars (\$25.00)

Permit to Carry- Two Hundred Dollars (\$200.00)

- Fifty Dollars (\$50.00) to the State of New Jersey
- One Hundred and Fifty Dollars (\$150.00) to the Township

Copy of DVD video — Five dollars (\$5) per disc

Flash drive – Five dollars (\$5) per drive

Photocopies – Seventy-five cents (75¢) per page for the first 10 pages

Fifty cents (50¢) per page for the next 10 pages

Twenty-five cents (25¢) per page for each page thereafter

Postage – actual postage will be charged plus twenty-five cents (25¢) for envelope

Police reports (paper copies)

- five dollars (\$5) per report for the first 2 pages
- two dollars (\$2) per page, per side for each additional

§ 182-3 Township Clerk

OPRA fees

- letter size page photocopies five cents (0.05¢) per paper
- legal size page photocopies seven cents (0.07¢) per paper
- flash drive – five dollars (\$5) each

Marriage Application Fees – charged in accordance with NJ State Office of Vital Statistics

Certified copies of Vital Records – Ten dollars (\$10) per copy

Fee for COAH fee calculation – Twenty dollars (\$20) per calculation

Certified 200-foot list – Ten dollars (\$10) per copy

Zoning Application (residential property) – Forty dollars (\$40)

Zoning Application (commercial property) – Sixty dollars (\$60)

Road Opening Permit Application – one hundred dollars (\$100)

Road Opening Escrow – one hundred fifty dollars (\$150)

Driveway Permit Application – one hundred fifty dollars (\$150)

Driveway Permit Escrow – seven hundred dollars (\$700)

Bid Package Fees

Fifteen dollars (\$15) to obtain a copy of the bid package

Five dollars (\$5) if bid package is mailed

Township Code Book – Seventy-five dollars (\$75) per volume

Master Plan – thirty-five dollars (\$35) per copy

Land Use Ordinance with map – twenty-five dollars (\$25)

Land Subdivision and Zoning ordinances – twenty-five dollars (\$25) per volume

Senior Citizen & Disabled Person Protected Tenancy Fee

- Service of notice to a tenant, required by N.J.S.A. 2A:18-61.27, \$10 each
- Determination or eligibility for each tenant, as required by N.J.S.A. 2A:18-61.28, \$25 each
- The administrative agency may charge a reasonable fee established by resolution of the Township Committee for any other service required to be performed by the administrative agency under the provisions of the Senior Citizens and Disabled Persons Protected Tenancy Act

§ 182-4 Recreation Fees

Sports Activity Registration Fees

Basketball – sixty to ninety dollars (\$60-\$90)

Softball – sixty to ninety dollars (\$60-\$90)

Soccer – sixty to ninety dollars (\$60-\$90)

Field Hockey – sixty to ninety dollars (\$60-\$90)

Football – sixty to ninety dollars (\$60-\$90)

Flag Football – sixty to ninety dollars (\$60-\$90)

Cheerleading – sixty to ninety dollars (\$60-\$90)

Flag Cheerleading – sixty to ninety dollars (\$60-\$90)

- If three children in the same family are registered for the same sport, the third shall be free.

Registration late fee

Registrations that are turned in after the close of the registration period will be assessed a late fee of twenty-five dollars (\$25) for all sports.

Processing Refund of Registration fees - five dollars (\$5)

Clinic Sports Registration Fees

Learn to play Field Hockey - \$35-\$85 per child

Soccer Clinic - \$35-\$85 per child

Beginner Tennis Spring & Fall (Ages 5-6) – twenty to eighty dollars (\$20-\$80) for six (6) half hour sessions per child

Beginner Tennis Summer & Winter (Ages 5-6) –fifteen to sixty dollars (\$15-\$60) for six (6) half hour sessions per child

Beginner Tennis Spring & Fall (Ages 7-14) – forty to sixty dollars (\$20-\$80) for six (6) one-hour sessions per child

Beginner Tennis Summer & Winter (Ages 7-14) – twenty-five to sixty-five dollars (\$25-\$65) for six (6) one-hour sessions per child

Beginner Tennis Summer (Ages 10-12) – forty to sixty-five dollars (\$40-\$65) per session per child

All tennis programs – ten dollars \$10 insurance fee (paid one time per child)

Soccer Pre-K camp – seventy-five to one hundred twenty five dollars (\$75-\$125) per child

Softball for each player enrolled in one of Mansfield’s Softball League Programs – twenty to forty dollars (\$20-\$40) per child

Scholarships

Fees will be waived upon written notice of award of a need-based scholarship from the Recreation Committee. Prior to any waiver of a fee, there shall be a written application by the applicant and a vote by the majority of a quorum present granting the waiver. The decision shall be memorialized in the minutes of the Recreation Committee.

Township Fields and Tennis Courts

Ball fields and tennis courts (team play, per season)

This fee enables a team to use a field for up to ten (10) hours per week assuming there are no conflicts with a Mansfield Township sponsored event.

- 1) Youth leagues (5 to 18 years of age)
 - a. Seasonal use fees
 - i. Township residents: one hundred dollars (\$100)
 - ii. Non-Township residents: two hundred dollars (\$200)
 - b. Daily use fees
 - i. Township residents: fifty dollars (\$50)
 - ii. Non-Township residents: one hundred dollars (\$100)

- 2) Adult leagues (over 18 years of age)
 - a. Seasonal use fees
 - i. Township residents: one hundred fifty dollars (\$150)
 - ii. Non-Township residents: three hundred dollars (\$300)
 - b. Daily use fees
 - i. Township residents: \$50
 - ii. Non-Township residents: one hundred dollars (\$100)

- 3) Nonprofit organizations.
 - a. Seasonal use fees:
 - i. Township residents: fifty dollars (\$50)
 - ii. Non-Township residents: one hundred dollars (\$100)
 - b. Daily use fees
 - i. Township residents: twenty-five dollars (\$25)
 - ii. Non-Township residents: fifty dollars (\$50)

- 4) In order for a team to qualify for Township resident fee rates, the team must be made up of 90% Township of Mansfield residents. A list of team participants with addresses may be required.

- 5) A Certificate of liability insurance: Proof of insurance must be supplied to the Mansfield Township Municipal Clerk no later than 24 hours prior to field use. General liability coverage is required and submission of a hold harmless agreement (forms on file with the Municipal Clerk).
- 6) All events and programs sponsored by Mansfield Township are excluded from the listed use fees.
- 7) Mansfield Township Parks and Recreation Committee reserves the right to close fields or facilities if conditions warrant this action.
- 8) Failure of any team or organization to abide by all rules and regulations of Chapter 249 or any of the above regulations may result in immediate termination of team/organization's permission to use fields by the Township Committee and/or Recreation Committee and there will be no reimbursement of any fees.

§ 182-5 Miscellaneous Township Fees

Returned Check fee – twenty dollars (\$20)

Replacement of damaged road sign fee – one hundred fifty dollars (\$150)

Deposit of cleanup debris at municipal facility fees

- Station wagon or car – fifteen dollars (\$15) per load
- Pickup truck – twenty-five dollars (\$25) per load
- Van – twenty-five dollars (\$25) per load
- Any of the above with single-axle utility trailer will be assessed an additional twenty-five dollars (\$25) per load

Tire disposal fees

- Car, SUV, & light truck tires (with or without rims) – one dollar twenty-five cents – two dollars (\$1.25 - \$2)
- Truck tires 8.25-20, 9.00-20, 10.00-20, 11.00-20, 11.00-22.5 and bigger (with or without rims) nine to twelve dollars (\$9-\$12)
- Farm tractor tires (with or without rims) – five to seven dollars (\$5-\$7) per ply

Recovery of refrigerants fee – ten to twenty-five dollars (\$10-\$25) per unit

Special Service Charges

- A. If the nature, format, manner of collation, or volume of a government records embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the Township may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based upon the actual direct cost of providing the copy or copies.

- B. The special service charge in each case will be based upon the actual direct cost to research, retrieve and copy the requested records as specified by N.J.S.A. 47:1A-5c or as permitted by law.
- C. Prior to the commencement of services encompassed by the special service charge, the Township shall provide an estimate of the number of hours required to perform the special services and the charge for same. The requestor shall have the opportunity to review and object to the charge prior to it being incurred and shall be required to remit to the Township with the full amount of the estimate. In the event the actual cost of the special services exceeds the estimated amount, the requestor shall be responsible for the payment of same prior to being provided with the requested records. In the event the actual cost of the special services is less than the estimated amount, the balance of the deposit shall be returned to the requestor.

Section 2. Repealer

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Mansfield inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

Section 3. 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 to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

Section 4. Effective Date

This Ordinance shall take effect upon final passage and publication as provided by law.

2023-02 AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR OFFICERS AND/OR EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY

Mr. Hayes made a motion to approve Ordinance 2023-02, which was seconded by Mrs. Mora Dillon.

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

**ORDINANCE # 2023 -02
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR OFFICERS AND/OR EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARY 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 salary per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Mayor	\$ 1.00	TO	\$ 660.00
Deputy Mayor	\$ 1.00	TO	\$ 330.00

2023-03 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$192,635.00 FROM THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION GRANT FUNDING FOR SNYDER ROAD IMPROVEMENTS

Mr. Hayes made a motion to approve Ordinance 2023-03, which was seconded by Mr. McGuinness.

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
 Nay: XXXXXX
 Abstain: XXXXXX

**ORDINANCE NO 2023-03
OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MANSFIELD**

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$192,635.00 FROM THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION GRANT FUNDING FOR SNYDER ROAD IMPROVEMENTS

WHEREAS, there is a need for road reconstruction on Snyder Road; and

WHEREAS, the Township of Mansfield has been awarded two grants from the State of New Jersey Department of Transportation in the amounts of \$80,195.00 and \$112,440.00;

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

1. The amount of \$192,635.00 is hereby appropriated from the Capital Grants Receivable Fund.
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 January 25, 2023 and Final Adoption at a Public Hearing to be held on February 8, 2023 at 7:30 pm at the Municipal Building in and for said Township, at which time the public may comment.

2023-04 AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY APPROPRIATING \$700,000.00 FROM THE GENERAL CAPITAL RESERVE FUND FOR THE PURPOSE OF PURCHASING FIRE APPARATUS

Mr. Hayes made a motion to approve Ordinance 2023-04, which was seconded by Mr. McGuinness.

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

**ORDINANCE NO 2023-04
OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MANSFIELD**

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY
APPROPRIATING \$700,000.00 FROM THE GENERAL CAPITAL RESERVE FUND FOR THE
PURPOSE OF PURCHASING FIRE APPARATUS**

BE IT ORDAINED BY THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN, NEW JERSEY AS FOLLOWS:

Section 1. \$700,000.00 is available from the Capital Reserve Fund to provide for the following purposes:

<u>Description of Purpose</u>	<u>Amount</u>
Fire Apparatus	\$ 700,000.00
TOTAL:	\$ 700,000.00

Section 2. The capital budget of the Township of Mansfield is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith.

Section 3. This ordinance shall take effect ten days after final publication hereof as provided by N.J.S.A. 40:49-9.

NOTICE

NOTICE IS HEREBY GIVEN, that the above Ordinance was introduced and passed on first reading at an Official Meeting of the Township of Mansfield held in the Municipal Building on January 25, 2023, and the same shall come up for final passage at an Official Meeting of the Township Committee to be held on February 8, 2023 at 7:30 PM, at which time any persons interested shall be given the opportunity to be heard concerning said Ordinance. Copies of this Ordinance are available in the Clerk's Office located at 100 Port Murray Road, Port Murray, New Jersey 07865

2023-05 AN ORDINANCE TO AMEND AND SUPPLEMENT THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES

Mrs. Mora Dillon made a motion to approve Ordinance 2023-05, which was seconded by Mr. McGuinness.

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

ORDINANCE # 2023-05

AN ORDINANCE TO AMEND AND SUPPLEMENT 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
Registered Municipal Clerk	\$ 46,250	\$ 86,000
Acting Municipal Clerk	\$ 40,000	\$ 90,000
Part-Time Registered Municipal Clerk	\$ 0	\$ 40,000
Municipal Clerk Stipend	\$ 500	\$ 2,000
Elections Officer	\$ 150 / election	\$ 500 / election
Website Administrator	\$ 1,350	\$ 2,000
Deputy Clerk	\$ 21,000	\$ 60,000
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 \$50,000	\$ 90,000 \$125,000
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	\$ 65,000
Deputy Tax Collector	\$ 27,000	\$ 50,000
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	\$ 35,000
Certified Lists (Tax Assessor)	\$ 560	\$ 685
Assessment Search Officer	\$ 900	\$ 2,000
Tax Assessor Secretary	\$ 4,688	\$ 5,705

Municipal Housing Liaison	\$ 3,000	\$ 8,000
Open Space / Historical Secretary	\$ 233	\$ 450
Environmental Secretary	\$ 840	\$ 2,500
Land Use Board Secretary	\$ 10,000	\$ 18,000
Land Use Board Secretary (Shared Service)	\$ 3,000	\$ 7,000
Zoning Officer	\$ 20 / hr.	\$ 40 / hr.
Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 95 / appearance
Police Chief	\$ 90,000	\$160,000
Police Secretary	\$ 22,000	\$ 55,000
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
Class II Special Officer	\$ 40,000	\$ 50,000
Police Officer (Temp/Part-Time)	\$ 13.50 / hr.	\$ 17 / hr.
Police Officer – Academy	\$ 0	\$ 40,000
Police Officer – Post Academy	\$ 0	\$ 46,000
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
Seasonal/Temporary EMT	\$ 17.00 / hr.	\$ 25.00 / hr.
DPW Superintendent	\$ 62,546	\$ 90,000
Assistant Dept. of Public Works Supervisor	\$ 250.	\$ 2,000
Machine Operator	\$ 30,000	\$ 75,000
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	\$ 75,000
Part-Time Violations Clerk	\$ 11 / hr.	\$ 21 / hr.
Temporary Violations Clerk	\$ 11 / hr.	\$ 15 / hr.
Call-Outs	\$ 50 / each	\$ 60 / each
Court Security	\$ 75 / session	\$ 165 / session
Stipend	\$ 50	\$ 3,000

CONSENT AGENDA/RESOLUTIONS

The following Resolutions No. 2023-47 – 54 & 56, as filed in the Township Clerk’s Office, were unanimously adopted on a motion by Mr. Hayes and seconded by Mr. McGuinness.

Recorded Vote:

Aye: Mr. Farino, Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX

RESOLUTION 2023-47

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
Designating Official Newspaper**

The Daily Record Warren County is hereby designated as the Official Newspaper of the Township of Mansfield for all purposes envisaged by statute, to be used for the publication of all requisite notices commencing January 26, 2023 and terminating December 31, 2023.

RESOLUTION # 2023-48

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
TO AUTHORIZE AND APPROVE SALARIES AND WAGES FOR CERTAIN EMPLOYEES**

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

<u>NAME</u>	<u>POSITION</u>	<u>ADDITIONAL SALARY</u>
Joseph Watters	Mayor	\$ 600.00
Ronald Hayes	Deputy Mayor	\$ 259.00

RESOLUTION # 2023-49

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
LIEN REDEMPTION**

WHEREAS, the Tax Collector of the Township of Mansfield has advised the Committee that the following property has been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 25th day of January, 2023 that payment in the amount of **\$713.12** is to be made to the

certificate holder as noted:

CERTIFICATE HOLDER	BLOCK/LOT	CERT #
Michael J McMillan 5208 Griggs Avenue North Port, FL 34921	Block 2707 Lot 7	20-00012

Lien Redemption Proceeds \$ 713.12

Total \$ 713.12

RESOLUTION # 2023-50

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
LIEN REDEMPTION**

WHEREAS, the Tax Collector of the Township of Mansfield has advised the Committee that the following property has been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield this 25th day of January, 2023 that payment in the amount of **\$782.46** is to be made to the certificate holder as noted:

CERTIFICATE HOLDER	BLOCK/LOT	CERT #
Michael J McMillan 5208 Griggs Avenue North Port, FL 34921	Block 2707 Lot 8	20-00013

Lien Redemption Proceeds \$ 782.46

Total \$ 782.46

RESOLUTION # 2023-51

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
Endorsement of Redeemed Municipal
Tax Sale Certificate**

BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the following Tax Sale Certificate, held by the Township, having been paid and satisfied in full pursuant to N.J.S.A. 54:5-59; the Mayor and Township Clerk are hereby authorized and directed to endorse same for cancellation, affix the Township Seal, and return same to the Tax Collector for delivery to the property owner or legal representative pursuant to N.J.S.A. 54:5-55.

Tax Sale Certificate Number	Block / Lot	Original Certificate Amount
20-00014	2707 / 11	\$ 150.54

RESOLUTION # 2023-52

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY
Endorsement of Redeemed Municipal
Tax Sale Certificate**

BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the following Tax Sale Certificate, held by the Township, having been paid and satisfied in full pursuant to N.J.S.A. 54:5-59; the Mayor and Township Clerk are hereby authorized and directed to endorse same for cancellation, affix the Township Seal, and return same to the Tax Collector for delivery to the property owner or legal representative pursuant to N.J.S.A. 54:5-55.

Tax Sale Certificate Number	Block / Lot	Original Certificate Amount
15-00035	2806 / 10	\$ 85.63

RESOLUTION 2023-53

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING THE TOWNSHIP TO BECOME MEMBERS OF VARIOUS
COOPERATIVE PURCHASING/PRICING SYSTEMS**

WHEREAS, the Township of Mansfield, County of Warren, desires to become a member of the following cooperative purchasing/pricing systems:

- Cranford Police Pricing Systems
- Middlesex County Co-Op
- Morris County Co-Op
- Somerset County Co-Op
- Warren County Co-Op

Sourcewell Co-Op
ESCNJ (Middlesex County) Co-Op
NJPA
Passaic City
Hunterdon Education Services Commission Co-Op

NOW, THEREFORE, BE IT RESOLVED, effective January 1, 2023 and that such membership shall be for the period ending December 31, 2023, and each renewal, thereafter of the systems, unless the Township of Mansfield elects to formally without from the system.

RESOLUTION 2023-54

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING ACTING TOWNSHIP CLERK TO PUBLISH "NOTICE OF INTENT TO
PURCHASE"**

WHEREAS, the Township of Mansfield, Warren County, is authorized pursuant to N.J.S.A. 52:34-6.2(b)(3) to use alternative procurement methods by entering into nationally recognized cooperative purchasing agreements, provided certain requirements are met; and

WHEREAS, the Tri-County Fire Department has recommended the award of a contract to Pierce for the purchase of a Model 260 Saber Pumper based upon the proposal dated January 16, 2023, which was submitted in accordance with a proposal submitted by Fire & Safety Services, Ltd. to Sourcewell National Coop Contract No. 113021-OKC, a national co-cop; and

WHEREAS, Sourcewell and the contract awarded by Sourcewell to Fire & Safety Ltd. meets the requirements of NJ State law for awarding contracts through national cooperatives, including the following:

- The Saber Pumper contract no. 260 was awarded through a competitive bidding process that complies with the laws covering the issuing entity;
- Sourcewell is a contracting unit defined by statute; and
- Sourcewell's bid was advertised as a national cooperative contract;

NOW THEREFORE BE IT RESOLVED, the Mansfield Township Committee, County of Warren, State of New Jersey, that the Acting Township Clerk is hereby authorized to publish a "Notice of Intent to Award Contract" that the Township of Mansfield intends to participate in the Sourcewell Contract No. 113021-OKC, to purchase a Model 260 Saber Pumper.

**RESOLUTION 2023-56
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

CONTINUATION OF AN AWARD OF CONTRACT FOR JANITORIAL SERVICES

WHEREAS, in 2022 the Township of Mansfield received quotes for Janitorial Services; and
WHEREAS, Jan-Pro was awarded the contract and the Township wishes to continue utilizing their

services

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, that Janitorial Services will be provided by Jan-Pro, for a total cost not to exceed \$16,896.00, from January 1, 2023 through December 31, 2023.

RESOLUTIONS

Resolution 2023-55 **AUTHORIZING PAYMENT OF MUNICIPAL OBLIGATIONS** was approved on a motion by Ms. Mora Dillon and seconded by Mr. McGuinness.

Recorded Vote

Aye: Ms. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
 Nay: XXXXXX
 Abstain: Mr. Farino

**RESOLUTION 2023-55
 TOWNSHIP OF MANSFIELD
 WARREN COUNTY, NEW JERSEY**

AUTHORIZING PAYMENT OF MUNICIPAL OBLIGATIONS

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	\$238,253.10
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$142.35
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
TOTAL	\$238,395.45

BILLS LIST	
CURRENT	\$1,257,329.68
CAPITAL	\$45,465.00
TRUST	\$
DOG	\$426.20
RECREATION	\$
OPEN SPACE	\$
DEV ESCROW	\$4,220.50
UNEMPLOYMENT	\$
TAX PREMIUM	\$
MANDATORY DEV	\$2,987.00
OUTSIDE EMPLOY	\$
GREEN TEAM	\$
TOTAL	\$1,310,428.38

Resolution 2023-57 **AUTHORIZING RAFFLE LICENSE FOR ST. THEODORE RC CHURCH (2023-01)** and 2023-58 **AUTHORIZING RAFFLE LICENSE FOR ST. THEODORE RC CHURCH (2023-02)** was approved on a motion by Mr. Hayes and seconded by Mr. McGuinness.

Recorded Vote

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

RESOLUTION 2023-57

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING RAFFLE LICENSE FOR ST. THEODORE RC CHURCH (2023-01)**

WHEREAS, St. Theodore Roman Catholic Church has submitted a Raffle License Application for a drawing to be held on December 2, 2023; and

WHEREAS, all paperwork and payment are in order, and the identification number from the Legalized Games of Chance Control Commission is currently valid, and will be valid at the date and time of the raffle;

NOW THEREFORE BE IT RESOLVED, the Mansfield Township Committee, County of Warren, State of New Jersey, that Raffle License RA2023-01, and Acting Township Clerk is authorized to sign off on the license and submit copies to the appropriate authorities.

RESOLUTION 2023-58

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
AUTHORIZING RAFFLE LICENSE FOR ST. THEODORE RC CHURCH (2023-02)**

WHEREAS, St. Theodore Roman Catholic Church has submitted a Raffle License Application for a drawing to be held on December 2, 2023; and

WHEREAS, all paperwork and payment are in order, and the identification number from the Legalized Games of Chance Control Commission is currently valid, and will be valid at the date and time of the raffle;

NOW THEREFORE BE IT RESOLVED, the Mansfield Township Committee, County of Warren, State of New Jersey, that Raffle License RA2023-02, and Acting Township Clerk is authorized to sign off on the license and submit copies to the appropriate authorities.

APPOINTMENT

Mayor Watters appointed Dolores Reagle to the Land Use Board with a term expiring December 31, 2023.

EXECUTIVE SESSION

Resolution 2023-59 will be discussed in Executive Session.

On a motion by Mr. McGuinness, seconded by Mr. Hayes, the Township Committee unanimously voted to enter into executive session at 7:53 pm.

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

- Two litigation matters
- Attorney/Client Privilege matter dealing with Mansfield EMS
- Contractual matters dealing with:
 - Mt. Bethel Fire
 - Snow Plow & Road Maintenance Proposals
 - Mt. Bethel Bids
 - Township Owned Properties – Block 601.03/Lot 55 & Block 1001.02/Lot 33.03
- Personnel matters dealing with:
 - CFO position
 - Fire Official Shared Services
 - Animal Control Officer – Shared Service

On a motion by Mr. Hayes, seconded by Mr. McGuinness, the Township Committee unanimously voted to return to public session at 9:57 pm.

Mr. Lavery announced the following was discussed in Executive Session:

- Reinos vs. Mansfield Township
- Eddiche vs. Mansfield Township
- Attorney/Client Privilege matter dealing with Mansfield EMS
- Contractual matters dealing with:
 - Mt. Bethel Fire
 - Snow Plow & Road Maintenance Proposals
 - Mt. Bethel Bids
- Township Owned Properties
- Personnel matters dealing with:
 - CFO position
 - Fire Official Shared Services
 - Animal Control Officer – Shared Service

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 reject all bids for snow plow and maintenance proposals.

Mr. Hayes made a motion to reject all bids for snow plow and maintenance proposals, which was seconded by Mrs. Mora Dillon.

Recorded Vote

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

Mr. Lavery suggested a motion to authorize the attorney to draft an offer letter to the CFO as discussed in Executive Session.

Mr. Hayes made a motion to authorize the attorney to draft an offer letter to the CFO as discussed in Executive Session, which was seconded by Mr. Farino.

Recorded Vote

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

Mr. Lavery suggested a motion to draft an agreement MOU with the Independence First Aid Squad transferring the ambulance for \$1.00, and at the conclusion of the MOU, we receive it back for \$1.00.

Mr. Hayes made a motion to draft an agreement MOU with the Independence First Aid Squad transferring the ambulance for \$1.00, and at the conclusion of the MOU, we receive it back for \$1.00, which was seconded by Mr. Farino.

Recorded Vote

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

There being no further business, Mr. Hayes made the motion and the Regular Meeting was unanimously adjourned at 10:04 pm.

Respectfully submitted,



Illena Raffaele
Township Deputy Clerk