

**AGENDA OF THE REGULAR MEETING OF THE TOWNSHIP COMMITTEE OF  
MANSFIELD TOWNSHIP  
SEPTEMBER 27, 2023  
7:30 PM**

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 Daily Record & Express Times-NJ Zone of the time, date, and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

**THIS IS NOT AN OFFICIAL DOCUMENT.** It is listed as a courtesy and attempt to inform the public of actions being considered by the Township Committee of Mansfield Township. There may be additions or deletions prior to the Committee taking final action.

**ROLL CALL:**

**SALUTE TO FLAG:**

**APPROVAL OF THE MINUTES**

Executive Session- September 13, 2023  
Regular Session- September 13, 2023

**CLERK'S REPORT**

**FINANCE REPORT**

**EMPLOYEES' REPORTS**

**ENGINEER'S REPORT**

**PUBLIC PORTION**

**RESOLUTIONS (taken separately)**

**#2023-267** Payment of Municipal Obligations

**CONSENT AGENDA**

**#2023-268** Authorize Hiring of DPW Laborer/Mechanic

**#2023-269** Authorize Awarding of Professional Services Contract- Rental Rehabilitation Program Administrator

**#2023-270** Authorize Award of Non-Fair and Open Contract for Purchase of Laptops and Consulting for Police Department

**NEW BUSINESS**

**COMMITTEE PERSON COMMENTS**

**EXECUTIVE SESSION**

**RETURN TO REGULAR SESSION**

**ADJOURN**



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

**AUTHORIZING PAYMENT OF BILLS LIST**

**NO. 267**

**ADOPTED: September 27, 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:

<b>PREPAID LIST</b>	
CURRENT	\$
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
<b>TOTAL</b>	<b>\$</b>

<b>BILLS LIST</b>	
CURRENT	\$583,077.57
CAPITAL	\$ 275.00
TRUST	\$ 0.00
DOG	\$
RECREATION	\$ 0.00
GRANT	\$
DEV ESCROW	\$
OPEN SPACE	\$ 95,042.50
TAX PREMIUM	\$ 0.00
MANDATORY DEV	\$ 0.00
OUTSIDE EMPLOY	\$ 0.00
GRANT	\$ 7,131.62
GREEN TEAM	\$
<b>TOTAL</b>	<b>\$685,526.69</b>

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

\_\_\_\_\_  
Joseph Watters  
Mayor

I hereby certify the forgoing resolution was adopted by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey at a Regular Meeting held on September 27, 2023 at 100 Port Murray Rd., Port Murray, NJ 07865.

**Roll Call Vote**

Introduced	Seconded	Committee Member	Yes	No	Abstain	Absent
		Mr. Farino				
		Mr. Hayes				
		Mr. McGuinness				
		Mrs. Mora Dillon				
		Mayor Watters				

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk



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

**AUTHORIZING THE HIRING OF A FULL TIME LABORER/MECHANIC  
FOR THE DEPARTMENT OF PUBLIC WORKS**

**NO. 268**

**ADOPTED: September 27, 2023**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a full-time laborer/mechanic for the Department of Public Works; and

**WHEREAS**, Mr. Skillman, DPW Supervisor, and Judith Curran, Office Manager, interviewed several candidates for the position of full-time laborer/mechanic; and

**WHEREAS**, Mr. Skillman and Mrs. Curran believe that Mr. Oefelein possesses the necessary skills and experience to fulfill the requirements of the position of full-time laborer/mechanic; and

**WHEREAS**, the Township Committee has directed Judith Curran, Office Manager, to extend an offer to Mr. Oefelein for \$50,000 per annum; and

**WHEREAS**, Mr. Oefelein starting date will be October 2, 2023; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield does hereby adopt this Resolution extending an employment offer to Mr. Peter Oefelein per the above.

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

\_\_\_\_\_  
Joseph Watters  
Mayor

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**Roll Call Vote**

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		Mr. Farino				
		Mr. Hayes				
		Mr. McGuinness				
		Mrs. Mora Dillon				
		Mayor Watters				

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

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

**AUTHORIZING THE AWARDING OF A PROFESSIONAL SERVICES CONTRACT FOR A RENTAL  
REHABILITATION PROGRAM ADMINISTRATOR**

**NO. 269**

**ADOPTED: September 27, 2023**

**WHEREAS**, the Township Committee of the Township of Mansfield is desirous of hiring a Rental Rehabilitation Program Administrator; and

**WHEREAS**, the Township Committee of the Township of Mansfield has received a proposal from Community Grants, Planning and Housing ("CGP&H,LLC) for the following:

**General Services as Administrative Agent and Housing Rehabilitation  
Program Services with a total cost not to exceed \$14,800.**

**WHEREAS**, the Temporary QPA is permitted to award contracts that do not exceed \$17,500 without public bidding under New Jersey Local Public Contracts Law;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, does hereby award a professional services contact to Community Grants, Planning and Housing, ("CGP&H, LLC), 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512, to perform the duties as defined above and in the amount not to exceed \$ 14,800.00.

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

\_\_\_\_\_  
Joseph Watters  
Mayor

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		Mr. Farino				
		Mr. Hayes				
		Mr. McGuinness				
		Mrs. Mora Dillon				
		Mayor Watters				

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

**CHIEF FINANCIAL OFFICER CERTIFICATION**

I, Judith Curran, Chief Financial Officer of the Township of Mansfield, hereby certify that adequate funds will be made available for a Rental Rehabilitation Program Administrator in the amount not to exceed \$ \$14,800.00. The appropriation will be made available through the following account:  
**T-20-55-289-0027-0000 (Mandatory Development Fees) - not to exceed \$14,800.00**

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Judith Curran, CMFO





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

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE  
PURCHASE OF LAPTOPS AND CONSULTING FOR THE POLICE DEPARTMENT**

**NO. 270**

**ADOPTED: September 27, 2023**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to purchase laptops and consulting services for the police department; and

**WHEREAS**, the Township Committee further finds that Nisivoccia Consulting, LLC, the firm that is the current Information Technology Consultant for the Township of Mansfield is well qualified to provide the necessary laptops and provide the necessary consulting services required by the police department; and

**WHEREAS**, Nisivoccia Consulting, LLC has submitted the following documentation in compliance with the awarding of a contact under the New Jersey Pay to Play Law within 10 days of the awarding of the contract;

- a. Business Entity Disclosure Certification for Non-Fair and Open Contracts which certifies that E&LP has not made any reportable contributions to a political or candidate committee in the Township of Mansfield in the previous one year,
- b. Stockholder Disclosure Certification
- c. 271 Political Contribution Disclosure Form (required per N.J.S.A. 19:44A-20.26)

**WHEREAS**, if a contract exceeds \$17,500, the Temporary QPA is permitted under the New Jersey Local Public Contracts Law and Pay to Pay Law to award the contract if the vendor has submitted the aforementioned documentation; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this contract in the Capital Reserve Account, Account Number 3-04-226-55-000-000.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby award a contract to Nisivoccia Consulting, LLC in the amount of \$18,400.00 to provide laptops and consulting service to the police department, and Nisivoccia Consulting, LLC is in compliance with the New Jersey Pay to Play Law per the above.

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

\_\_\_\_\_  
Joseph Watters  
Mayor

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		Mrs. Mora Dillon				
		Mayor Watters				

**ATTEST:**

\_\_\_\_\_  
Wendy Barras  
Township Municipal Clerk

