

**TOWNSHIP OF MANSFIELD  
TOWNSHIP COMMITTEE MEETING  
SEPTEMBER 13, 2023  
OFFICIAL MINUTES  
Adopted SEPTEMBER 27, 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, Mr. McGuinness, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters  
Absent: XXXX

Also present were Township Attorney Michael Lavery, Township Clerk Wendy Barras, Police Chief MacDonough, CFO/Tax Collector Judith Curran, Deputy Treasurer JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and Deputy OEM Coordinator Nick Vasquez.

Approximately 5 people from the public were in attendance.

**APPROVAL OF MINUTES**

**August 23, 2023 – EXECUTIVE SESSION**

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

**August 23, 2023 – REGULAR SESSION**

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

**CLERK'S REPORT**

- Completed the liquor license renewal process for licensee, Bhavid Kartik, LLC.
- The 2022 completed audit was delivered to the Clerk's office and each committee member received a copy in their mailbox. The resolution for the Governing Body certification is on the agenda this evening and each committee member will need to sign the Group Affidavit form. The synopsis of the audit was published in the paper on August 31<sup>st</sup>.
- Assisted in completing the 2024 Cyber Risk Renewal Policy with Justin and Ernie Reigsted from Risk Solutions. Followed up with Ernie Reigsted from Risk Solutions regarding the installation of multi-factor authentication which will be necessary for policy renewal going forward. Inquired regarding any mandatory cyber risk training that needs to be scheduled before years' end and currently waiting on a response.
- Dog License Summonses – The office will be coordinating with animal control and Court to issue summonses for all non-renewed dog licenses, which includes a \$45 late fee for each license. The Rabies Clinic is tentatively scheduled for November 25<sup>th</sup> pending Committee approval.

Correspondence: Received notice from Warren Hills Regional School District of a public hearing on October 17<sup>th</sup> at 6:30 regarding the superintendent's contract and Mrs. Keggan sent a thank you card for the flowers sent in remembrance of her husband, Alan.

**FINANCE REPORT**

Mrs. Curran reported:

- Stated the Corrective Action Plan was drafted and resolution adopting such is on the agenda for tonight.

- The County will be conducting their inspection of Mt. Bethel Church on September 30<sup>th</sup> as a follow up to the grant submission.
- All required documentation for the 2021 Recreation grant was submitted and the Township received \$50,000.
- Preliminary tax sale notices were mailed out and the tax sale is scheduled for November 28<sup>th</sup>.
- The County cut the tax rate at 3.3552 which is a 0.017 increase from 2022.
- Tax bills will be printed and mailed out next week.
- Conducted interviews for DPW and the hiring of a part time DPW laborer is on the agenda for this evening.

## **EMPLOYEES' REPORT**

Mrs. Fascenelli asked the Committee if any revisions of the 2023 newsletter was needed, if not they will be placed in the outgoing tax bills next week.

## **ENGINEER'S REPORT**

Mr. Quamme reported:

- Janes Chapel Road Local Aid Project – Final payment documents and maintenance bond request were emailed to contractor on 7/31, no response from contractor. Wishes to discuss during Executive Session.
- Mount Bethel Community Center – WChd approval still pending; Design engineer has staked out septic bed; Stone Hill Construction schedule is pending; need answers on Change Order #2 & #3, delays in inspections; awaiting project status update from contractor
- Elizabeth Gas Distribution Main – gas company to full width milling & paving; repair areas have been marked out; notice to repair has been sent to contractor. Tentative mid- September milling and final paving schedule subject to completing repair areas first
- Meadows- current schedule to complete treatment plant; draft punch list for Phase 1 is complete and in review prior to sending to developer
- Synder Road Improvements – Contract documents have been received and are under review; pre con meeting will be scheduled soon
- Township awarded NJDOT 2023 LT Grant in amount of \$395,000 for Snyder Road Section 2
- Cherry Tree Bend and Valley Road resurfacing will begin September 14<sup>th</sup> for milling and paving to begin September 21<sup>st</sup>.

## **DPW'S REPORT:**

DPW Supervisor Skillman reported the crews have been working on necessary projects and prepping for paving. He has been working with JoAnn and Judy on submitting necessary paperwork. Mrs. Mora Dillon stated two dumpsters will be needed for the demo of the old Rec building on September 21<sup>st</sup>.

## **PUBLIC PORTION**

Mayor Watters opened the Public Portion of the meeting for public comments. Seeing no one else wished to comment, the Public Portion was closed.

## **ORDINANCES**

### **Second Reading and Public Hearing-      **ORDINANCE #2023-22****

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY,  
AMENDING AND SUPPLEMENTING CHAPTER 37 TITLED "FIRE DEPARTMENT" TO ELIMINATE THE  
MT. BETHEL FIRE COMPANY AS AN AUTHORIZED MEMBER OF THE  
MANSFIELD TOWNSHIP FIRE DEPARTMENT**

Mrs. Mora Dillon seconded by Mr. Hayes made a motion to adopt Ordinance #2023-22.

Mayor Watters opened the Public Hearing for Ordinance #2023-22. When no one wished to comment, the Public Hearing was closed.

**Recorded Vote:**

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

**ORDINANCE NO. 2023-22**

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 37 TITLED "FIRE DEPARTMENT" TO ELIMINATE THE MT. BETHEL FIRE COMPANY AS AN AUTHORIZED MEMBER OF THE MANSFIELD TOWNSHIP FIRE DEPARTMENT**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to eliminate the Mt. Bethel Fire Company as an authorized member of the Mansfield Township Fire Department

**WHEREAS**, Chapter 37 designates the three separate Fire Companies collectively as the authorized and established Mansfield Township Fire Department and;

**WHEREAS**, the Township Committee of the Township of Mansfield has been informed that the Mt. Bethel Fire Company wishes to cease operations due to lack of membership; and

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

**SECTION 1.** 37-1 of the Township Code shall be amended to delete Mt. Bethel as one of the Fire Companies serving as the Mansfield Township Fire Department and there will now be two fire companies comprising the Mansfield Township Fire Department; one being the Mansfield Fire Company and the other being Tri-County Fire Company No. 1;

**SECTION 2.** All ordinances or parts of ordinances which are consistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

**SECTION 3.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 4.** This Ordinance shall take effect after final passage and publication in accordance with the law.

**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 #2023-256 through #2023-262 and #2023-264 as filed in the Township Clerk's Office, were adopted on motion by Mr. Hayes and seconded by Mr. Mc Guinness.

**Recorded Vote**

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

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY  
GOVERNING BODY CERTIFICATION OF THE ANNUAL 2022 AUDIT**

**NO. 256**

**ADOPTED: September 13, 2023**

**WHEREAS**, *N.J.S.A. 40A:5-4* requires the governing body of every local unit to have made an annual audit of its books, accounts, and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the fiscal year ended December 31, 2022 has been filed by a Registered Municipal Accountant with the Clerk pursuant to *N.J.S.A. 40A:5-6*, and a copy has been received by each member of the governing body; and

**WHEREAS**, *R.S. 52:27BB-34* authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated *N.J.A.C. 5:30-6.5*, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations", and

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations," as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to *N.J.A.C. 5:30-6.5*; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of *R.S. 52:27BB-52*, to wit:

*R.S. 52:27BB-52*: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby states it has complied with *N.J.A.C. 5:30-6.5* and does hereby submit a certified copy of this resolution and the required affidavit to said board to show evidence of said compliance

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

**Rescinding Resolution #2023-213, Governor's Council on Alcoholism and  
Drug Abuse Fiscal Grant Cycle October 2020-June 2025 Form 1B**

**NO. 257**

**ADOPTED: September 13, 2023**

**WHEREAS**, Resolution #2023-213, Governor's Council on Alcoholism and Drug Abuse Fiscal Grant Cycle October 2020-June 2025 Form 1B, was adopted by the Township Committee on June 28, 2023; and

**WHEREAS**, the aforementioned resolution needs to be rescinded due to incorrect information stated in the resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Resolution #2023-213 adopted June 28, 2023 by the Township Committee be rescinded due to incorrect information stated in the resolution.

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

**GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE  
FISCAL GRANT CYCLE OCTOBER 2020-JUNE 2025  
FORM 1B**

**NO.258**

**ADOPTED: September 13, 2023**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth, and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and

**WHEREAS**, The Township Committee further recognizes that it is incumbent upon not only public officials, but upon the entire community to take action to prevent such abuses in our community; and

**WHEREAS**, The Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Warren;

**NOW, THEREFORE, BE IT RESOLVED**, The Township of Mansfield, County of Warren, State of New Jersey, hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Franklin/Mansfield/Washington Borough Municipal Alliance Grant for fiscal year 2024 in the amount of:

DEDR	\$ 2,246.00
Cash Match	\$ 561.50
In-Kind	\$ 1,684.50
2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance Grant, including the administrative compliance and audit requirements.

**TOWNSHIP OF MANSFIELD  
WARREN COUNTY, NEW JERSEY  
AUTHORIZING THE HIRING OF A PART-TIME LABORER FOR THE DEPARTMENT  
OF PUBLIC WORKS**

**NO. 259**

**ADOPTED: September 13, 2023**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds it

necessary to hire a part-time laborer for the Department of Public Works;

**WHEREAS**, Mr. Skillman, DPW Supervisor, and Judith Curran, Office Manager, interviewed Mr. George Hage, for the part-time laborer position;

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

**WHEREAS**, the Township Committee wishes to extend an offer to Mr. Hage for \$25.00 per hour;

**WHEREAS**, Mr. Hage's work week will be 28 hours;

**WHEREAS**, Mr. Hage's hiring date will be September 18, 2023; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution extending an employment offer to Mr. George Hage per the above.

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

**TO AUTHORIZE AND APPROVE A SALARY AND WAGE FOR AN EMPLOYEE**

**NO. 260**

**ADOPTED: September 13, 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:

<b>NAME</b>	<b>POSITION</b>	<b>SALARY</b>
Nicholas Vazquez	Deputy Emergency Management Director	\$ 534.00 (pro-rated to end of year 2023) Commencing 8/9/23

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

**APPROVAL TO SUBMIT A 2023 CHEMICAL CONTROL TREATMENT GRANT APPLICATION FOR THE  
SPOTTED LANTERNFLY PROGRAM TO THE STATE OF NEW JERSEY DEPARTMENT OF  
AGRICULTURE, DIVISION OF PLANT INDUSTRY**

**NO. 261**

**ADOPTED: September 13, 2023**

**WHEREAS**, Judith Curran, CFO, discovered the above grant availability and believes it would be a good idea for the Township of Mansfield to apply for such grant in case the Township of Mansfield finds it necessary to use chemical treatments against the Spotted Lanternfly;

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, desires that a grant application be submitted with the New Jersey Department of Agriculture, Division of Plant Industry for the 2023 Chemical Control Treatment for the Spotted Lanternfly Program;

**WHEREAS**, this grant will provide up to \$15,000 per municipality, subject to the availability of funds, on a first-come, first-served basis to municipal governments in the State of New Jersey who are interested in performing chemical treatment activities against the Spotted Lanternfly;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey formally approves the grant application for the above stated program;

**BE IT FURTHER RESOLVED** that the Mayor/ Township Committee has authorized Judith Curran, CFO to submit such application.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY  
OF WARREN, STATE OF NEW JERSEY,  
APPROVING THE CORRECTIVE ACTION PLAN FOR CY 2022**

**NO. 262**

**ADOPTED: September 13, 2023**

**WHEREAS**, all municipalities operating under the Local Fiscal Affairs Law must prepare and submit a Corrective Action Plan as a part of their annual audit process; and

**WHEREAS**, the Township Committee of the Township of Mansfield accepted the 2022 audit as prepared by the Township Auditors;

**WHEREAS**, Judith Curran, the Chief Financial Officer for the Township of Mansfield has prepared a Corrective Action Plan to address the findings and recommendations in the 2022 audit, including state, federal and general findings as well as the status of all prior year findings and recommendations; and

**WHEREAS**, copies of the audit have been presented to the Mayor and Township Committee;  
**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, does hereby approve the Corrective Action Plan for the 2022 Audit Report, as prepared and recommended by the Chief Financial Officer, and direct the appropriate municipal officials to undertake its immediate implementation.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, The Township Clerk is hereby directed to submit the approved Corrective Action Plan to the Division of Local Government Services.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY  
OF WARREN, STATE OF NEW JERSEY, AUTHORIZING A CORRECTION TO RESOLUTION 2023-253  
CHANGING THE BID AMOUNT AWARDED FROM \$191,604.14 TO \$191,601.14  
FOR SNYDER ROAD IMPROVEMENTS TO TOP LINE CONSTRUCTION CORP.**

**NO. 264**

**ADOPTED: September 13, 2023**

**WHEREAS**, the Township Committee of the Township of Mansfield authorized Richard Quamme, the Township Engineer, of Ferriero Engineering to solicit bids for Improvements to Snyder Road;

**WHEREAS**, a bid opening was held on July 26, 2023 at 10:00 am at the Township's Municipal Building, 100 Port Murray Road, Port Murray, NJ with Mr. Quamme and Judith Curran, CFO present;

**WHEREAS**, three bids were received with American Asphalt having submitted the lowest bid;

TOTAL	\$
-------	----

BILLS LIST	
CURRENT	\$750,431.46
CAPITAL	\$ 0.00
TRUST	\$ 0.00
DOG	\$ 292.60
RECREATION	\$ 0.00
GRANT	\$ 1,056.40
DEV ESCROW	\$ 7,008.51
OPEN SPACE	\$ 1,026.42
TAX PREMIUM	\$ 0.00
MANDATORY DEV	\$ 0.00
OUTSIDE EMPLOY	\$ 0.00
GREEN TEAM	\$ 55.05
<b>TOTAL</b>	<b>\$759,870.44</b>

Mrs. Mora Dillon, seconded by Mr. Farino made a motion to add **Resolution #2023-266** to the Consent agenda.

**Recorded Vote**

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

Mrs. Mora Dillon, seconded by Mr. Mc. Guinness made a motion to adopt **Resolution #2023-266**, as filed in the Township Clerk's office.

**Recorded Vote**

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

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

**AUTHORIZING THE AWARDING OF A CONTRACT TO HARRINGTON RECYCLING CO., INC. TO REPAIR AND INSTALL BLUE STONE TREADS AT MT. BETHEL COMMUNITY CENTER**

**NO. 266**

**ADOPTED: September 13, 2023**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a contractor to repair and install blue stone treads at the Mt. Bethel Community Center;

**WHEREAS**, the Temporary QPA obtained two quotes in addition to the quote from Harrington Recycling Co., Inc for the repair and installation of blue stone treads at the Mt. Bethel Community Center;

**WHEREAS**, Harrington Recycling Co., Inc. has submitted the lowest quote;

**WHEREAS**, the Temporary QPA under the Local Public Contracts Law (N.J.S.A. 40A:11) can award a contract that is under \$17,500 as long as two quotes are obtained;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield awards a contract to Harrington Recycling Co. Inc. not to exceed \$17,500 per the above.

**NEW BUSINESS:** No New Business to discuss at this time.



**COMMITTEE PERSON COMMENTS:** No Committee Person wished to comment at this time.

**EXECUTIVE SESSION**

Mr. Mc. Guinness, seconded by Mrs. Mora Dillon made a motion to adopt Resolution #2023-265 for an Executive Session of the Township Committee. At approximately 7:56 p.m., the Committee went into Executive Session.

**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:

**Township of Mansfield Committee Meeting  
Executive Session  
September 13, 2023  
Resolution No. 2023-265**

**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:

- Contractual Matter – Janes Chapel Rd. & Mt. Bethel Church
- Contractual Matter - Tax Sale Certificate Block 2703, Lot 11
- Contractual Matter - Potential Purchase of Township Property – Block 2701, Lot 2
- Personnel Matter - DPW

**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 Mrs. Mora Dillon, the Township Committee voted to return to public session at approximately 8:47 p.m.

**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:

- Contractual Matter – Janes Chapel Rd. & Mt. Bethel Church
- Contractual Matter - Tax Sale Certificate Block 2703, Lot 11
- Contractual Matter - Potential Purchase of Township Property – Block 2701, Lot 2

- Personnel Matter - DPW


Mr. Lavery stated there was no official action as a result of the Executive Session.

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

As discussed in Executive Session, the Committee upon a motion made by Mr. Hayes, seconded by Mr. Mc Guinness authorizes Mrs. Judy Curan to present a job offer to the DPW applicant. This offer is contingent upon the condition stipulated in Executive Session.

There being no further business, Mr. Mc Guinness made a motion to adjourn. The meeting was adjourned at approximately 8:48 p.m.

Attest:

  
Wendy Barras  
Township Municipal Clerk