

**TOWNSHIP OF MANSFIELD  
TOWNSHIP COMMITTEE MEETING  
SEPTEMBER 27, 2023  
OFFICIAL MINUTES  
Adopted OCTOBER 11, 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, Mayor Watters  
Absent: Mrs. Mora Dillon

Also present were Township Attorney Michael Lavery, Township Clerk Wendy Barras, Police Chief MacDonough, Deputy Treasurer JoAnn Fascenelli, and Deputy Clerk Illena Raffaele.

Four people from the public were in attendance.

**APPROVAL OF MINUTES**

**September 13, 2023 – EXECUTIVE SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from September 13, 2023.

**RECORDED VOTE**

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

**September 13, 2023 – REGULAR SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from September 13, 2023.

**RECORDED VOTE**

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

**CLERK'S REPORT**

- Summonses for non -renewed dog licenses have been mailed out. Each license has a \$40 late fee imposed and a \$50 court summonses. Cut off date is September 29<sup>th</sup>. As of 5 pm today, there was \$290 collected in late fees.
- Mail in Ballots have been mailed out from the County Clerk's on September 20<sup>th</sup> and the drop off ballot box was opened on Friday, September 22<sup>nd</sup>
- Reviewed records set for shredding/ destruction in October.
- Included in your packet was correspondence from Sanico, Inc. for curbside recycling pick up explaining a change in terms beginning Oct 1<sup>st</sup>. If Committee is agreeable with the terms, then I will sign and send back the agreement contract.
- Notice for Request for Professionals for snow plowing and road maintenance was published on September 25<sup>th</sup> and bid packages for both are due by October 17<sup>th</sup>.
- Seeking the Committee's approval to attend the NJ League of Municipalities' conference November 15<sup>th</sup> in order to receive CEU's toward my certification

**FINANCE REPORT**

No verbal report as CFO Curan was not present at the meeting.

**EMPLOYEES' REPORT**

No Report given

**ENGINEER'S REPORT**

Mr. Quamme reported:

- He was awaiting a response from the contractor for the Janes Chapel Road Local Aid project after a letter was sent from Mr. Lavery.
- Mt. Bethel Community Center- Septic field is staked out; Contractor is continuing work on sheet rock, wall prep, electrical/plumbing prep and finish work; Stone Hill Construction to start on approximately October 1<sup>st</sup>; a decision is needed to be made regarding Change Order #2.
- Elizabethtown Gas Distribution Main – Tentative October milling and paving schedule subject to Skoda completing repair areas first.
- Meadows- Final punch list for Phase 1 completed and sent to developer on 9/7; no response received yet on schedule to complete.
- Snyder Road Improvements – Pre- Construction meeting held 9/27; Contractor estimates a 10/16 start and estimates 5 days to complete project
- Cherry Tree Bend and Valley Road resurfacing- Cherry Tree paving underway completed up to just before dairy farm due to weather delay; Tentative completion of Cherry and Valley on 9/29.

**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.

**RESOLUTIONS (TAKEN SEPARATELY)**

Resolution #2023-267 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. McGuinness, Mr. Hayes, Mayor Watters  
 Nay: XXXXXX  
 Absent: Mrs. Mora Dillon  
 Abstain: Mr. Farino

**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:

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

BILLS LIST	
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>

**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.

Mayor Watters, seconded by Mr. Hayes made a motion to add Resolution #2023-271, Executive Session to the agenda.

**RECORDED VOTE**

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

**CONSENT AGENDA/RESOLUTIONS**

The following Resolutions #2023-268 through #2023-270 as filed in the Township Clerk’s Office, were adopted on motion by Mr. Mc.Guinness and seconded by Mr. Farino.

**RECORDED VOTE**

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

**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.

**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.

**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 mobile data terminals (laptops for police vehicles), computer server 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 mobile data terminals (laptops for police vehicles), computer server 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 Nisivoccia Consulting 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 mobile data terminals for police vehicles (laptops for police vehicles), computer server 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.

**NEW BUSINESS:** No New Business was discussed at this time.

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

**EXECUTIVE SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Resolution #2023-271 for an Executive Session of the Township Committee. At approximately 7:45 p.m., the Committee went into Executive Session.

**Recorded Vote**

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

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

**Township of Mansfield Committee Meeting  
Executive Session  
September 27, 2023  
Resolution No. 2023-271**

**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 – Mt. Bethel Church  
Personnel- NJ League Municipalities Conf./Certification CEU's  
Attorney Client Privilege**

**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. Farino the Township Committee voted to return to public session at approximately 8:17 p.m.

**Recorded Vote**

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

Mr. Lavery announced the following discussed in Executive Session:

- **Contractual Matter – Mt. Bethel Church**
- **Attorney Client Privilege – Food Truck Ordinance and vacated township property in question**


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 to send a letter to the State Legislature officials regarding the how the latest ruling on In Rem Foreclosures will have a negative impact on municipalities.

There being no further business, Mr. Mc Guinness made a motion to adjourn. The meeting was adjourned at approximately 8:18 p.m.

Attest:

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