

**TOWNSHIP OF MANSFIELD
TOWNSHIP COMMITTEE MEETING
NOVEMBER 21, 2023
OFFICIAL MINUTES
Adopted DECEMBER 13, 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: Mrs. Mora Dillon, Mr. McGuinness, Mr. Farino, Mayor Watters
Absent: Mr. Hayes

Also present were Township Attorney Wade Baldwin, Township Clerk Wendy Barras, Police Chief MacDonough, CFO Judith Curran, Deputy Treasurer JoAnn Fascenelli, and Deputy Clerk Illena Raffaele

Approximately 30 people from the public were in attendance.

Mrs. Mora Dillon read the proclamation for 5/6 Girls Field Hockey Team into the public record and Mayor Watters presented certificates to the team.

APPROVAL OF MINUTES

November 8, 2023 – EXECUTIVE SESSION

Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to approve the Executive Session meeting minutes from November 8, 2023.

RECORDED VOTE

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

November 8, 2023 – REGULAR SESSION

Mrs. Mora Dillon, seconded by Mr. Mc.Guinness made a motion to approve the Regular Session meeting minutes from November 8, 2023.

RECORDED VOTE

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

CLERK'S REPORT

Township Clerk Barras reported the following:

- Total late fees collected for delinquent dog licenses since the last meeting is \$80.00.
- 2024 tow license applications have been sent out to previously licensed businesses with a due date of December 15th
- 2024 Request for professionals document package is due on Nov 29th, this year's package also requested an electronic submission. After the opening on December 1st, all received proposals will be loaded on a flash drive for each committee member and attorney to review. The RFP for the municipal judge is due on December 7th and the opening is on the 8th.

- Currently working on the Statewide insurance grant to purchase an AED machine for the building, submission date is December 11th.

Correspondence

- Received memo from Mansfield Board of Education regarding change of December 20th meeting to December 14th.

FINANCE REPORT

CFO Curan reported the following:

- 2 bids were received today, 11/21 for road maintenance services, there were zero bids received for on call snow plow services; as per the State, can award to both for road maintenance services
- Tax sale is scheduled for 11/29, as right now there are 60 properties on the list
- Mt. Bethel Community Church will need 2 phone lines to install the fire alarm system
- Received the title for the truck from Henderson and vehicle has been registered.
- Will sign off on the deed restriction for the Septic, LLC and will forward to Committee for review
- 2024 budget prep has begun and budget requests will go to the Dept. Heads next week
- Inquired of the Committee if they have any project grant ideas for 2024

EMPLOYEES' REPORT

Mrs. Fascenelli reported the 2024 calendars are in and will publish on the website, residents can pick them at the municipal building.

ENGINEER'S REPORT

Mr. Quamme reported

- Janes Chapel Road Local Aid Project – resolution for final payment is on agenda tonight, once final payment made all required closeout documents will be uploaded into PMRS for final approval
- Mt. Bethel Community Church- septic system has been completed, few punch list items to address; system certification from design engineer and signoff from Warren County Health Dept. is pending; bathroom flooring, doors, trim, and paint are almost complete, Verizon onsite today to begin installing service line for fire call out
- Meadows- Developer unable to attend LUB meeting on 11/20 due to illness and will reschedule for a later time
- Synder Road Improvements – Project is substantially complete, NJ DOT inspected and acted the project; first invoice is pending
- Mt. Bethel Road Driveway Apron Repair – Two quotes received of the four requested. Recommend awarding contract to the lower of the two

PUBLIC PORTION

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

Glenn Rening, NJ Land Preservation Alliance, addressed the Committee regarding the current state of the petition for the Bavaria dump and action he would like to see happen. If the Committee agrees, the attorney can draft letter to the representatives on the Township's behalf.

Seeing no one else wished to comment, the Public Portion was closed.

ORDINANCE – First Reading and Introduction

Mr. Mora Dillon seconded by Mr. Mc Guinness made a motion to introduce Ordinance #2023-26 as on file in the Township Clerk's office.

RECORDED VOTE

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

Absent: Mr. Hayes
Abstain: XXXXXX

ORDINANCE # 2023-26

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES

Statement of Purpose

The purpose of this Ordinance is to establish a salary range for the officers and employees of the Township of Mansfield.

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	\$ 1	\$ 660
Deputy Mayor	\$ 1	\$ 330
Officer Manager	\$ 1,000	\$ 50,000
Qualified Purchasing Agent	\$ 0	\$ 4,000
Acting Qualified Purchasing Agent	\$ 0	\$ 2,000
Insurance Fund Commissioner	\$ 1,350	\$ 1,650
Registered Municipal Clerk	\$ 46,250	\$ 90,000
Acting Municipal Clerk	\$ 40,000	\$ 90,000
Part-Time Registered Municipal Clerk	\$ 0	\$ 46,000
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.
Dept. Of Health Deputy Registrar	\$ 21,000	\$ 35,655
Dept. Of Health Deputy Registrar	\$ 14 / hr.	\$ 18 / hr.
Chief Financial Officer	\$ 50,000	\$130,000
Acting Chief Financial Officer	\$ 9,000	\$ 65,000
Deputy Treasurer	\$ 9,000	\$ 25,000
Deputy Treasurer Stipend	\$ 500	\$ 5,000
Certified Tax Collector	\$ 0	\$ 65,000
Deputy Tax Collector	\$ 27,000	\$ 60,000
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.	\$ 55 / hr.

Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 95 / appearance
Police Chief	\$ 90,000	\$165,000
Police Secretary	\$ 22,000	\$ 57,000
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)	\$ 3.50 / 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	\$ 15 / hr.	\$ 35 / hr.
Part-Time Laborer/Snow Plow Driver with CDL	\$ 15 / hr.	\$ 45 / 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
Temporary Part-Time Certified Court Administrator	\$ 25 / hr.	\$ 45 / hr.
Interim Municipal Court Administrator	\$ 60,000	\$ 85,000
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

Mr. Mora Dillon, seconded by Mr. Mc Guinness, made a motion to introduce Ordinance #2023-27 as on file in the Township Clerk's office.

RECORDED VOTE

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

ORDINANCE #2023-27

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
REPEALING ORDINANCE #2023-18, AN ORDINANCE PERMITTING THE LICENSING OF FOOD TRUCKS**

WITHIN THE TOWNSHIP AND ESTABLISHING A TEMPORARY FOOD LICENSE FOR MOBILE FOOD TRUCKS WITHIN THE TOWNSHIP

STATEMENT OF PURPOSE

The purpose of this Ordinance is to repeal Ordinance #2023-18 and to establish a temporary food license fee and requirements for mobile food trucks within the Township.

WHEREAS, the Township of Mansfield adopted Ordinance #2023-18, an Ordinance of the Township of Mansfield permitting the licensing of food trucks within the Township on July 26, 2023, and

WHEREAS, the aforementioned Ordinance lacked certain requiring factors and the Township has deemed it is in the best interest of the Township to repeal such Ordinance and establish a temporary food license for mobile food trucks within the Township; and

WHEREAS, the Township of Mansfield, for the health and safety of its residents, wishes to regulate and license food trucks operating at temporary events within the Township's borders; and

WHEREAS, the Township has determined the inclusion of a temporary food license for food trucks wishing to participate in any temporary single event within the Township; and

WHEREAS, the Township wishes to establish a fee and license requirements for such temporary food license for food trucks.

NOW, THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township Ordinance shall include:

SECTION 1

Purpose:

The Township Committee do hereby deem it necessary for the full protection of the health and safety of the Township that the licensing of mobile food vendors and/or vehicles be restricted in the Township of Mansfield.

SECTION 2

Definitions

As used in this chapter, the following terms shall have the meanings indicated:

Mobile Food Vendor

Any automobile, truck or motor-powered vehicle engaged in the business of selling cooked or prepared food to persons.

Mobile Food Vendor Licensee

Any license issued under this chapter for either a mobile food truck or a vehicular vehicle.

Temporary Event shall mean a singular event or celebration lasting no more than two (2) consecutive days.

Vehicular Vehicles

Any and all other types of vehicles engaged in the selling of cooked or prepared foods.

SECTION 3

License Required

No mobile food vendor or other vehicle engaged in the business of selling cooked or prepared foods in the Township shall operate within the Township without first having obtained a temporary food license. Such temporary food license shall be issued by the Township Clerk for a temporary single event in which they are seeking a temporary food license. Each temporary food license is valid for a single event only in which it was issued unless sooner revoked by the Township Committee and shall be good as to only one vehicle. The license fee shall be set at twenty-five dollars (\$25.00) for each temporary food license application.

SECTION 4

Form of Application

All applications for the issuance of a license shall be made to the Township Clerk on the official forms designed to elicit information regarding the vehicle to be so used and the identification, responsibility, and law-abiding habits of the owner of the vehicle.

SECTION 5

Application Verified; Insurance

Each applicant for a license shall supply the information requested on the application in full and verify its correctness and file the completed application with the Office of the Township Clerk together with the full amount of the fees as hereinafter set forth. In addition, the applicant shall submit a drawing of the proposed location(s) of the food truck; a signed letter of approval by the current property owner; the applicant shall be fingerprinted by a Township approved facility; the applicant shall exhibit public liability insurance to the Township Clerk covering the vehicle to be licensed and for the term of the license applied for; the applicant shall submit proof of approvals and/or inspections from the Warren County Board of Health and the Township Fire Official.

SECTION 6

License Fee

The application fee for a temporary food license issued, shall be under the charge and control of the applicant applying therefore, and the applicant shall be responsible for the operation of the licensed vehicle. The application fee for each temporary food license shall be set at twenty-five dollars (\$25.00).

SECTION 7

Regulations Covering Parking

- A. No person shall stop, stand or park for the purpose of selling cooked or prepared foods in a public place or prohibited area within the Township unless authorized by the Township for a special or seasonal event. Mobile food truck operators shall provide written consent of the property owner/s submitted at the time of the application.
- B. The licensee shall see to it that all premises used by the vehicle shall be left in a clean and orderly state and that no waste or garbage from its operation be deposited or left remaining on any property or street located within the Township.

SECTION 8

Revocation of License

The Township Committee, or its designee, in its discretion, may refuse to issue or renew, or, after notice and hearing, may revoke or suspend any license if the applicant has been convicted of a crime in this or any other jurisdiction, or convicted of being a disorderly person or of a violation of Title 39, Motor Vehicles and Traffic Regulations of the Revised Statutes of New Jersey, or who has been dishonorably discharged from the Armed Forces of the United States of America, or who violates provision of this Chapter, or who has any judgement unsatisfied against him arising out of an automobile accident, or who is an alien citizen of any nation between whom and the United States of America a state of war exists, or who has made false answers in the application for such license, or who has not fully complied with all the requirements of this chapter, or if the vehicle licensed or to be licensed by any reason of unsafe or unsanitary conditions is dangerous to the health and safety of the people, or if the policy of insurance required to be exhibited under the terms of this chapter is not in full effect and force during the licensed period, or the applicant has failed to comply with any and all other laws of this Municipality, County or State.

SECTION 9

Display of License

Each vehicle licensed under the terms of this chapter shall have displayed the license issued in a conspicuous place fully visible to the public.

SECTION 10

Approval by Township Committee

Upon approval by the Township Committee by resolution, the Township Clerk shall issue and sign the license in the official form.

SECTION 11

Prohibited Areas:

Mobile food vendors are prohibited in all commercial and retail zones.

SEVERABILITY:

If any section, paragraph or provision of this Ordinance is declared to be invalid by a court of competent jurisdiction, such finding shall not affect the remaining provisions hereof which shall remain in full force and effect.

REPEALER:

All ordinances inconsistent with the provisions of this Ordinance are repealed to the extent of such inconsistency.

EFFECTIVE DATE:

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

Since there was no motion to introduce Ordinance #2023-28, the Ordinance was tabled and no vote was taken to introduce.

TABLED

ORDINANCE NO. 2023- 28

ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AMENDING THE CODE OF THE TOWNSHIP OF MANSFIELD TO INCLUDE A NEW CHAPTER, ENTITLED CHAPTER 145, BUSINESS AND INSURANCE REGISTRY

Statement Of Purpose

The purpose of this Ordinance is to enact a Business Registration within the Township of Mansfield to comply with requirements of P.L. 2022, c.92

WHEREAS, on August 5, 2022, Senate Bill S1368 was signed into law as P.L 2022, c.92, now codified as N.J.S.A. 40A:10A-2 (the "Law"); and

WHEREAS, the Law requires all business owners and rental unit owners to maintain a minimum of \$500,000 of liability insurance, and owner-occupied multi-family dwellings with four units or fewer must maintain a minimum of \$300,000 of liability insurance; and

WHEREAS, pursuant to the Law, municipalities are required to establish a business insurance registry for all business and rental unit owners; and

WHEREAS, pursuant to the Law, business and rental unit owners are required to provide municipalities with a certificate of insurance annually to establish compliance with the Law; and

WHEREAS, municipalities are permitted to charge an administrative fee in connection with such registration; and

WHEREAS, municipalities are permitted to enforce the provisions of the Law by imposing penalties; and

WHEREAS, the Township of Mansfield is desirous of establishing a business and insurance registry as required by the Law.

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

Section 1. The Code of Township of Mansfield is hereby amended and supplemented by adding a new Chapter 145 entitled " Business and Insurance Registry," as follows:

CHAPTER 145 BUSINESS AND INSURANCE REGISTRY

§145-1 Purpose

§145-2 Insurance required

§145-3 Business insurance registration

§145-4 Certificate of registration

§145-5 Penalties

§145 -1 Purpose

N.J.S.A. 40A:10A-1, et seq. requires all business owners, owners of rental units, and owners of a multi-family home of four or fewer units, one of which is owner occupied, to maintain certain levels of liability insurance. That law further requires municipalities to establish a registry of all such individuals and entities and to annually collect proof of compliance with the provisions of the law. The purpose of this Chapter is to implement the requirements of the law within the Township of Mansfield.

§145-2 Insurance Required

1. Except as provided in Section 145 -2B herein, business owners and owners of rental units located in the Township of Mansfield must maintain liability insurance for negligent acts and omissions in an amount not less than \$500,000 for combined property damage and bodily injury to, or death of, one or more persons in any one accident or occurrence.
2. Owners of multi-family dwellings with four or fewer units, one which is owner-occupied, must maintain liability insurance for negligent acts and omissions in an amount not less than \$300,00 for combined property damage and bodily injury to, or death of, one or more persons in any one accident or occurrence.

§145 -3 Business insurance registration

Owners of businesses or rental units subject to the minimum liability insurance requirements set forth in this Chapter must annually register with the Township of Mansfield and provide a compliant certificate of insurance issued by the owner's insurance company. To complete the annual registration, the owner must file with the Township Municipal Clerk a completed registration with a copy of the required insurance certificate .

All new registration applications submitted under this Chapter, shall be accompanied by a \$25.00 administrative fee . Renewal registration applications shall be accompanied by a \$10.00 administrative fee. Registrations shall be for a one-year term commencing on January 1st and shall expire on December 31st of each year. Renewal registrations received after February 1st will be assessed a late fee of \$5.00 per month.

Annual registrations shall be due by January 3rd of each calendar year , or within 30 days of registering the business or obtaining ownership of the rental units.

§145-4 Certification of registration

Upon satisfaction of the registration requirements in Section 145 -3 hereof, the Township Municipal Clerk shall issue a certificate of registration to the owner n a form approved by the Township Municipal Clerk. This certificate of registration shall act as proof of compliance with this Chapter. A certificate of registration shall be valid for the calendar year in which it is issued.

§145-5 Penalties

If an owner fails to maintain the required level of insurance, or fails to file an annual registration, the owner shall be subject to penalties of \$100 for the first offense, \$200 for the second offense, and \$500 for a third or subsequent offense. This penalty may be collected through a summary proceeding pursuant to the "Penalty Enforcement Law of 1999", N.J.S.A. 2A:58-110, et seq. Each year that an owner fails to register or fails to maintain adequate insurance shall be deemed a separate offense.

Section 2. Severability

If any provision or portion of a provision of this Ordinance is held to be unconstitutional, preempted by Federal or State Law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated and shall remain in full force and effect.

Section 3. Effective Date

This Ordinance shall take effect immediately upon adoption and publication as required by law.

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #2023-297 as filed in the Township Clerk's Office, was adopted on motion by Mrs. Mora Dillon and seconded by Mr. Mc. Guinness.

RECORDED VOTE

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

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

AUTHORIZING PAYMENT OF BILLS LIST

NO. 297

ADOPTED: NOVEMBER 21, 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, County of Warren, State of New Jersey 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	
TOTAL	\$

BILLS LIST	
CURRENT	\$ 571,710.36
CAPITAL	\$ 540.00
TRUST	\$ 0.00
DOG	\$ 1,010.00
RECREATION	\$ 0.00
GRANT-FEDERAL/STATE	\$ 2,216.69
DEV ESCROW	\$
OPEN SPACE	\$ 218,257.00
TAX PREMIUM	\$ 0.00
MANDATORY DEV	\$ 0.00
OUTSIDE EMPLOY	\$ 0.00
GRANT	\$
GREEN TEAM	
TOTAL	\$793,734.05

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 requested a motion to add Resolutions #2023-307- #2023-313. Mrs. Mora Dillon, seconded by Mr. Mc. Guinness made a motion to add Resolutions #2023-307 through #2023-313 to the Consent Agenda.

RECORDED VOTE

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

CONSENT AGENDA/RESOLUTIONS

The following Resolutions #2023-298 through #2023-305 and #2023-307 through #2023-313 as filed in the Township Clerk’s Office, were adopted on motion by Mrs. Mora Dillon and seconded by Mr. Mc. Guinness.

RECORDED VOTE

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

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

A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 11 MOUNTAIN VIEW LANE

NO: 298

ADOPTED: NOVEMBER 21, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the

Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 11 Mountain View Lane has submitted check number 625885 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

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

**A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF
NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 7 MOUNTAIN VIEW LANE**

NO: 299

ADOPTED: NOVEMBER 21, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 7 Mountain View Lane has submitted check number 625886 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

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

**A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF
NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 10 MOUNTAIN VIEW LANE**

NO: 300

ADOPTED: NOVEMBER 21, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 10 Mountain View Lane has submitted

check number 625887 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF
NEW JERSEY, ACCEPTING A DRIVEWAY BOND FOR 3 OXFORD WAY**

NO: 301

ADOPTED: NOVEMBER 21, 2023

WHEREAS, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

WHEREAS, notwithstanding anything to the contrary hereinbefore mentioned, a developer may, during the period from November 1 to April 15, apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the property located at 3 Oxford Way has submitted check number 625884 in the amount of \$ 1,500.00 representing the driveway bond for the project; and

WHEREAS, the Township Engineer has recommended the acceptance of said payment.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that the driveway bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

**TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY
A RESOLUTION AUTHORIZING THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF
NEW JERSEY TO ACCEPT A SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR 2023 OF
EMERGENCY MANAGEMENT PERFORMANCE GRANT AND EMERGENCY MANAGEMENT AGENCY
ASSISTANCE**

NO: 302

ADOPTED: NOVEMBER 21, 2023

WHEREAS, the Township of Mansfield Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY23-EMPG-EMAA-2116 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the city's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the Township of Mansfield will use these funds to enhance the Emergency Management Program and that the funds will be used for Emergency Management purposes; and

WHEREAS, the award period is from July 1, 2023 to June 30, 2024; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the Township of Mansfield's Office of Emergency Management, designated by the New Jersey

State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey,

1. That the Committee accepts the award of the FFY23 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolution shall be forwarded to the New Jersey State Police, Office of Emergency Management, the Chief Financial Officer and the County Division of Emergency Management and Office of the Treasury.

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

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY, AUTHORIZING TO UTILIZE STATE CONTRACT 20-TELE-00933 (WHICH EXPIRES FEBRUARY 23, 2024), FROM DRAGER, INC. TO PURCHASE NEW JERSEY ALCOTEST 9510 EVIDENTIAL BREATH TEST SYSTEM FOR THE POLICE DEPARTMENT

NO.303

ADOPTED: NOVEMBER 21, 2023

WHEREAS, the Township of Mansfield, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-72.9(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contract entered on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of Mansfield has a need to purchase an Alcotest 9510 Evidential Breath Test System; and

WHEREAS, Drager, Inc. has provided pricing for (1) Alcotest 9510 System including accessory equipment and services for a total cost not to exceed \$25,000.00 as per State Contract 20-TELE-00933; and

WHEREAS, the Chief Financial Officer has certified the availability of funds by encumbering said funds on Purchase Order Number 17-01260, budget account number C-04-44-215-0000-0003.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield authorize the purchase of an Alcotest 9510 Evidential Breath Test System from Drager, Inc. with a not to exceed amount of \$ 25,000.00.

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

AMENDING RESOLUTION #2023-296, AUTHORIZING REVISION OF THE NAME AND TITLE FOR THE PART TIME TEMPORARY HELP IN THE MUNICIPAL COURT

NO.304

ADOPTED: NOVEMBER 21, 2023

WHEREAS, on November 8, 2023 the Township Committee of the Township of Mansfield adopted Resolution # 2023-296 authorizing the hiring of Rachel Edwards to provide temporary part time help in the Municipal Court;

WHEREAS, the purpose of this resolution is two- fold: Ms. Edwards' first name is spelled Raquel, and she is now using the surname of Najarian;

WHEREAS, secondly, the CFO was informed by the Richard Wenner, Esq. of Lavery, Selvaggi, Abromitis & Cohen, P.C. that Ms. Najarian must work under the job title of Deputy Court Administrator since the current Salary Ordinance for the Township of Mansfield does not contain a title or salary for temporary part-time help at the hourly salary previously approved for Ms. Najarian;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby adopt this Resolution which amends the name and title per the above.

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

**RESOLUTION AUTHORIZING BAY ONE TO PERFORM MECHANICAL
WORK ON FIRE TRUCK**

NO. 305

ADOPTED: November 21, 2023

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, has been apprised that Fire Truck 02 HME, Model 1871T, VIN # 44KFT42892WZ19890 needs mechanical repair;

WHEREAS, Bay One Truck and Equipment Repair, LLC, 349 Route 57 West, Washington, NJ 07882 has provided a quote of \$4,789.95 for repairs and labor for the above-mentioned fire truck;

WHEREAS, a purchase for goods and services less than \$17,500 can be approved by the CFO;

WHEREAS, the purpose of this resolution is to have the Township Committee approve going forward with the work on the above-mentioned truck;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby authorize the work above to be done by Bay One as stipulated in this resolution, and that the CFO is authorized to issue a purchase order for said work and make payment after the work is completed.

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

**RESOLUTION GRANTING AN EXTENSION FOR COMPLETION OF WORK TO CHARLES MANN
GENERAL CONTRACTORS, INC.
FOR MOUNT BETHEL COMMUNITY CENTER – PHASE IV**

NO. 307

ADOPTED: NOVEMBER 21, 2023

WHEREAS, the Township Committee of the Township of Mansfield at a meeting held on November 8 decided to grant an extension for the completion of work at the Mount Bethel Community Center to Charles Mann General Contractors, Inc.;

WHEREAS, the Township Committee has decided upon a substantial completion date of December 15 and a final completion date of December 30;

BE IT FURTHER RESOLVED that the Township Committee of the Township of Mansfield hereby authorizes the extension to Charles Mann General Contractors, Inc. to complete the work at the Mount Bethel Community Center per the above.

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

**RESOLUTION AUTHORIZING THE AWARDED OF A CONTRACT TO HARRINGTON CONSTRUCTION,
INC. FOR ROAD REPAIR WORK AT 701 MT. BETHEL ROAD**

NO. 308

ADOPTED: November 21, 2023

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a contractor to perform road repair work at 701 Mt. Bethel Road; and

WHEREAS, this repair work is necessary as a drainage problem exists at 701 Mt. Bethel Road; and
WHEREAS, the Township Engineer solicited quotes for the road repair work at 701 Mt. Bethel Road; and

WHEREAS, two quotes were received by the Township Engineer and forwarded to the CFO/Temporary QPA for review; and

WHEREAS, the two quotes received are listed below:

HARRINGTON CONSTRUCTION COMPANY, INC.	\$12,235.00
RIVERVIEW PAVING	\$14,000.00

WHEREAS, per N.J. Local Public Contracts Law, the Temporary QPA must award to the lowest bidder; and

WHEREAS, if a contract is less than \$17,500 the Temporary QPA can award the contract with the approval of the Township Committee; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this contract in the Current Budget, Account Number 3-01-26-290-0000-4950; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby award a contract to Harrington Construction Company for \$12,235 for road repair work.

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

**AUTHORIZING PURCHASING FROM WARREN COUNTY CO-OP #WC2360 FOR ROCK SALT FROM
ATLANTIC SALT, INC., 134 MIDDLE STREET, SUITE 210, LOWELL, MA 01852**

NO. 309

ADOPTED: NOVEMBER 21, 2023

WHEREAS, the Township of Mansfield wishes to purchase Rock Salt under the Warren County Co-Op; and

WHEREAS, Warren County Co-Op Pricing System awarded a contract to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2023 budget for \$ 15,000.00 and the line-item to be charged is 3-01-26-291-0000-5210; and

WHEREAS, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

WHEREAS, it is the recommendation of the Department of Public Works Supervisor and the Chief Financial Officer to authorize the purchase of this ice deterrent product through the Warren County Co-Op Pricing System.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852 through December 31, 2023.

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

**RESOLUTION AUTHORIZING THE EXECUTION A DEVELOPER'S AGREEMENT BETWEEN THE
TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY, AND MANSFIELD DEV., L.L.C. FOR
PROPERTY KNOWN AS BLOCK 1104, LOTS 9 & 10**

NO. 310

ADOPTED: NOVEMBER 21, 2023

WHEREAS, Mansfield Dev., L.L.C, a New Jersey Limited Liability Company, whose principal address is 301 Route 17N, Suite 802, Rutherford, New Jersey 07070, ("developer"), is the owner of Block 1104, Lots 9& 10, on the Official Tax Map, having an address of 1930 and 1940 Route 57, Hackettstown, NJ 07840; and

WHEREAS, the Developer has received Preliminary and Final Major Site Plan approval in connection with a Site Plan as fully described in the Resolution of the Mansfield Township's Planning Board dated June 20, 2022; and

WHEREAS, there has been prepared a Developer's Agreement by and between the Developer and the Township of Mansfield that allows the Developer to proceed with the Development; and

WHEREAS, the Township desires to authorize the execution of the Developer's Agreement subsequent to its execution by the Developer; and

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

1. All the terms and conditions of a Developer's Agreement by and between the Township of Mansfield and the Developer are hereby approved, ratified, and confirmed by the Township of Mansfield.
2. The Mayor and Township Clerk are hereby authorized to execute said Developer's Agreement subsequent to the execution by the Developer and, together with other appropriate officers and employees of the Township, are hereby authorized to take all steps necessary to effectuate the purposes of this Resolution.
3. The Township hereby authorizes and approves any non-substantive modifications to the Developers Agreement as may be recommended and approved by the Township Engineer and Township Attorney prior to execution.
4. This Resolution shall take effect immediately.

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

AUTHORIZING PAYMENT OF BILLS LIST

NO. 311

ADOPTED: NOVEMBER 21, 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, County of Warren, State of New Jersey 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	
TOTAL	\$

BILLS LIST	
CURRENT	\$ 0.00
CAPITAL	\$ 0.00
TRUST	\$ 0.00
DOG	\$ 0.00
RECREATION	\$ 0.00
GRANT-FEDERAL/STATE	\$ 4,095.00
DEV ESCROW	\$ 0.00
OPEN SPACE	\$ 0.00
TAX PREMIUM	\$ 0.00
MANDATORY DEV	\$ 0.00
OUTSIDE EMPLOY	\$ 0.00
GRANT	\$
GREEN TEAM	
TOTAL	\$4,095.00

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

AUTHORIZING A CHANGE ORDER # 2 FOR JANES CHAPEL ROAD

NO. 312

ADOPTED: NOVEMBER 21, 2023

WHEREAS, the Morris County Cooperative Pricing Council ("MCCPC") has awarded a contract for paving and milling to South State, Inc.,

WHEREAS, the Township of Mansfield is a member of MCCPC;

WHEREAS, the Township Committee of the Township of Mansfield has decided to contract with South State, Inc, for paving and milling and other necessary road work for Janes Chapel Road;

WHEREAS, the original contract was for \$626,493.50;

WHEREAS, this change order for \$161,605.02 will result in a year-to-date total of \$788,098.52 for this

contract;

WHEREAS, this change order represents a 25.80 accumulative increase to the original contract amount;

WHEREAS, this change order is necessary as South State had to adjust estimated quantities to final quantities, and additional pavement repair was needed that unforeseen prior to milling.

WHEREAS, the CFO has certified that funds are available for this change order in account, Capital Reserves, account number, C-04-44-215-0000-0003/Ordinance # 2022-16 Road Improvements, account number C-04-44-230-0097-2000;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution and approve the change order per the above.

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

**AUTHORIZING THE HIRING OF TILCON THROUGH MCCPC FOR ROAD REPAIRS FOR
VALLEY AND CHERRY TREE BEND ROADS**

NO. 313

ADOPTED: NOVEMBER 21, 2023

WHEREAS, the Morris County Cooperative Pricing Council ("MCCPC") has awarded a contract for paving and milling to Tilcon, New York, Inc.,

WHEREAS, the Township of Mansfield is a member of MCCPC;

WHEREAS, the Township Committee of the Township of Mansfield has decided to contract with Tilcon, New York, Inc. for paving and milling for Valley and Cherry Tree Bend Roads;

WHEREAS, the CFO has certified that funds are available for this road paving and milling project in Ordinance # 2022-16 Road Improvements, account number C-04-44-230-0097-2000;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution and approve the change order per the above.

NEW BUSINESS:

No New Business at this time.

COMMITTEE PERSON COMMENTS:

EXECUTIVE SESSION

Mrs. Mora Dillon, seconded by Mr. Farino made a motion to adopt Resolution #2023-306 for an Executive Session of the Township Committee. At approximately 8:10 p.m., the Committee went into Executive Session.

Recorded Vote

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

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

Personnel Matter (2)

1. DPW
2. Salary Increases

**Township of Mansfield Committee Meeting
Executive Session
November 21, 2023
Resolution No. 2023-306**

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:

Personnel Matter

1. DPW
2. Salary Increases

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 Mrs. Mora Dillon, seconded by Mr. Mc. Guinness, the Township Committee voted to return to public session at approximately 8:45 p.m.

Recorded Vote

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

Mr. Baldwin announced the following discussed in Executive Session:

Personnel Matter (2)

1. DPW
2. Salary Increases


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

No official action will be taken as a result of the Executive Session.

The Committee directs Mr. Lavey to draft a letter on behalf of the Township regarding the "dump". The CFO is directed to obtain quotes to rough out the parking lot at Mt. Bethel Community Center in addition to quotes for ceiling maintenance/cleaning in the Court room.

There being no further business, Mr. Mc. Guinness made a motion to adjourn. The meeting was adjourned at approximately 8:47 p.m.

Attest:



Wendy Barras
Township Municipal Clerk