

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING  
OFFICIAL MINUTES  
JULY 10, 2024**

This is a regular meeting of the Township of Mansfield Committee. This meeting is being held in compliance with the "OPEN PUBLIC MEETINGS ACT," because adequate notice of this meeting has been provided by notifying the Express Times NJ Zone and The Daily Record, and by posting notice of such meeting in the Municipal Building and by filing of said notice with the Township Clerk of the Township of Mansfield. Formal action may be taken at this meeting.

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.

**ROLL CALL**

**Present:** Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

**Absent:**

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

There were two members of the public present.

**SALUTE TO THE FLAG:** Mayor Watters led the flag salute.

**APPROVAL OF MINUTES**

**June 26, 2024 – EXECUTIVE SESSION**

Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to approve the Executive Session meeting minutes from June 26, 2024.

**RECORDED VOTE**

Aye: Mr. Farino, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: Mr. Hayes

**June 26, 2024 – REGULAR SESSION**

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from June 26, 2024.

**RECORDED VOTE**

Aye: Mr. Farino, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: Mr. Hayes

**CLERK'S REPORT**

Township Clerk Barras reported the following:

- **Dog Licenses** – 28 Summonses were mailed out 7/3- \$30 late fee in addition to \$50 late fee; Court date is 8/6. Late fees collected June 1<sup>st</sup> – today is \$100.
- **Comcast Franchise Renewal**- Spoke with Karen Mastriano. Tech audit of Mt. Bethel Church for Wifi installation will be completed. Clear up some confusion as to what the Municipality receives from Comcast: As per previous contract, 10 outlets for basic cable tv service at no cost to each school in municipality and one basic cable service outlet at no charge to municipal building, police dept, fire, and

DPW facility. Karen stated she will be reaching out to Mr. Lavery to draft the consent ordinance for the franchise renewal which needs to get approval from the Board of Public Utilities.

- **Stormwater Management** – Will be working with Michele from Stormwater Compliance Solutions for the Highlands Councils Stormwater grant. Looking to include in the grant funding for the following:
  - 2024 Stormwater Pollution Prevention Plan Update
  - 2025 Stormwater Pollution Prevention Plan Update
  - Municipal Stormwater Management Plan Update - MS4 Mapping (through 6/30/2025)
  - WIP Phase I (progress to-date is acceptable to the Highlands.
  - BMP Manual, other reference docs, say, roadside erosion policy, that type of thing.
  - Training (this is a new category in their list of eligible items.However, we will need to see what was covered by the NJ DEP grant the Township received, cannot be double funded
- **Right to Know Survey** – submitted and accepted by the State
- **Letter to Senator Steinhardt regarding Grant Funding for Tree Removal-** if Committee approves, will send out.

**FINANCE REPORT**

Mrs. Fascenelli reported she sent the list of the recalculated 36 properties to Mr. Vasquez. He will confer with his client.

**PUBLIC PORTION**

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

**ORDINANCE: PUBLIC HEARING AND SECOND READING**

**#012-2024** 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

Mayor Watters opened the Public Hearing on Ordinance #012-2024. Seeing no one wishing to comment, he closed the Public Hearing. Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Ordinance #012-2024.

**RECORDED VOTE**

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

**ORDINANCE 012-2024**

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES AND METHOD OF PAYMENT OF SUCH SALARIES**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to set the salary for the Full Time Assistant Chief Financial Officer and Full Time Deputy Tax Collector positions.

**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:

Full-Time Deputy Tax Collector	\$0.00	TO	\$60,000.00
Full- Time Assistant Chief Financial Officer	\$40,000.00	TO	\$90,000.00

**SECTION II.**

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

**SECTION III.**

**Severability.** The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

**SECTION IV.**

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

**ORDINANCE: PUBLIC HEARING AND SECOND READING**

**#013-2024** An Ordinance Amending and Supplementing Chapter 167- Driveways – To Incorporate Certain Requirements Related to Driveway Bonds, As Recommended by Township Engineer

Mayor Watters opened the Public Hearing on Ordinance #013-2024. Seeing no one wishing to comment, he closed the Public Hearing. Mr. Mc Guinness, seconded by Mr. Hayes made a motion to adopt Ordinance #013-2024.

**RECORDED VOTE**

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

**ORDINANCE 013-2024**

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY  
 AMENDING AND SUPPLEMENTING CHAPTER 167 – DRIVEWAYS – TO INCORPORATE CERTAIN  
 REQUIREMENTS RELATED TO DRIVEWAY BONDS, AS RECOMMENDED BY THE TOWNSHIP  
 ENGINEER**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to amend and supplement Chapter 167- Driveways, and to incorporate certain requirements related to driveway bonds, as recommended by the Township Engineer

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey wishes to amend Chapter 167 entitled “Driveways” to incorporate certain escrow-related requirements and language that would simplify the process for the applicants wishing to get a Certificate of Occupancy; and

**WHEREAS**, the Township Committee believes that such amendments are in the best interest of the Township and its residents.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Chapter 167 – Driveways – is hereby amended and supplemented to incorporate certain requirements related to driveway bonds, pursuant to the recommendation from the Township Engineer.

**SECTION I:**

Additions to this Section shall be delineated by underlined text, thusly.

Deletions to this Section shall be delineated by strikethrough text, thusly.

**§ 167-2. Permit Required.**

- A. Required. No person shall construct, reconstruct, or enlarge a driveway on their property and/or into any public street or highway without first having received a permit to do so from the Township.
- B. [...]

**§ 167-7. Storm Drainage and Stormwater Control.**

- A. Provisions for existing structures. Driveway design shall include provisions for storm drainage within the driveway and where it crosses existing roadside ditches or drainage structures.
- B. Drainage design. Storm drainage provisions shall be designated in accordance with the provisions of Article IX, Drainage, of Chapter 361, Design and Performance Standards, of the Township Code.
- C. Driveway design shall include stormwater control as required by the provisions of Article III, Stormwater Control, Chapter 293, Stormwater Management, of the Township Code.

**§ 167-10. Application Procedure.**

- A. Class I, single-family dwellings not part of a major subdivision. The application and accompanying data shall be submitted in triplicate to the Township Engineer, who shall review the plan and shall do one of the following:
  - (1) Approve the plan if all requirements of this chapter have been met.
  - (2) Return the application to the applicant for additional data with a clear statement of the additional data required. Additional review escrow may also be required.
  - (3) Disapprove the application, clearly stating the reasons for disapproval.
- B. Class II and III, all other applications. The application and accompanying data shall be submitted in triplicate at the time of final subdivision or site plan application or at the time of building permit application if a subdivision or site plan is required, to the Township Engineer who shall review the plan and shall do one of the following:
  - (1) Approve the plan if all requirements of this chapter have been met.
  - (2) Return the application to the applicant for additional data with a clear statement of the additional data required. Additional review escrow may also be required.
  - (3) Disapprove the application, clearly stating the reasons for disapproval.

**§ 167-11. Certificate of Occupancy.**

No certificate of occupancy shall be issued unless all driveways on the lot or site have been completed in accordance with the approved plan. Inspection to assure compliance will be done by the Township Engineer, except that Class I driveways shall be inspected by the Zoning Officer. Notwithstanding anything to the contrary hereinbefore mentioned, an applicant may, ~~during the period from November 1 to April 15,~~ apply for a certificate of occupancy and defer completion of a driveway on the lot or site in accordance with the approved plan; provided, however, such applicant posts a performance guarantee with the Township or in lieu thereof, cash in an amount equal to 120% of the performance guarantee estimate prepared by the Township Engineer of the cost of completing construction of the driveway. The Township Engineer in arriving at the performance guarantee estimate shall be guided by the surface and other applicable provisions of this chapter, together with the design standards set forth in Chapter 361, Design and Performance Standards, of this Code.

**§ 167-12. Fees.**

- A. The applicant shall pay an application fee in the amount of \$150, together with an escrow deposit in the amount of \$700 to cover engineering review and inspections. Additional review escrow may be required if the application is deemed incomplete wherein information and or documentation as defined in § 167-9 necessary for a complete review and approval is missing and must be requested in order to continue the review process. Furthermore, if the applicant requests to defer completion of the driveway for certificate of occupancy, additional escrow may be requested to prepare and approve the performance bond as described in section 167-11. Additional inspection escrow may be required

if there is any deviation from the approved plan. Any unused escrow shall be returned to the applicant upon approval of the driveway installation.

B. [. . .]

**SECTION II.**

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

**SECTION III.**

**Severability.** The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

**SECTION IV.**

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

**RESOLUTIONS (TAKEN SEPARATELY)**

Resolution #172-2024 as filed in the Township Clerk's Office, was adopted on motion by Mr. Mc Guinness and seconded by Mr. Hayes.

**RECORDED VOTE**

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

**RESOLUTION 172-2024**

**A RESOLUTION AUTHORIZING PAYMENT OF BILLS LIST**

**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:

<b>BILLS LIST</b>	
CURRENT- 3-01	\$ 25.00
CURRENT- 4-01	\$ 1,438,505.10
GENERAL CAPITAL FUND	\$ 2,796.00
FEDERAL/STATE GRANT FUND	\$ 1,787.09
OPEN SPACE TRUST	\$ 116.50
DOG FUND	\$ 19.80
GREEN TEAM DONATIONS	\$ 20.00
OTHER TRUST	\$ 516.77
<b>TOTAL</b>	<b>\$ 1,443,786.26</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 to Resolution #175-2024 and #176-2024 to the Consent Agenda.

**RECORDED VOTE**

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

**CONSENT AGENDA/RESOLUTIONS**

The following Resolutions #173-2024 and #175-2024 through #176-2024 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. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters  
Nay: XXXXXX  
Absent: XXXXXX  
Abstain: XXXXXX

**RESOLUTION 173-2024**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN, STATE OF NEW JERSEY ACCEPTING A LANDSCAPING BOND FOR 4 MOUNTAIN VIEW LANE**

**WHEREAS**, in accordance with the August 9, 2016, Developer's Agreement between the Township of Mansfield and Meadows at Mansfield, LLC (Section 3.4) no Certificate of Occupancy temporary or permanent, shall be issued until completion of all required improvements for that applicable Certificate of Occupancy has been certified to the Township Committee by the Township Engineer; and

**WHEREAS**, the Township Engineer has determined that the developer has not completed all the necessary landscaping at 4 Mountain View Lane in accordance with the site plan and is required to post a Landscaping Bond with the Township of Mansfield; and

**WHEREAS**, Ryan Homes, the developer of the property located at 4 Mountain View Lane has submitted check number 687688 in the amount of \$1,500.00 representing the landscaping bond; 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, State of New Jersey, that the landscaping 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.

**RESOLUTION 175-2024**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, AUTHORIZING CFO TO ISSUE RETROACTIVE CORRECTED PAY ADJUSTMENT\_ H. APPLEBY**

**WHEREAS**, by adoption of Resolution # 108-2024 on April 11, 2024, Harry Appleby, Jr. was appointed as

Acting Dept of Public Works Supervisor with a salary increase retroactive to December 18, 2023; and

**WHEREAS**, the CFO has discovered a technical error in the payroll processing of Mr. Appleby's payroll salary; and

**WHEREAS**, Mr. Appleby is due \$3,104.71 in retro pay due to such payroll error; and

**WHEREAS**, the CFO recommends this error in pay be paid in lump sum to Mr. Appleby in the next payroll dated July 8.-July 21, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, hereby authorizes the CFO to issue a retroactive payroll adjustment to Mr. Appleby in the amount of \$3,104.71 in the next payroll dated July 8-July 21, 2024 for a technical error in payroll processing of his payroll salary since his appointment on April 11, 2024.

## **RESOLUTION 176-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, AUTHORIZING CFO TO ISSUE RETROACTIVE CORRECTED PAY ADJUSTMENT\_K. UGHETTA**

**WHEREAS**, the CFO has discovered a technical error in the payroll processing of Ms. Ughetta's payroll salary; and

**WHEREAS**, Ms. Ughetta is due \$307.69 in retro pay due to such payroll error; and

**WHEREAS**, the CFO recommends this error in pay be paid in lump sum to Ms. Ughetta in the next payroll dated July 8.-July 21, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, hereby authorizes the CFO to issue a retroactive payroll adjustment to Ms. Ughetta in the amount of \$307.69 in the next payroll dated July 8-July 21, 2024 for a technical error in payroll processing of her payroll salary since her hire date of May 29, 2024.

### **NEW BUSINESS:**

**COMMITTEE PERSON COMMENTS:** Mayor Watters questioned if the Meadows development was still pumping sewerage. Mr. Hayes stated he had asked the Township Engineer if the sewer plant was online. There is no certainty if that has taken effect yet.

### **EXECUTIVE SESSION**

Mrs. Mora Dillon, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #174-2024 for an Executive Session of the Township Committee. At approximately 7:43 p.m., the Committee went into Executive Session.

### **RECORDED VOTE**

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

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

**Attorney Client Privilege**  
Brickyard Road Bridge Inquiry

**Contractual Matter**  
Comcast Franchise Renewal

## **RESOLUTION 174-2024**

### **RESOLUTION AUTHORIZING EXECUTIVE SESSION OF THE TOWNSHIP COMMITTEE**

**WHEREAS**, the Township Committee of the Township of Mansfield is authorized, pursuant to N.J.S.A. 10:4-12 to exclude the public from that portion of this meeting for purposes of discussing specific matters as permitted by N.J.S.A. 10:4-12; and;

**WHEREAS**, the Township Committee of the Township of Mansfield intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12, in Executive Session; and

**WHEREAS**, at this time the Township Committee of the Township of Mansfield cannot determine the time when the discussion to be held in Executive Session will be made public, but will disclose the minutes of the Executive Session when the need for confidentiality no longer exists.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that this meeting shall be adjourned to an Executive Session and the public will be excluded in order that the Township Committee of the Township of Mansfield may discuss the items listed below:

**Attorney Client Privilege**  
Brickyard Road Bridge Inquiry

**Contractual Matter**  
Comcast Franchise Renewal

### **RETURN TO REGULAR SESSION**

On a motion by Mr. Hayes, seconded by Mr. Mc Guinness, the Township Committee voted to return to public session at approximately 8:04 p.m.

### **RECORDED VOTE**

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

Mr. Lavery announced the following discussed in Executive Session:


**Attorney Client Privilege**  
Brickyard Road Bridge Inquiry

**Contractual Matter**  
Comcast Franchise Renewal

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.

There being no further business, Mr. Hayes made a motion to adjourn. The meeting was adjourned at approximately 8:04 p.m.

Attest:

  
Wendy Barras  
Township Municipal Clerk