

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
JULY 24, 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 Wade Baldwin, Township Clerk Wendy Barras, Police Chief MacDonough, Deputy Treasurer JoAnn Fascenelli, Deputy Clerk Ilena Raffaele, and Acting Supervisor Harry Appleby, Jr.

There were four (4) members of the public present.

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

APPROVAL OF MINUTES

July 10, 2024 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from July 10, 2024.

RECORDED VOTE

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

July 10, 2024 – REGULAR SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from July 10, 2024.

RECORDED VOTE

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

CLERK'S REPORT

Township Clerk Barras reported the following:

*Spoke with Karen Maestrano at Comcast this morning; will be emailing renewal agreement to both me and Mr. Lavery. Will have tech out to the church within the week to see where to run fiber from.

*Buzzy and I had conference call with Michele from Stormwater Compliance and discussed the Highlands Council grant. We supplied the necessary supplemental information to her and she is preparing the grant application; Township will be asking for \$24000.

*Ordinance 2018-04 & 2018-11, which seemed to have been the cause of some confusion due to

codification errors; reached out to General Code to have issue corrected and was told that they were instructed that 2018-11 superseded 2018-04. I have sent the response to JoAnn in Land Use Board to confer with the attorney so that I can respond to General Code with the proper correction.

FINANCE/ EMPLOYEE'S REPORT

Mrs. Fascenelli stated that her and Leigh have begun working on the 2025 Township calendar and with the Committee's permission would like to request photographs on the website.

ENGINEER'S REPORT

- MA-2025 Mitchell Rd. Improvements application submitted; award notice in November.
- Survey field work for Snyder Rd. Improvements has been completed; Survey CADD mapping is being drafted.
- Meadows @Mansfield – treatment plant is on-line and formally operated by Natural Systems Utilities in accordance with NJDEP; received response from developer regarding Phase 1 punch list and maintenance bond; rough graded Phase 3 and working on finalizing the construction schedule for improvements; concern about condition of existing modular block retaining wall on northside of the tennis courts- have requested design engineer to inspect the wall and provide letter of findings.

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.

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #177-2024 as filed in the Township Clerk's Office, was adopted on motion by Mr. Hayes and seconded by Mrs. Mora Dillon.

RECORDED VOTE

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

RESOLUTION 177-2024

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:

BILLS LIST	
CURRENT- 4-01	\$ 1,549,775.32
FEDERAL/STATE GRANT FUND	\$ 1,911.83
OPEN SPACE TRUST	\$ 1,443.00
DEVELOPER'S ESCROW	\$ 1,867.45
TOTAL	\$ 1,554,997.60

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Township Committee hereby authorizes payment of Purchase Order #24-00353 in the amount of \$1,200.00 payable to Common Sense for Animals previously listed on the Bills List of Resolution #144-2024.

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 #178-2024 through #180-2024 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. Farino, Mr. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

RESOLUTION 178-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD AUTHORIZING CHANGE OF POSITION TITLE AND SALARY ADJUSTMENT – J. FASCENELLI

WHEREAS, due to recent staffing changes within the Tax Collector office and Finance Department, the Township Committee deems it in the best interest of the Township to have a full time Assistant Chief Financial Officer to ensure continued operational flow of the Finance Department; and

WHEREAS, the Township Committee wishes to extend this offer of position of Assistant Chief Financial Officer to Mrs. JoAnn Fascenelli with a salary increase adjustment of \$20,000 therefore making her annual salary \$85,914.00; and

WHEREAS, the salary for this position has been adopted in salary ordinance #012-2024 on July 10, 2024; and

WHEREAS, previous positions held by Mrs. Fascenelli will now be incorporated in her new position as Assistant Chief Financial officer; and

WHEREAS, Mrs. Fascenelli will maintain the position of Deputy Tax Collector with no additional salary compensation; and

WHEREAS, Mrs. Fascenelli 's work schedule will be Monday through Friday, 8:00 am – 4:00 pm.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, hereby officially appoints Mrs. JoAnn Fascenelli as Assistant Chief Financial Officer with a salary increase adjustment of \$20,000 effective July 29, 2024.

RESOLUTION 179-2024

OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that each check and warrant of the Township of Mansfield be signed by two (2) of the following and that they hereby are authorized to sign same.

- Mayor, Joseph Watters
- Township Municipal Clerk, Wendy Barras
- Chief Financial Officer, Bryan Courter
- Deputy Treasurer, JoAnn Fascenelli

RESOLUTION 180-2024

RESOLUTION AUTHORIZING SUBMISSION OF HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL GRANT FOR FUNDING ASSISTANCE TO ACHIEVE COMPLIANCE UNDER 2024 TIER A MUNICIPAL STORMWATER GENERAL PERMIT

WHEREAS, the Highlands Water Protection and Planning Council (Highlands Council) is a regional planning agency that works in partnership with municipalities and counties in the Highlands Region to encourage a comprehensive regional approach to implementing the 2004 Highlands Water Protection and Planning Act (the Highlands Act); and

WHEREAS, in 2004, the State of New Jersey Department of Environmental Protection Agency (NJDEP) adopted amendments to the New Jersey Pollutant Discharge Elimination System (NJDES) regulations for the development and implementation of the Municipal Stormwater Regulation Program (N.J.A.C 7:14A-25) and established two NJPDES general permits to authorize municipal stormwater discharges, known as Tier A and Tier B; and

WHEREAS, the Municipal Stormwater Regulation Program (N.J.A.C. 7:14A-25) was developed in response to the U.S. Environmental Protection Agency's (USEPA) Phase II Rules published in December, 1999, which required municipalities to develop and implement a program to reduce discharges of pollutants entering water bodies from stormwater systems known as municipal separate storm sewer systems (MS4s) to the maximum extent practicable; and

WHEREAS, the NJDES MS4 permit was originally issued in 2004, renewed in 2009 and 2018, and again on January 1, 2023; and

WHEREAS, the 2023 MS4 permit renewal was designed to comply with the National Pollutant Discharge Elimination System (NJPDES) MS4 General Permit Remand Rule in response to the increase in flooding events that result in additional stormwater runoff discharging pollutants into the nation's waterways; and

WHEREAS, additional requirements were added to the 2023 MS4 general permit beyond those required in earlier versions, including that all municipalities were classified as Tier A MS4 communities; and

WHEREAS, the Highlands Council does support the requirements of the New Jersey Stormwater Management Rules (N.J.A.C. 7:8) as effective stormwater management is an important element of natural resource protection, and therefore, vital to the success of the Highlands Water Protection and Planning Act (Highlands Act) and Regional Master Plan; and

WHEREAS, in recognition of the fiscal impacts of the new requirements under the 2023 MS4 general permit, the NJDEP developed Tier A Stormwater Assistance Grants for existing Tier A and transitioning Tier B to Tier A communities, and

WHEREAS, in recognition of the fiscal impacts of the new requirements under the 2023 MS4 permit, the Highlands Council developed a funding assistance program to supplement available NJDEP assistance grants and to further aid municipalities in the Highlands Region in completing the tasks associated with permit compliance.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of

Warren, State of New Jersey does hereby authorize the submission of an application to the Highlands Council for funding assistance to achieve compliance under the 2023 Tier A Municipal Stormwater General Permit (NJDES: NJ0141852)

NEW BUSINESS:

COMMITTEE PERSON COMMENTS: Mr. Hayes spoke with the Zoning officer regarding Borealis. He reported the lighting engineer is working on the toning down the lights and they approved a new landscape plan with trees. Trees will allow for a buffer zone.

EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #181-2024 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. Baldwin announced the following to be discussed in Executive Session:

Personnel

QPA Position

Police Department – Use of Vacation Time

Court

Attorney Client Privilege

Township Property

RESOLUTION 181-2024

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:

Personnel

QPA Position

Police Department – Use of Vacation Time
Court

Attorney Client Privilege
Township Property

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 8:17 p.m.

RECORDED VOTE

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

Mr. Baldwin announced the following discussed in Executive Session:

Personnel
QPA Position
Police Department – Use of Vacation Time
Court

Attorney Client Privilege
Township Property

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

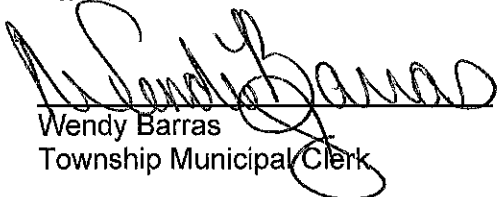
A motion made by Mrs. Mora Dillon seconded by Mr. Mc Guinness to allow Officer Gilbert to use vacation time while out on injury due to extenuating circumstances subject to attorney review.

RECORDED VOTE

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

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

Attest:


Wendy Barras
Township Municipal Clerk