

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING  
OFFICIAL MINUTES  
AUGUST 14, 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, Mayor Watters

**Absent:** Mrs. Mora Dillon

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

There were three (3) members of the public present.

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

**APPROVAL OF MINUTES**

**July 24, 2024 – EXECUTIVE SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from July 24, 2024.

**RECORDED VOTE**

**Aye:** Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mayor Watters

**Nay:** XXXXXX

**Absent:** Mrs. Mora Dillon

**Abstain:** XXXXXX

**July 24, 2024 – REGULAR SESSION**

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from July 24, 2024.

**RECORDED VOTE**

**Aye:** Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mayor Watters

**Nay:** XXXXXX

**Absent:** Mrs. Mora Dillon

**Abstain:** XXXXXX

**CLERK'S REPORT**

Township Clerk Barras reported the following:

- Dog Licenses – 6 residents appeared before the Judge regarding summons on August 6th; Late fees collected July 1<sup>st</sup> – today is \$420.

- Drafted Municipal Prosecutor RFP; publication appeared today in Star Ledger and on website; RFP's due by 9/4/24 with bid opening 9/5/24. As per agreement either party have to provide a 30- day notice to terminate the agreement. Letter should come from Judge Carro to current prosecutor
- Stormwater Management – Highlands Council grant was submitted on 8/5/24; the Township requested \$26,500- largest item requested was the development of the Watershed Improvement Plan at \$10,000
- Resident on Ryan Way came into complain about a long- standing issue with a dead ash tree on township property next to her property. Buzzy stated would need a survey to determine if its township property or not since it's very close
- At Mayor's request researched revenue in surrounding towns with cannabis dispensaries and the facets involved for a municipality to permit cannabis.
- Contacted Health Insurance fund to get some basic information for the Committee; would need to submit 3 years of claims records before they would be able to provide any info and see if we would qualify based upon # of claims and # of employees. If the Committee wishes, will pursue it further.

### **FINANCE REPORT**

Mr. Bryan Courter reported the following:

- Working on Mt. Bethel Community Center project and application with the State in order to begin digging at the site.
- The Township will be eligible in 2025 to apply for the Warren County Municipal & Charitable Trust.
- DPW plans to purchase a Mason Dump Truck through the Morris County Co-Op for \$120,000; resolution will be on the 8/28 meeting.

### **EMPLOYEE'S REPORT**

Mrs. Fascenelli reported that tax bills have mailed out and the extended grace period is till September 9, 2024. She provided additional details for the property the Township wishes to auction.

### **ENGINEER'S REPORT**

No report given.

### **PUBLIC PORTION**

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

Ana Wells, Anderson Town, requested to be able to hold a Juneteenth festival at the Baptist church next year. Township Attorney Lavery stated he would just have to review any possible ordinances regarding a gathering of such size and that the Township will be in contact with her.

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

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to add Ordinance 014-2024 to the agenda for First Reading and Introduction.

### **RECORDED VOTE**

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

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to introduce Ordinance 014-2024.

**RECORDED VOTE**

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

**ORDINANCE 014-2024**

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY  
AUTHORIZING THE SALE OF REAL PROPERTY OWNED BY THE TOWNSHIP OF MANSFIELD AND NOT  
REQUIRED FOR PUBLIC PURPOSES VIA PUBLIC AUCTION TO THE HIGHEST BIDDER PURSUANT TO  
N.J.S.A. 40A:12-13(a)**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is authorize the sale of real Township owned property via public auction.

**WHEREAS**, the Township of Mansfield owns certain real property known as Snyder Road, Block 1001.02, Lot 33.03 on the Tax Map of Mansfield Township, approximately 15.06 acres, located in the A zone; and

**WHEREAS**, said property is not needed or required for municipal use; and

**WHEREAS**, the Township desires to auction the property to the highest bidder; and

**WHEREAS**, the Township is authorized, pursuant to N.J.S.A. 40A:12-13(a) to auction the property to the highest bidder; and

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

**SECTION I:**

1. The Township Committee of the Township of Mansfield does hereby find and declare that Block 1001.02, Lot 33.03, as shown on the Tax Map of the Township of Mansfield, is determined not to be needed or required for municipal use.
2. Pursuant to N.J.S.A. 40A:12-13(a), the Township is desirous of auctioning the property to the highest bidder.
3. The Mayor and Clerk are hereby authorized to execute a Deed and any other appropriate documents to convey title to the highest bidder.

**SECTION II:**

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION III:**

If any article, section, subsection, paragraphs, phrase, or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase, or sentence shall be deemed severable.

**SECTION IV:**

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

**RESOLUTIONS (TAKEN SEPARATELY)**

Resolution #182-2024 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, Mayor Watters  
Nay: XXXXXX  
Absent: Mrs. Mora Dillon  
Abstain: XXXXXX

**RESOLUTION 182-2024**

**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	\$ 60.00
CURRENT- 4-01	\$ 1,264,941.99
FEDERAL/STATE GRANT FUND	\$ 2,054.95
OPEN SPACE TRUST	\$ 116.50
DOG FUND	\$ 807.20
DEVELOPER'S ESCROW	\$ 11,952.74
<b>TOTAL</b>	<b>\$ 1,279,933.38</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.

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to add Resolution #191-2024 to the Consent agenda.

**RECORDED VOTE**

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

**CONSENT AGENDA/RESOLUTIONS**

The following Resolutions #183-2024 through #189-2024 and Resolution #191-2024 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, Mayor Watters  
Nay: XXXXXX  
Absent: Mrs. Mora Dillon

Abstain: XXXXXX

## **RESOLUTION 183-2024**

### **RESOLUTION AUTHORIZING ADDITIONAL SERVICES FOR TOWNSHIP ENGINEER (BOSWELL ENGINEERING - 2024 INCREASE FOR ENGINEERING SERVICES)**

**WHEREAS**, the Township Committee of the Township of Mansfield appointed Boswell Engineering as the Township Engineer for calendar year 2024 at their regular meeting held on January 24, 2024 as per adopted resolution #036-2024; and

**WHEREAS**, Boswell Engineering has submitted invoices/ vouchers for additional services in excess of the original amount budgeted for engineering services for calendar year 2024; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-5.4, the Part-Time Temporary Chief Financial Officer has certified that funds are available in the 2024 budget for an additional \$25,000.00, and the line item to be charged is 4-01-20-165-0000-4360.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey authorizes the Part-Time Temporary Chief Financial Officer to increase line item 4-01-20-165-0000-4360 an additional \$ 25,000.00, for Engineering Services.

## **RESOLUTION 184-2024**

### **RESOLUTION AUTHORIZING PAID SICK LEAVE TO PATROLMAN JEFFREY GILBERT**

**WHEREAS**, Patrolman Jeffrey Gilbert was eligible to receive short-term disability benefits in accordance with the New Jersey Temporary Disability Benefit Law; and

**WHEREAS**, Patrolman Gilbert has now exceeded the time allotted by the State of New Jersey for Temporary Disability; and

**WHEREAS**, the Township Committee of the Township of Mansfield finds and declares that the Employee will be out of work on paid Mansfield Township sick leave commencing July 24, 2024; and

**WHEREAS**, the Committee further finds and declares that Patrolman Gilbert accrued benefit time that could be used for compensation during the duration of his paid sick leave with the township; and

**WHEREAS**, the CFO is informed that Patrolman Gilbert is on paid sick leave as of July 31, 2024, and the CFO will start to pay Patrolman Gilbert his salary through the payroll system; and

**WHEREAS**, the CFO will begin deductions for Patrolman Gilbert's medical coverage.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby grant paid leave to Township Employee, Patrolman Jeffrey Gilbert, during the period of July 24, 2024, through August 28, 2024.

**BE IT FURTHER RESOLVED**, that the Township Clerk be and is hereby directed to formally notify the Police and Firemen's Retirement System of said status and to cause the same to be included in the records maintained for said employee.

## RESOLUTION 185-2024

### RESOLUTION OF THE TOWNSHIP OF MANSFIELD AUTHORIZING THE TAX COLLECTOR TO CANCEL TAX SALE CERTIFICATE # 23-00021

**WHEREAS**, the Tax Collector of the Township of Mansfield, County of Warren, State of New Jersey has notified the Township Committee to cancel a tax sale certificate on a property located within the Township of Mansfield; and

<u>YEAR</u>	<u>BLOCK</u>	<u>LOT</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>REASON</u>
2023	2711	21	Adams Street	\$ 85.70	Certificate # 23-00021 was issued in error. Payment was made within 10 days of issuance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the Municipal Lien Certification # 23-00021, needs to be canceled; and **BE IT FURTHER RESOLVED**, that a properly executed copy of this resolution be forwarded to the Tax Collector for her records.

## RESOLUTION 186-2024

### A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY AUTHORIZING REFUNDING OF DRIVEWAY ESCROWS REMAINING BALANCE TO RYAN HOMES

**WHEREAS**, Ryan Homes issued checks for Driveway Escrows to the Township of Mansfield, County of Warren,

**WHEREAS**, there remains a balance on (12) twelve driveway escrow accounts,

**WHEREAS**, the Township Engineer has determined that the following driveway escrow accounts can be refunded.

**THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township Finance Office be authorized to refund the following Driveway Escrows balance to Ryan Homes.

<u>ADDRESS</u>	<u>REFUND AMOUNT</u>
13 Redwood Run	\$ 355.00
15 Redwood Run	\$ 385.00
28 Redwood Run	\$ 356.25
29 Redwood Run	\$ 525.00
30 Redwood Run	\$ 490.00
31 Redwood Run	\$ 425.00
33 Redwood Run	\$ 446.75
35 Redwood Run	\$ 360.25
47 Redwood Run	\$ 525.00
7 Mountain View Lane	\$ 528.12
10 Mountain View Lane	\$ 528.12

**TOTAL REFUND AMOUNT**  
**\$ 5,349.49**

**RESOLUTION 187-2024**

**RESOLUTION AUTHORIZING THE AUTHORIZATION OF THE DECLARATION OF THE OWNER OF BLOCK 802, LOT 8.02, AS A TOTALLY DISABLED VETERAN AND EXEMPT FROM PROPERTY TAXES**

**WHEREAS**, the Tax Assessor of the Township of Mansfield has granted an exemption of property taxes for a totally disabled veteran who owns and resides at Block 802, Lot 8.02; and

**WHEREAS**, the owner at this property has submitted the necessary paperwork verifying his exempt status; and

**WHEREAS**, the Tax Assessor had declared this owner totally exempt as of June 10, 2024; and

**WHEREAS**, the Tax Collector has calculated the following taxes that should be cancelled as of June 10, 2024;  
**2<sup>nd</sup> quarter 2024            \$ 695.40    (20 days)**

**WHEREAS**, the amount to be refunded to the owner/resident of Block 802, Lot 8.02, is \$ 695.40.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution and authorizes the tax collector to refund the total amount of \$ 695.40 to the owner/resident of Block 802, Lot 8.02, and authorizes the cancellation of the third and fourth quarters of 2024.

Carl Anderson  
131 Cherry Tree Bend Road  
Port Murray, NJ 07865  
**REFUND AMOUNT \$ 695.40**

**RESOLUTION 188-2024**

**RESOLUTION AUTHORIZING THE AUTHORIZATION OF THE DECLARATION OF THE OWNER OF BLOCK 401.01, LOT 5 AS A TOTALLY DISABLED VETERAN AND EXEMPT FROM PROPERTY TAXES**

**WHEREAS**, the Tax Assessor of the Township of Mansfield has granted an exemption of property taxes for a totally disabled veteran who owns and resides at Block 401.01, Lot 5; and

**WHEREAS**, the owner at this property has submitted the necessary paperwork verifying his exempt status; and

**WHEREAS**, the Tax Assessor had declared this owner totally exempt as of May 28, 2024; and

**WHEREAS**, the Tax Collector has calculated the following taxes that should be cancelled as of May 28, 2024;  
**2<sup>nd</sup> Quarter 2024            \$858.28    (33 days)**

**WHEREAS**, the amount to be refunded to the owner/ resident of Block 401.01, Lot 5 is \$858.28.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution and authorizes the tax collector to refund the total amount of \$858.28 to the owner/resident of Block 401.01, Lot 5 and authorizes the cancellation of the third and fourth quarters of 2024

Christopher Mackie  
15 Valley Road  
Oxford, NJ 07863

**REFUND AMOUNT \$858.28**

## **RESOLUTION 189-2024**

### **RESOLUTION AUTHORIZING EXTENDED GRACE PERIOD FOR 2024 3<sup>RD</sup> QUARTER PROPERTY TAX PAYMENTS**

**WHEREAS**, the 2024 tax rate for the Township of Mansfield was delayed in being certified and therefore, the Township was late in printing tax bills; and

**WHEREAS**, in accordance with N.J.S.A 54:4-66.3d a municipality must provide twenty-five (25) days after the property tax bills are mailed for property owners to be able to pay without penalty; and

**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 grace period is extended for the third quarter 2024 property taxes to the 9<sup>th</sup> of September, 2024, after which time interest will be assessed at the rate previously adopted by the Township from the original due date of August 1, 2024.

## **RESOLUTION 191-2024**

### **AUTHORIZING THE AWARD OF CONTRACT TO CEDAR RIDGE LAWN CARE, LLC TO CONSTRUCT A PARKING LOT AT MT. BETHEL COMMUNITY CENTER**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to construct a parking lot at Mt. Bethel Community Center; and

**WHEREAS**, a contract that is not awarded through a State contract can be awarded by the Temporary QPA under the Non-Fair and Open Award process when the contract exceeds \$17,500 but does not exceed the Township's bid threshold of \$44,000; and

**WHEREAS**, the Township Committee has authorized the Temporary QPA to award such contract to Cedar Ridge Lawn Care, LLC; and

**WHEREAS**, Cedar Ridge Lawn Care, LLC has submitted the following documentation in compliance with the awarding of a contract under the New Jersey Pay to Play Law within 10 days of the awarding of the contract; and

- a. Business Entity Disclosure Certification for Non-Fair and Open Contracts which certifies that Cedar Ridge Lawn Care, LLC 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)
- d. Prevailing Wage Certificate

**WHEREAS**, the Temporary Chief Financial Officer has certified that funds will be available in the Open Space

Trust Fund Account, account number, T-12-56-289-0375-4041.

**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 Cedar Ridge Lawn Care, LLC not to exceed the amount of \$44,000 for the construction of a parking lot at Mt. Bethel Community Center under the provision of the Non-Fair and Open Process and that Cedar Ridge Lawn Care, LLC is in compliance with the New Jersey Pay to Play Law per the above.

**NEW BUSINESS:** None

**COMMITTEE PERSON COMMENTS:** None

**EXECUTIVE SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #190-2024 for an Executive Session of the Township Committee.

**RECORDED VOTE**

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

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

**Attorney Client Privilege**

Municipal Cannabis Opportunities Discussion  
Sale of Township Owned Property- Block 1002.02 Lot 33.03

**Contractual Matter**

Meadows at Mansfield

## **RESOLUTION 190-2024**

### **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**

Municipal Cannabis Opportunities Discussion  
Sale of Township Owned Property- Block 1002.02 Lot 33.03

**Contractual Matter**

Meadows at Mansfield

At approximately 7:44 p.m., the Committee went into Executive Session.

**RETURN TO REGULAR SESSION**

On a motion by Mr. Mc Guinness, seconded by Mr. Hayes, the Township Committee voted to return to public session at approximately 8:29 p.m.

**RECORDED VOTE**

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

Mr. Lavery announced the following discussed in Executive Session:

**Attorney Client Privilege**

Municipal Cannabis Opportunities Discussion  
Sale of Township Owned Property- Block 1002.02 Lot 33.03

**Contractual Matter**

Meadows at Mansfield

To which he stated he excused himself due to conflict of interest.

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

There being no further business, Mr. Hayes made a motion to adjourn. The meeting was adjourned at approximately 8:29 p.m.

Attest:

  
Wendy Barras  
Township Municipal Clerk