

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
SEPTEMBER 25, 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.

Due to technical issue, this meeting was unable to be audio recorded.

ROLL CALL

Present: Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mayor Watters

Absent: Mrs. Mora Dillon

Also, present were Township Attorney Wade Baldwin, Township Clerk Wendy Barras, Police Chief MacDonough, Asst. CFO JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and OEM Director Brian Kostenbader

There were approximately 3 members of the public present.

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

APPROVAL OF MINUTES

September 11, 2024 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from September 11, 2024.

RECORDED VOTE

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

Nay: XXXXXX

Absent: Mrs. Mora Dillon

Abstain: XXXXXX

September 11, 2024 – REGULAR SESSION

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from September 11, 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 stated the resolution authorizing the Governing Body Certification of the 2023 Audit as well as the resolution accepting the Corrective Action Plan was on the agenda for this evening. The Committee needs to sign the Group Affidavit certifying at minimum they have reviewed the comments and recommendations of the audit. The synopsis of the audit is set to be published in the Sept 26th edition of the Express Times NJ Zone.

FINANCE & EMPLOYEE'S REPORT - Mrs. Fascenelli commented on the corrective action plan and the Sanico agreement. She stated there has no been correspondence or payment received from Mr. Vazquez or his client regarding the 37 tax sale assignments. The owner of Block 2724 Lot 2 is interested in donating their property to the Township. The Committee decided it would be more economical to receive it as a donation. Mrs. Fascenelli reviewed the recycling analysis received by the County and in 2022, the Township was recorded at 72.5% recycling, which is above the State's minimum. The 2023 results will be published in 2025. She further discussed pending State legislation regarding food waste recycling and packaging materials.

ENGINEER'S REPORT - Mr. Quamme stated he was still working on the 2023 Grant for Synder Road Improvements- Part 2. He explained that roadway preservation does fall under the criteria of the local aid grants and he will do more research regarding such.

PUBLIC PORTION

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

Janosne Ilona Szilagyi, 71 Airport Rd., seeking Committee approval for his road opening permit that had been denied by the Engineer. Mr. Quamme explained the details that would need to be set in place and a performance bond would be necessary. Upon a motion by Mr. Hayes, seconded by Mr. Mc Guinness the Committee unanimously approved the road opening at 71 Airport Road under the direction of the Township Engineer.

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

Mayor Watters, seconded by Mr. Hayes made a motion to add Ordinance #015-2024 to the agenda for Introduction and First Reading.

RECORDED VOTE

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

ORDINANCE -INTRODUCTION AND FIRST READING

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to introduce Ordinance #015-2024.

RECORDED VOTE

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

ORDINANCE 015-2024

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
AMENDING AND SUPPLEMENTING CHAPTER 182 OF THE TOWNSHIP CODE ENTITLED FEES MOST
NOTABLY, SECTION 182-4 ENTITLED "RECREATION FEES"**

STATEMENT OF PURPOSE

The purpose of this Ordinance is amend and supplement Chapter 182, Section 182-4 Recreation Fees.

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Chapter 182 Fees, Section 182-4 Recreation Fees- Sub section B. Clinic Sports Registration Fees of the Township of Mansfield Code be amended and supplemented to include the following:

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #207-2024 as filed in the Township Clerk's Office, was adopted on motion by Mr. Hayes and seconded by Mr. Mc Guinness.

RECORDED VOTE

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

RESOLUTION 207-2024

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- 3-01	\$ 23,362.50
CURRENT- 4-01	\$ 41,123.25
FEDERAL/STATE GRANT FUND	\$ 33,090.85
DEVELOPER'S ESCROW	\$ 6,609.50
UNEMPLOYMENT TRUST	\$ 2,120.33
TOTAL	\$ 106,306.43

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 Resolutions #213-2024 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 #208-2024 through #211-2024 and Resolution #213-2024 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 208-2024

RESOLUTION AUTHORIZING GOVERNING BODY CERTIFICATION OF ANNUAL 2023 AUDIT

WHEREAS, N.J.S.A 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts, and financial transactions; and

WHEREAS, the Annual Report of Audit for the fiscal year ended December 31, 2023 has ben filed by a Registered Municipal Accountant with the Clerk pursuant to **N.J.S.A 40A:5-6**, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the state of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated **N.J.A.C. 5:30-6.5**, a regulation requiring that the Governing Body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the Governing Body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations” as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to **N.J.A.C. 5:30-6.5**; and

WHEREAS, all members of the Governing Body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the matters of the local governing body to the penalty provisions of **R.S. 52:27BB-52**, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby states it has complied with **N.J.A.C. 5:30-6.5** and does hereby submit a certified copy of this resolution and the required affidavit to said board to show evidence of said compliance

RESOLUTION 209-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, APPROVING THE CORRECTIVE ACTION PLAN FOR CY 2023

WHEREAS, all municipalities operating under the Local Fiscal Affairs Law must prepare and submit a Corrective Action Plan as a part of their annual audit process; and

WHEREAS, the Township Committee of the Township of Mansfield accepted the 2023 audit as prepared by the Township Auditors; and

WHEREAS, the Chief Financial Officer for the Township of Mansfield has prepared a Corrective Action Plan to address the findings and recommendations in the 2023 audit, including state, federal, and general findings as well as the status of prior year findings and recommendations; and

WHEREAS, copies of the audit have been presented to the Mayor and Township Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, does hereby approve the Correction Action Plan for the 2023 Audit Report, a prepared and recommended by the Chief Financial Officer, and direct the appropriate municipal officials to undertake its immediate implementation.

RESOLUTION 210-2024

RESOLUTION AUTHORIZING PROFESSIONAL SERVICE AGREEMENT – MUNICIPAL PROSECUTOR

WHEREAS, the Township of Mansfield has a need to appoint a Municipal Prosecutor as a fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the Township of Mansfield has determined and certified in writing that the value will exceed \$17,500.00; and

WHEREAS, the Township of Mansfield wishes to appoint Norman Albert, Esq. of the Law Office of Norman W. Albert, Esq. as the Township Municipal Prosecutor effective October 14, 2024 through December 31, 2024; and

WHEREAS, Mr. Norman Albert has submitted a proposal indicating they will provide the services of Municipal Prosecutor for the Shared Court of the Township of Mansfield; and

WHEREAS, Mr. Norman Albert has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee on the Township's list in the previous one year, and the contract will prohibit the law firm from making any reportable contributions through the term of the contract; and

WHEREAS, pursuant to N.J.A.C 5:30-5.4, the Chief Financial Officer will certify that the funds appropriate funds are encumbered in the 2024 municipal budget with a not to exceed \$20,800.00.

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

1. The proposed Professional Service Agreement from Mr. Norman Albert, Esq. in the form annexed to and made a part of this Resolution is accepted.

2. This contract is awarded as a fair and open contract in accordance with N.J.S.A. 19:44A-20.5 of the Local Public Contracts Law.
3. The Mayor and Township Clerk are hereby authorized to execute the attached Professional Services Agreement for services with a not to exceed \$20,800.00.
4. A Notice of this award of this contract shall be published once, in accordance with N.J.S.A. 19:44A-20.5
5. The Chief Financial Officer shall provide a certification of funds.
- 6.

RESOLUTION 211-2024

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO SANICO FOR RECYCLING SERVICES

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds it necessary to hire a vendor to provide recycling services for the Township of Mansfield; and

WHEREAS, the Township received a written quote from Sanico for services at the Department of Public Works facility located at 1710 State Route 57; and

WHEREAS, Sanico will provide a ninety-five-gallon recycling cart; and

WHEREAS, the recycling cart will be picked-up every 2 weeks; and

WHEREAS, Sanico will charge \$20.00 per month for a one (1) year term (10/1/24-9/30/25); and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey, does hereby award a contract to Sanico in the amount of \$20.00 per month to provide recycling services at the Department of Public Works facility.

RESOLUTION 213-2024

RESOLUTION AMENDING RESOLUTION 206-2024, A RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY HIRING MAX SPANN REAL ESTATE & AUCTION CO. TO PERFORM AN ONLINE PUBLIC AUCTION FOR THE SALE OF REAL PROPERTY OWNED BY THE TOWNSHIP OF MANSFIELD AND NOT REQUIRED FOR PUBLIC PURPOSES TO THE HIGHEST BIDDER PURSUANT TO N.J.S.A. 40A:12-13(a)

WHEREAS, Resolution 206-2024 authorized the hiring of Max Spann Real Estate & Auction Co. to perform an online public auction of real property owned by the Township located at Block 1001.02, Lot 33.03, Snyder Road; and;

WHEREAS, the resolution inadvertently listed the date of auction as November 6, 2024 at 11:00 am; however, the date should be listed as October 29, 2024 at 11:00 am; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Resolution 206-204 hereby be amended to reflect the correct date of the online public auction through Max Spann Real Estate & Auction Co. for property located at Block 1001.02, Lot 33.03, Snyder Road as October 29, 2024 at 11:00 am.

NEW BUSINESS: None

COMMITTEE PERSON COMMENTS:

EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #212-2024 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. Baldwin announced the following to be discussed in Executive Session:

Contractual

Lease Agreement/Contract – Court Copier- Toshiba
Tri County Fire Dept.- Sale of Apparatus
Office of Emergency Management - 2023 Grant received for procurement of radio

RESOLUTION 204-2024

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:

Contractual

Lease Agreement/Contract – Court Copier- Toshiba
Tri County Fire Dept.- Sale of Apparatus
Office of Emergency Management - 2023 Grant received for procurement of radio

At approximately 7:45 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 8:24 p.m.

RECORDED VOTE

Aye: Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mayor Watters
Nay: XXXXXX

Absent: Mrs. Mora Dillon
Abstain: XXXXXX

Mr. Baldwin announced the following discussed in Executive Session:


Contractual

Lease Agreement/Contract – Court Copier- Toshiba
Tri-County Fire Dept. – Sale of Apparatus;
Office of Emergency Management – 2023 Grant received for procurement of radio

Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest. There was no official action resulting from Executive Session.

There being no further business, Mr. Hayes made a motion to adjourn. The meeting was adjourned at approximately 8:25 p.m.

Attest:


Wendy Barras
Township Municipal Clerk