

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
OCTOBER 9, 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, Police Chief MacDonough, Township Engineer Richard Quamme, Temporary CFO Bryan Courter, Asst. CFO JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and OEM Director Brian Kostenbader

There were 8 approximately members of the public present.

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

MOMENT OF SILENCE: All Victims of Hurricane Helene

PROCLAMATION: Fire Prevention Week 2024

Mr. Hayes read the proclamation for Fire Prevention Week 2024 into the Public Record.

APPROVAL OF MINUTES

September 25, 2024 – EXECUTIVE SESSION

Mr. Mc. Guinness, seconded by Mr. Hayes made a motion to approve the Executive Session meeting minutes from September 25, 2024.

RECORDED VOTE

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

September 25, 2024 – REGULAR SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from September 25, 2024.

RECORDED VOTE

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

CLERK'S REPORT – Township Clerk Barras reported

- Completed Check list for Max Spann for property auction – Block 1001.01 Lot 33.03 with input from Finance and Tax Assessor Dept.; Publication of auction notice will be published in the Daily Record on Oct 14th & Oct 21st to be compliance with State Statute
- Finalized professional service agreement for new Municipal Prosecutor; published award of contract and coordinated with Municipal Clerks the other municipalities served by the Court regarding appointing resolutions.
- QPA Posting will expire on October 12th on the League’s Classified Website; have forwarded all received resumes to Personnel Liaisons for review.
- Elections – last day to register to vote is **October 15th**; last day to register by mail for vote by mail ballot is October 29th and in person is November 4th through the County Clerk’s office; Early voting is October 26th – November 3rd
- Purging and organizing archive files in preparation for the Township shredding event.
- Township is eligible to apply for the 2024 Statewide Safety Grant. Will be working with DPW Supervisor Appleby for grant funding for new safety equipment and apparel for the crew.
- Researched various auction websites for fire truck sale, decided on Fenton Fire, seller’s fees are more advantageous to the Township; will continue to work with Chief Kostenbader regarding auction

FINANCE REPORT- Mr. Courter stated the 2023 audit has been finalized and he has been drafting the recommendations for the corrective action plan. 2025 budget preparations have begun and all department heads have received their 2025 budget worksheets. The finance department will meet with dept. heads in November to discuss the 2025 budget requests.

EMPLOYEE’S REPORT - Mrs. Fascenelli stated there was no report at this time.

ENGINEER’S REPORT - Mr. Quamme discussed possible grant opportunities for guard rail repairs and upgrades. Bid documents and NJDOT approval for Synder Road Section 2 should hopefully be complete by end of 2024, then bid the project in the winter with a spring/early summer construction.

PUBLIC PORTION

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

Thomas Wood, 564 County Road 519, Belvidere discussed the issue of downed dead trees and the safety concern it poses.

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

ORDINANCE -PUBLIC HEARING AND SECOND READING

Mayor Watters opened the Public Hearing for Ordinance 015-2024. Seeing no one wishing to comment, the Public Hearing was closed.

Mrs. Mora Dillon, seconded by Mr. Hayes made a motion to adopt Ordinance #015-2024.

RECORDED VOTE

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

Basketball Instructional Clinic **\$70 to \$85 per child**

ORDINANCE- INTRODUCTION AND FIRST READING

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to introduce Ordinance #016-2024.

RECORDED VOTE

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

ORDINANCE #016-2024

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE ACCEPTANCE BY THE TOWNSHIP OF A DONATION OF CERTAIN REAL PROPERTY DESIGNATED AS TAX BLOCK 2724, LOT 2

STATEMENT OF PURPOSE

The purpose of this Ordinance is to authorize the acceptance of real property located at Block 2724, Lot 2 of the Township of Mansfield tax maps.

WHEREAS, the Township of Mansfield (the "Township") has received an offer from Ms. Harriet Hassell (the "Donor"), to donate a vacant property located on Block 2724, Lot 2, on the tax maps of the Township of Mansfield, Warren County, New Jersey; and

WHEREAS, pursuant to N.J.S.A. 40A:12-5, the Township is permitted to acquire real property by gift or donations; and

WHEREAS, the Township is interested in acquiring this land donation as the property is a 50 x 145 vacant lot adjacent to Township owned property; and

WHEREAS, the Township Committee have considered such offer and concluded that the acceptance of the donation of real property is in the public interest to accept this donation.

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

1. The Mayor and Township Committee of the Township of Mansfield, County of Warren and State of New Jersey, hereby authorizes the Township to accept the real property located on Block 2724, Lot 2, pursuant to N.J.S.A. 40A:12-5.
2. The appropriate Township Officials, Township Attorney, the Township Clerk and such other Township Officials and/or professionals are authorized and directed to execute any and all documents on behalf of the Township of Mansfield in regard to this matter.

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #214-2024 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. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

Nay: XXXXXX
Absent: XXXXXX
Abstain: Mr. Farino

RESOLUTION #214-2024

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 Temporary Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

BILLS LIST	
CURRENT- 4-01	\$ 1,323,757.78
FEDERAL/STATE GRANT FUND	\$ 8,243.71
DOG FUND	\$ 5.40
DEVELOPER'S ESCROW	\$ 3,764.75
UNEMPLOYMENT TRUST	\$ 341.74
MANDATORY DEVELOPMENT FEES	\$ 310.00
TOTAL	\$ 1,336,423.38

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 #215-2024 through #221-2024 as filed in the Township Clerk's Office, were 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 #215-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE TOWNSHIP TO PARTICIPATE IN THE EQUALIS GROUP COOPERATIVE PURCHASING AGREEMENT

WHEREAS, N.J.S.A 40A:11 et eq., authorizes contracting units to enter into Cooperative Purchasing Agreements; and

WHEREAS, the Equalis Group hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Purchasing System for the purchase of work, materials, and supplies; and

WHEREAS, the Township of Mansfield, County of Warren, State of New Jersey desires to participate in the Equalis Group Cooperative Purchasing Agreements.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Mansfield, County of Warren, State of New Jersey that the Township Committee hereby authorizes the Township of Mansfield to participate in the Equalis Group Cooperative and execute a Cooperative Purchasing Agreement with the Equalis Group.

THEREFORE, BE IT FURTHER RESOLVED, that the Equalis Group as Lead Agency is expected to comply with the provisions of the Local Public Contracts Law (N.J.S.A 40A:11-1 et. Seq. and all of the provisions of the revised statutes of the State of New Jersey

RESOLUTION #216-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING LEASE AND MAINTENANCE AGREEMENT WITH TOSHIBA FOR LEXMARK XM3350 COPIER FOR MANSFIELD TOWNSHIP SHARED COURT

WHEREAS, the Township of Mansfield wishes to lease a Lexmark XM 3350 Copier from Toshiba Business Solutions for the Mansfield Township Shared Court; and

WHEREAS, the lease with maintenance agreement for the copier will be \$92.91 per month for sixty (60) months and the payments include 900 black and white print images per month and excess images at \$0.01200; and

WHEREAS, N.J.S.A. 40A:11-3(a) sets the quote threshold with a Qualified Purchasing Agent as \$6,600; and

WHEREAS, the total lease amount for the Lexmark XM 3350 Copier is \$5,574.60, therefore in compliance with N.J.S.A 40A:11-3(a) no additional quotes are required to be received; and

WHEREAS, the Temporary Chief Financial Officer has certified the funds are available in Acct # 4-01-43-491-0000-4040 from appropriation in the 2024 approved budget and future budgets, subject to adoption.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Mansfield, County of Warren, State of New Jersey that the Township Committee hereby authorizes the copier lease of a Lexmark XM 3350 from Toshiba Business Solutions for the Mansfield Township Shared Court for a term not to exceed sixty (60) months at \$92.91 per month.

THEREFORE, BE IT FURTHER RESOLVED, that the Mayor or his designee is authorized to execute the agreements on behalf of the Township of Mansfield.

THEREFORE, BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between Toshiba and the Township of Mansfield are available in the Township Clerk's office.

RESOLUTION #217-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE TOWNSHIP TO EXECUTE A SELLING AGREEMENT WITH FENTON FIRE AUCTION WEBSITE AND THE SALE OF SURPLUS PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON FENTON FIRE AUCTION WEBSITE

WHEREAS, the Township of Mansfield(the Township) has determined that the personal property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Township desires to execute a selling agreement/account with Fenton Fire Auction Website;
and

WHEREAS, the Township intends to utilize the online auction services of Fenton Fire Used Fire Trucks located at www.fentonfire.com; and

WHEREAS, the sales are being conducted pursuant to N.J.S.A 40A:11-36 and guidance set forth by the Division of Local Government Services Local Finance Board.

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 Township is hereby authorized to execute a selling agreement and authorized to sell the surplus personal property as indicated on Schedule A on an online website entitled www.fentonfire.com.

THEREFORE, BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between Fenton Fire Auction and the Township of Mansfield are available at www.fentonfire.com and the Township Clerk's office

RESOLUTION #218-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REFUND OF OVERPAYMENT OF TAXES ON BLOCK 1501.04 LOT 6

WHEREAS, the property known as Block 1501.04 Lot 6, on the Tax Maps of the Township of Mansfield, Warren County, New Jersey has an overpayment of \$ 530.55, for the third quarter of 2024; and

WHEREAS, the property owner has requested a refund of said overpayment;

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 Tax Collector and Township Finance Office are hereby authorized to refund the following payment:

Carolyn A. Crowell
13 Redwood Run
Port Murray, New Jersey 07865
BLOCK 1501.04 LOT 6
REFUND TOTAL \$ 530.55

RESOLUTION #219-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING RENTAL AGREEMENT WITH SEAL MASTER- SEAL MASTER CRACK PRO 260

WHEREAS, the Township of Mansfield wishes to enter into a rental agreement with Seal Master for a Seal Master Crack Pro 260; and

WHEREAS, this equipment will subsidize the Department of Public Works fleet to crack seal various roads throughout the Township during the week of October 14, 2024 ; and

WHEREAS, N.J.S.A. 40A:11-3(a) sets the quote threshold with a Qualified Purchasing Agent as \$6,600; and

WHEREAS, the rental agreement for the Seal Master Crack Pro 260 is \$5,834.50, therefore the agreement is in compliance with N.J.S.A 40A:11-3(a) and no additional quotes are required to be received; and

WHEREAS, the Temporary Chief Financial Officer has certified the funds are available in Acct # 4-01-26-290-0000-4955 from appropriation in the 2024 approved budget.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Mansfield, County of Warren, State of New Jersey that the Township Committee hereby authorizes the rental agreement with Seal Master for a Seal Master Crack Pro 260;

BE IT FURTHER RESOLVED, that the Mayor or his designee is authorized to execute the agreement on behalf of the Township of Mansfield and the terms and conditions of this agreement entered into between SealMaster and the Township are available in the Township Clerk's office.

RESOLUTION #220-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING TO ADVERTISE AND RECEIVE PROPOSALS FOR ROAD MAINTENANCE SERVICES

WHEREAS, the Township of Mansfield is in need of road maintenance work services; and

WHEREAS, the Township desires to receive proposals for these services authorized under the New Jersey Public Contracts Law (N.J.S.A. 40A-11:4) through the bid process ; and

WHEREAS, as per N.J.S.A. 40A:11-4.5(d) this process will be administered by the Temporary Qualified Purchasing Agent; and

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 bidding process for the procurement of Road Maintenance Services and does hereby authorize the Temporary Qualified Purchasing Agent to commence the bidding process per the above.

RESOLUTION #221-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING TO ACCEPT PROPOSAL FROM FARA & SON HEATING, PLUMBING, & AC, INC. FOR HEATING REPAIR SERVICES

WHEREAS, the Township of Mansfield is in of repair to the heating service within the Municipal Building; and

WHEREAS, the Township received a proposal from Fara & Son Heating, Plumbing, & AC, Inc to complete such repairs in the amount of \$5,763.00; and

WHEREAS, as per N.J.S.A. 40A:11-3(a) the quote threshold of a municipality with a Qualified Purchasing Agent is \$6,600, therefore no other quotes/proposals are necessary to be received; and

WHEREAS, the Temporary Chief Financial Officer has certified the funds are available in Acct. # 4-01-26-310-0000-440 from appropriation in the 2024 approved budget.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize to accept the proposal from Fara & Son Heating, Plumbing, & AC in the amount of \$5,763.00 to complete the heating service repairs within the Municipal Building.

NEW BUSINESS: NJ League of Municipalities dues increase for 2025

COMMITTEE PERSON COMMENTS:

EXECUTIVE SESSION

Mr. Hayes, seconded by Mrs. Mora Dillon, made a motion to adopt Resolution #222-2024 for an Executive Session of the Township Committee.

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

RESOLUTION #222-2024

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

Borealis
Solar Farm

Contractual

Comcast
Former Mansfield EMS Ambulances

Personnel

QPA Resumes

Potential Litigation

Motor Vehicle Accident involving down tree

At approximately 7:56 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 8:30.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

Borealis
Solar Farm

Contractual

Comcast
Former Mansfield EMS Ambulances

Personnel

QPA Resumes

Potential Litigation

Motor Vehicle Accident involving down tree

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 8:31 p.m.

Attest:


Wendy Barras
Township Municipal Clerk

