

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
OCTOBER 23, 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. Mc Guinness, Mrs. Mora Dillon, Mayor Watters

Absent: Mr. Farino, Mr. Hayes

Also, present were Township Attorney Michael Lavery, Township Clerk Wendy Barras, Police Chief MacDonough, Township Engineer Richard Quamme, Asst. CFO JoAnn Fascenelli, Deputy Clerk Illena Raffaele, and DPW Acting Supervisor Harry Appleby, Jr.

There were two (2) members of the public present.

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

APPROVAL OF MINUTES

October 9, 2024 – EXECUTIVE SESSION

Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to approve the Executive Session meeting minutes from October 9, 2024.

RECORDED VOTE

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

Nay: XXXXXX

Absent: Mr. Farino, Mr. Hayes

Abstain: XXXXXX

October 9, 2024 – REGULAR SESSION

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from October 9, 2024.

RECORDED VOTE

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

Nay: XXXXXX

Absent: Mr. Farino, Mr. Hayes

Abstain: XXXXXX

CLERK'S REPORT – Township Clerk Barras reported:

- Attended the Warren County Clerk's Meeting last week where the focus is the upcoming election.
 - Security and Electioneering regulations were discussed with both the Chief and DPW Supervisor
 - October 29th is last date to register by mail for a vote by mail ballot
 - November 4th at 3:00 pm last day to register in person for a vote by mail ballot at County Clerk's office

- Early voting is October 26th through November 3rd at Blairstown Municipal Building, and Northeast library branch Independence and Southwest Branch in Stewartsville
 - With the Committee’s approval would like to have Leigh on call to come in on Election Day if needed and if so for her to receive comp time as she had in the past.
- Unfortunately, the municipality was not awarded the Highlands Council grant for Stormwater Management – priority was given to conforming municipalities over non- conforming.

FINANCE & EMPLOYEE’S REPORT - Mrs. Fascenelli reminded the public that the online auction for Block 1001.02, Lot 33.03 will be October 29th online through Max Spann. The electronic waste recycling will be held on Saturday, November 9th at the DPW yard from 8:30- 12:30.

ENGINEER’S REPORT - Mr. Quamme reported on the Synder Road Section 2 project that is set to begin tentatively in early spring. He discussed the NJDOT municipal aid and TAP grant requirements for roads previously discussed with the DPW Supervisor.

PUBLIC PORTION

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

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 #016-2024. Seeing no one wishing to comment, the Public Hearing was closed.

Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to adopt Ordinance #016-2024.

RECORDED VOTE

Aye: Mr. Mc Guinness, Mrs. Mora Dillon, Mayor Watters
 Nay: XXXXXX
 Absent: Mr. Farino, Mr. Hayes
 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 ORDANED, 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 #223-2024 as filed in the Township Clerk's Office, was adopted on motion by Mrs. Mora Dillon and seconded by Mr. Mc Guinness.

RECORDED VOTE

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

RESOLUTION 223-2024

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- 3-01	\$ 255.00
CURRENT- 4-01	\$ 1,811,044.02
FEDERAL AND STATE GRANT FUND	\$ 2,234.61
DEVELOPER'S ESCROW	\$ 2,213.50
TOTAL	\$ 1,815,747.13

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 #224-2024 through #226-2024 as filed in the Township Clerk's Office, were adopted on motion by Mr. Mc Guinness and seconded by Mrs. Mora Dillon.

RECORDED VOTE

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

RESOLUTION 224-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD AUTHORIZING TO ADVERTISE AND RECEIVE PROPOSALS FOR 2025 PROFESSIONAL SERVICES

WHEREAS, the Township of Mansfield desires to receive proposals for professional services through a fair and open process for calendar year 2025 for the positions of

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|------------------------------------|---|
| 1. Township Attorney | 9. Substitute Municipal Prosecutor |
| 2. Township Engineer | 10. Substitute Municipal Defender |
| 3. Township Auditor | 11. Financial Advisor |
| 4. Township Bond Counsel | 12. Special Service In-Rem Foreclosure Attorney |
| 5. Township Conflict Attorney | |
| 6. Information Technology Services | |
| 7. Municipal Defender | |
| 8. Municipal Prosecutor | |

WHEREAS, the Township Committee that determine that pursuant to N.J.S.A. 19:44A-20:5 et seq., appointments to the following offices and positions for calendar year 2025 shall be made through a fair and open process; and

WHEREAS, notice shall be published on October 28, 2024 for receipt of proposals on November 22, 2024.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey authorize to advertise, and receive RFP’s for the positions stated above.

RESOLUTION 225-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD AUTHORIZING CONTRACT FOR ENGINEER PROFESSIONAL SERVICES – ZONING MAPS

WHEREAS, there exists a need for the service of the Township Engineer to update current zoning maps to include new zoning districts; and

WHEREAS, the Local Public Contracts Law (N.J.S.A 40A:11-1 et seq.) requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids and the contract itself must be available for public inspection.

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 agreement with Boswell Engineering is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a firm authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. The Mayor and Township Clerk are hereby authorized to execute a Professional Service Agreement for services with a not to exceed \$3,500.00 and the line-item to be charged is 4-01-21-180-0000-4030.

RESOLUTION 226-2024

RESOLUTION OF THE TOWNSHIP OF MANSFIELD AUTHORIZING INSTALLATION OF FOUR (4) FIRE HYDRANTS- MEADOWS AT MANSFIELD PHASE 3

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that the Township of Mansfield Fire Marshal approved the locations of four (4) new fire hydrants at the Meadows at Mansfield, Phase 3 as shown on the attached map with all four public hydrants located behind the curb on the short side of the roadway.

BE IT FURTHER RESOLVED, that the financial responsibility and fees to New Jersey American Water Company for the four (4) public hydrants are the responsibility of the Township of Mansfield.

BE IT FURTHER RESOLVED, the Mayor or Fire Marshal are authorized to execute the Hydrant Authorization Form with New Jersey American Water.

NEW BUSINESS: None

COMMITTEE PERSON COMMENTS: None

EXECUTIVE SESSION

Mrs. Mora Dillon, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #227-2024 for an Executive Session of the Township Committee.

RECORDED VOTE

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

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

Personnel – QPA Interviews via Zoom

RESOLUTION 227-2024

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 Interviews via Zoom

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 Mrs. Mora Dillon, the Township Committee voted to return to public session at approximately 8:35.m.

RECORDED VOTE

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

Mr. Lavery announced the following discussed in Executive Session:

Personnel – QPA Interviews via Zoom

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.


Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion to direct the Township Clerk to offer the Qualified Purchasing Agent position in a remote capacity to Ms. Jamie Stein, at an annual salary at \$6,000 effective January 1, 2025.

RECORDED VOTE

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

There being no further business, Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to adjourn. The meeting was adjourned at approximately 8:36 p.m.

Attest,


Wendy Barras, R.M.C.
Township Municipal Clerk