

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING  
OFFICIAL MINUTES  
DECEMBER 11, 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 Deputy Mayor Mora Dillon 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

**Absent:** Mayor Watters

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

There were 0 members of the public present.

**SALUTE TO THE FLAG:** Deputy Mayor Mora Dillon led the flag salute.

**APPROVAL OF MINUTES**

**November 26, 2024 – EXECUTIVE SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from November 26, 2024.

**RECORDED VOTE**

Aye: Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon

Nay: XXXXXX

Absent: Mayor Watters

Abstain: XXXXXX

**November 26, 2024 – REGULAR SESSION**

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Regular Session meeting minutes from November 26, 2024.

**RECORDED VOTE**

Aye: Mr. Farino, Mr. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon

Nay: XXXXXX

Absent: Mayor Watters

Abstain: XXXXXX

**CLERK'S REPORT –** Township Clerk Barras reported:

- Received Warren County traffic study for 2023, if anyone would like to review it.
- Submitted 2024 Statewide Safety grant, would like to thank JoAnn and Buzzy for their assistance; this will be going before the grant committee on 12/19, if approved should receive reimbursement before year's end
- Liquor license transfer for Taphouse Grille - the Committee hearing has been pushed back to tentatively January 22<sup>nd</sup>; PD is currently conducting their investigation
- Township Planner will be attending the next meeting on the 23<sup>rd</sup> to discuss 4<sup>th</sup> round affordable housing requirements with the Committee

- Coordinated with IT consultant, the Chief, and Comcast to secure the router upgrade necessary for the new body worn cameras

**FINANCE & EMPLOYEE'S REPORT** - Mrs. Fascenelli stated that 97 residents participated in the annual paper shredding on October 19<sup>th</sup> and collected 5,196 pounds of confidential documents that were shredding.

**ENGINEER'S REPORT** - Mr. Quamme provided an update for the following:

- Draft documents for Snyder Road Section 2 are available for review
- Mitchell Rd. Improvements – project design and construction must be budgeted and completed in 2025
- Zoning Map updates – Draft map should be ready for review at next meeting.
- Meadows- Phase 3 update

**PUBLIC PORTION**

Deputy Mayor Mora Dillon opened the Public Portion of the meeting for public comments.

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

**ORDINANCE -PUBLIC HEARING AND SECOND READING**

Deputy Mayor Mora Dillon opened the Public Hearing for Ordinance #19-2024. Seeing no one wishing to comment, the public hearing was closed. Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Ordinance #019-2024.

**RECORDED VOTE**

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

**ORDINANCE 019-2024**

**AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES AND WAGES**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is provide for and determine the salaries and wages for the Officers and Employees and method of payment for the Township of Mansfield

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

**SECTION 1**, The salaries per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Committee Members	\$ 3,000	\$ 4,950
Mayor	\$ 0	\$ 660
Deputy Mayor	\$ 0	\$ 330
Office Manager	\$ 1,000	\$ 50,000
Qualified Purchasing Agent	\$ 0	\$ 7,000
Temporary Qualified Purchasing Agent	\$ 0	\$ 5,000
Certified Municipal Clerk	\$ 46,250	\$ 90,000
Part-Time Certified Municipal Clerk	\$ 0	\$ 46,000
Acting Municipal Clerk	\$ 0	\$ 80,000
Assessment Search Officer	\$ 0	\$ 100
Public Agency Compliance Officer	\$ 0	\$ 100
Municipal Clerk Stipend	\$ 500	\$ 2,000

Elections Officer	\$ 150 / election	\$ 500 / election
Website Administrator	\$ 1,350	\$ 2,000
Insurance Fund Commissioner	\$ 0	\$ 100
Insurance Fund Commissioner (Alternate)	\$ 0	\$ 100
Deputy Clerk	\$ 21,000	\$ 65,000
Deputy Clerk	\$ 16 / hr.	\$ 20 / hr.
Depart. Of Health Registrar	\$ 0	\$ 10,000
Depart. Of Health Deputy Registrar	\$ 0	\$ 5,000
Depart. Of Health Deputy Registrar	\$ 16 / hr.	\$ 18 / hr.
Certified Chief Financial Officer	\$ 50,000	\$125,000
Temporary Chief Financial Officer	\$ 50,000	\$ 80,000
Part-Time Certified Chief Financial Officer	\$ 20,000	\$ 70,000
P/T Temporary Chief Financial Officer	\$ 20,000	\$ 70,000
Assistant Chief Financial Officer	\$ 40,000	\$ 92,000
Pension & Benefits Supervisor Officer	\$ 0	\$ 100
Pension & Benefits Certifying Officer	\$ 0	\$ 100
Deputy Treasurer	\$ 9,000	\$ 25,000
Deputy Treasurer Stipend	\$ 500	\$ 5,000
Certified Tax Collector	\$ 0	\$ 65,000
Part-Time Certified Tax Collector	\$ 20,000	\$ 45,000
Deputy Tax Collector	\$ 0	\$ 60,000
Alternate Deputy Tax Collector	\$ 1,000	\$ 2,750
Tax/Finance Clerk	\$ 16,216	\$ 19,820
Tax Search Officer	\$ 0	\$ 1,100
Part-Time Tax Assessor	\$ 19,800	\$ 35,000
Certified Lists (Tax Assessor)	\$ 0	\$ 685
Tax Assessor Secretary	\$ 4,688	\$ 5,705
Municipal Housing Liaison	\$ 0	\$ 8,000
Part-Time Open Space / Historical Secretary	\$ 233	\$ 450
Part-Time Environmental Secretary	\$ 840	\$ 2,500
Part-Time Land Use Board Secretary	\$ 5,000	\$ 25,000
LUB Certification of Subdivision of Lands	\$ 0	\$ 100
Part-Time Zoning Officer	\$ 20 / hr.	\$ 55 / hr.
Court Appearance by Zoning Officer	\$ 75 / appearance	\$ 95 / appearance
Police Chief	\$ 90,000	\$165,000
Police Administrative Assistant	\$ 22,000	\$ 57,000
Police Secretary (Temp or Part-Time)	\$ 16 / hr.	\$ 20 / hr.
Patrolmen	\$ 40,000	\$125,000
Sergeant	\$ 86,140	\$135,000
Lieutenant	\$ 88,494	\$145,000
Class II Special Officer	\$ 40,000	\$ 50,000
Police Officer (Temp/Part-Time)	\$ 16 / hr.	\$ 20 / hr.
Police Officer – Academy	\$ 0	\$ 40,000
Police Officer – Post Academy	\$ 0	\$ 46,000
Detective Stipend	\$ 1,000	\$ 2,000
Corporal Stipend	\$ 1,000	\$ 2,000
EMT Stipend	\$ 1,000	\$ 2,200
K-9 Officer Stipend	\$ 1,000	\$ 2,000
Director Emergency Management	\$ 2,334	\$ 3,000
Deputy Emergency Mgt. Director	\$ 500	\$ 700
Seasonal/Temporary EMT	\$ 17 / hr.	\$ 25 / hr.

DPW Superintendent	\$ 62,546	\$ 90,000
Acting DPW Supervisor	\$ 62,546	\$ 85,000
Assistant Dept. of Public Works Supervisor	\$ 250	\$ 5,000
Laborer/Driver/Operator	\$ 30,000	\$ 75,000
Mechanic	\$ 30,000	\$ 75,000
Mechanic/Labor	\$ 30,000	\$ 75,000
Machine Operator	\$ 30,000	\$ 75,000
Part-Time Laborer/Snow Plow Driver	\$ 16 / hr.	\$ 35 / hr.
Part-Time Laborer/Snow Plow Driver with CDL	\$ 16 / hr.	\$ 45 / hr.
DPW Secretary	\$ 16 / hr.	\$ 17 / hr.
Certified Recycling Professional	\$ 0	\$ 2,500
Recycling Attendant	\$ 30 / hr.	\$ 57 / hr.
Clean Communities Coordinator	\$ 0	\$ 4,000
Judge	\$ 33,817	\$ 99,500
Certified Court Administrator	\$ 43,479	\$ 86,000
Temporary Part-Time	\$ 25 / hr.	\$ 45 / hr.
Certified Court Administrator	\$ 43,479	\$ 87,000
Interim Municipal Court Administrator	\$ 60,000	\$ 85,000
Deputy Court Administrator	\$ 25,000	\$ 75,000
Part-Time Violations Clerk	\$ 16 / hr.	\$ 25 / hr.
Temporary Violations Clerk	\$ 16 / hr.	\$ 20 / hr.
Call-Outs	\$ 50 / each	\$ 65 / each
Court Security	\$ 75 / session	\$ 165 / session
Stipend	\$ 50	\$ 3,000

Deputy Mayor Mora Dillon opened the Public Hearing for Ordinance #020-2024. Seeing no one wishing to comment, the public hearing was closed. Mr. Mc Guinness, seconded by Mr. Hayes made a motion to adopt Ordinance #020-2024.

**RECORDED VOTE**

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

**ORDINANCE 020-2024**

**AN ORDINANCE CANCELLING THE BALANCE OF BOND ORDINANCE NO. 2010-09 AND SUPERSEDED BY ORDINANCE NO. 2011-11 OF THE TOWNSHIP OF MANSFIELD**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to cancel the balance of Bond Ordinance 2010-09 which is superseded by Ordinance 2011-11 and canceled to Capital Surplus.

**WHEREAS**, on April 28, 2010, the Township of Mansfield issued bonds and/or notes in the amount of \$ 285,072.35, for various improvements; and

**WHEREAS**, there remain balances for cost associated with Bond Ordinance # 2010-09; and

**WHEREAS**, the below capital accounts have been investigated and it has been determined that the balance are no longer needed and should be cancelled.

**Ordinance No. 2010-09 / 2011-11**

Public Buildings	Account # C-04-44-215-0999-9007	\$ 167.11
Recreation Equipment	Account # C-04-44-215-0999-9013	\$ 1,000.00
Acquisition of Mower	Account # C-04-44-215-0999-9016	\$14,240.00
Acquisition of Recording System	Account # C-04-44-215-0999-9017	\$ 1,372.00
<b>TOTAL</b>		<b>\$16,779.11</b>

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey, that the balance in Ordinance No. 2010-09/2011-11, in the amount of \$ 16,779.11 is hereby cancelled to Capital Surplus.

Deputy Mayor Mora Dillon opened the Public Hearing for Ordinance #021-2024. Seeing no one wishing to comment, the public hearing was closed. Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Ordinance #021-2024.

**RECORDED VOTE**

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

**ORDINANCE 021-2024**

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, STATE OF NEW JERSEY, AMENDING CHAPTER 77 ARTICLE II ENTITLED POLICE DEPARTMENT, ESTABLISHMENT AND ORGANIZATION TO ADD SUBSECTION 77-28, ENTITLED "OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE OFFICERS"**

**STATEMENT OF PURPOSE**

The purpose of this Ordinance is to amend Chapter 77 Article 11 entitled Police Department, Establishment and Organization and to add Subsection 77-28, entitled "Outside Employment of Off-Duty Police Officers".  
**WHEREAS**, the Township of Mansfield (the "Township") has permitted private contractors to retain the services of off-duty police officers to provide police officer services; and  
**WHEREAS**, in order to ensure that the Township is paid for these services, and that the assignments to outside contractors do not conflict with the needs of the Township, it is appropriate to establish hourly rates and procedures to be followed by private contractors and the Township of Mansfield Police Department.  
**NOW, THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Mansfield, in County of Warren, State of New Jersey as follows:

1. Chapter 77, Article II entitled "Police Department, Establishment and Organization" of the Township Code of the Township of Mansfield is hereby amended to add Subsection 77-28 entitled "Outside Employment of Off-Duty Police Officers".

**§77-28. Outside Employment of Off-Duty Police Officers**

- a) Members of the Mansfield Township Police Department shall be permitted to accept employment from private contractors to retain services of off-duty police officers as long as such times will not interfere with the efficient performance of regularly scheduled or emergency duty for the Township. The Township's needs for said police officers shall always take priority over scheduled off-duty work.
- b) If a contractor desires to contract with the Township of Mansfield for the off-duty services of a police officer, said contractor shall request the services through the Police Department. To the extent that

personnel are available, the Chief of Police or his/her designee may, but shall not be required to, assign a police officer to provide aforesaid off-duty services, and that sufficient funds have been deposited in an escrow account with the Township Finance Office to cover the anticipated costs of such off-duty assignments.

- c) The Township has established an escrow account dedicated to the payment of off-duty police officers for outside employment.
- d) The Police Department should be advised the following information from the contractor.
  - 1. The dates that off-duty police services and police vehicle(s) will be needed.
  - 2. An estimate of the number of hours the contractor anticipates using the off-duty police officer(s) and, if appropriate, police vehicles.
  - 3. Payment in form of a check payable to the Township to cover the cost of off-duty police services and use of any Township vehicle based on the estimated number of hours shall be submitted before the start of off-duty employment in accordance with State and Division of Local Government Services Regulations. If payment is not received prior to the services rendered, the police officer will not be compensated until payment for such services is received from the contractor.
- e) If a cancellation of services is made less than (1) one hour prior to the time the officer is scheduled to arrive on site, the contractor will be responsible for paying (3) three hours per scheduled officer to the Township at the officers off duty rate.
- f) If the contractor's estimated cost exceeds the actual cost incurred, then the Township shall, upon proper notice to the Finance Office, refund the remainder of the escrow account.
- g) The fees for the rate of payment for the outside employment of off-duty police officers shall be the current annual Sergeant's overtime rate and shall be set annually and/or as needed by resolution.
- h) In addition to the hourly rate established by resolution, an administrative fee of \$25.00 to \$35.00 per hour will be charged to contractor.
- i) All other ordinances in conflict or inconsistent with this ordinance are hereby repealed, to the extent of such conflict or inconsistency. In the event of inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Mansfield, the provisions hereof shall be determined to govern. All other parts, portions, and provisions of the Township Code are hereby ratified and confirmed, except where inconsistent with the terms hereof.
- j) If any article, section, subsection, paragraph, sentence, or clause of this Ordinance is for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect, and to this end the provisions of this ordinance are hereby declared severable.
- k) This ordinance shall take effect immediately upon final passage and publication according to law.

Deputy Mayor Mora Dillon opened the Public Hearing for Ordinance #022-2024. Seeing no one wishing to comment, the public hearing was closed. Mr. Mc Guinness, seconded by Mr. Hayes made a motion to adopt Ordinance #022-2024.

**RECORDED VOTE**

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

# ORDINANCE 022-2024

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, STATE OF NEW JERSEY APPROPRIATING \$22,000.00 FROM CAPITAL SURPLUS TO PROVIDE FOR PURCHASE OF (15) RIFLES FOR THE TOWNSHIP OF MANSFIELD POLICE DEPARTMENT

### STATEMENT OF PURPOSE

The purpose of this Ordinance is to appropriate \$22,000.00 from capital surplus for purchase of (15) rifles for the Township of Mansfield Police Department.

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, in the County of Warren, New Jersey as follows:

**SECTION 1.** The Township of Mansfield, in the County of Warren, New Jersey hereby appropriates \$22,200.00, fully funded by the capital surplus, for the purchase of (15) rifles for the Mansfield Township Police Department; and

**SECTION 2.** The capital budget of the Township of Mansfield is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith.

**SECTION 3.** This ordinance shall take effect ten (10), days after final publication hereof as provided by N.J.S.A. 40:49-9.

### RESOLUTIONS (TAKEN SEPARATELY)

Resolution #255-2024 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. Farino, Mr. Hayes, Mr. Mc Guinness, Mrs. Mora Dillon  
Nay: XXXXXX  
Absent: Mayor Watters  
Abstain: XXXXXX

## RESOLUTION 255-2024

### 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	\$ 725.32
CURRENT- 4-01	\$ 1,247,351.56
FEDERAL AND STATE GRANT FUND	\$ 676.00

DEVELOPER'S ESCROW	\$	345.00
OPEN SPACE TRUST	\$	3,050.00
DOG FUND	\$	345.00
TAX PREMIUM	\$	700.00
<b>TOTAL</b>	<b>\$</b>	<b>1,252,897.88</b>

**CONSENT AGENDA – PUBLIC PORTION**

Deputy Mayor Mora Dillon opened the Public Portion of the meeting for comments on the Consent Agenda. Seeing none, the Public Portion for Consent Agenda was closed.

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to remove Resolution #273-2024 from the Consent Agenda and add Resolutions #275-2024 and #276-2024 to the Consent Agenda.

**RECORDED VOTE**

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

**CONSENT AGENDA/RESOLUTIONS**

The following Resolutions #256-2024 through #272-2024 and Resolutions #275-2024 & #276-2024 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, Mrs. Mora Dillon  
 Nay: XXXXXX  
 Absent: Mayor Watters  
 Abstain: XXXXXX

**RESOLUTION 256-2024**

**RESOLUTION SETTING THE DATE FOR 2025 REORGANIZATION MEETING FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

**BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the 2025 Reorganization Meeting for the Township of Mansfield will be held on:

**Thursday, January 2, 2025 at 7:30 pm**

**BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that this meeting notice amendment shall be provided to and posted in two official newspapers within seven (7) days of its passing and shall be distributed according to law, with notice that official action may be taken

**RESOLUTION 257-2024**

**RESOLUTION ESTABLISHING TOWNSHIP COMMITTEE MEETING DATES FOR 2025 FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

**WHEREAS**, the Township Committee of the Township of Mansfield desires to notify the public of its regularly scheduled meeting for the year 2025; and  
**WHEREAS**, the Administrative Code of the Township of Mansfield states that the Township Committee of the Township of Mansfield shall meet regularly on the second and forth Wednesday at 7:30 p.m. with the exception

of any changes due to holidays.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee that the REGULAR MEETINGS of the Governing Body of the Township of Mansfield, County of Warren, State of New Jersey during the ensuing year of 2025 shall be held as follows:

Thursday, January 2, 2025 -Reorg Meeting	Wednesday, January 22, 2025
Wednesday, February 12, 2025	Wednesday, February 26, 2025
Wednesday, March 12, 2025	Wednesday, March 26, 2025
Wednesday, April 9, 2025	Wednesday, April 23, 2025
Wednesday, May 14, 2025	Wednesday, May 28, 2025
Wednesday, June 11, 2025	Wednesday, June 25, 2025
Wednesday, July 9, 2025	Wednesday, July 23, 2025
Wednesday, August 13, 2025	Wednesday, August 27, 2025
Wednesday, September 10, 2025	Wednesday, September 24, 2025
Wednesday, October 8, 2025	Wednesday, October 22, 2025
Wednesday, November 12, 2025	Tuesday, November 25, 2025 **
Wednesday, December 10, 2025	Tuesday, December 23, 2025 **

## **RESOLUTION 258-2024**

### **RESOLUTION ESTABLISHING THE 2025 HOLIDAY SCHEDULE FOR THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Holiday Schedule for January 2025 through December 2025, is as follows:

New Year's Day 2025	Monday, January 1, 2025
Martin Luther King Jr. Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Thursday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Election Day	Tuesday, November 4, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Eve (early close at 1 pm)	Wednesday, November 26, 2025
Thanksgiving	Thursday, November 27, 2025
Day after Thanksgiving	Friday, November 28, 2025
Christmas Eve (early close at 1 pm)	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve (early close at 3 pm)	Wednesday, December 31, 2025

## **RESOLUTION 259-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, APPOINTING JOANN GRIFFITH AS PART TIME LAND USE BOARD SECRETARY**

**WHEREAS**, the Township of Mansfield has utilized a shared service agreement with Washington Township, Morris County for the services of a Land Use Board Secretary; and

**WHEREAS**, the Township has determined it is in the best interest of the Township to not renew this shared

service agreement upon its completion on December 31, 2024; and

**WHEREAS**, the Township wishes to hire to fill the position of part time Land Use Board Secretary; and

**WHEREAS**, the Township Committee desires to appoint JoAnn Griffith, as Part Time Land Use Board Secretary based on her qualifications and experience; and

**WHEREAS**, Mrs. Griffith shall be employed on a part-time basis at an annual salary of \$7,500.00 and shall be scheduled to four hours per week in addition to the monthly meeting of the Land Use Board.

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Mrs. JoAnn Griffith be appointed as the Part Time Land Use Board Secretary at an annual salary of \$7,500 with a work schedule of four hours per week in addition to the monthly Land Use Board meeting effective January 1, 2025.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, this position is classified as part-time and is not eligible to participate in the medical benefits program or paid vacation or personal time off.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, Mrs. JoAnn Griffith will have working hours on Monday mornings from 8 am – 12 noon; if time is necessary to be made up, the day and time will be at the discretion of Mrs. Griffith.

## **RESOLUTION 260-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, APPOINTING JAMIE STEIN AS PART TIME QUALIFIED PURCHASING AGENT**

**WHEREAS**, the Township of Mansfield is in need of a Qualified Purchasing Agent as to better the service the purchasing needs of the municipality; and

**WHEREAS**, the Township advertised for the position, received resumes, and conducted interviews; and

**WHEREAS**, the Township Committee desires to appoint Jamie Stein, as Part Time Qualified Purchasing Agent based on her qualifications and experience; and

**WHEREAS**, Ms. Stein shall be employed on a part-time remote basis at an annual salary of \$6,000.

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Ms. Jamie Stein be appointed as the Part Time Qualified Purchasing Agent at an annual salary of \$6,000 with a remote work schedule effective January 1, 2025.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, this position is classified as part-time and is not eligible to participate in the medical benefits program or paid vacation or personal time off.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that this position is deemed remote and Ms. Stein is not required to have any working hours at the Municipal Building.

## **RESOLUTION 261-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, APPOINTING RISK MANAGEMENT CONSULTANT FOR 2025**

**WHEREAS**, the Township of Mansfield (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

**WHEREAS**, the "Fund" has requested its members to appoint individuals or entities to that position; and

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of Mansfield, in the County of Warren and State of New Jersey, as follows:

1. Township of Mansfield hereby appoints Skylands Risk Management, Inc. as its Risk Management Consultant for the year 2025.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2025 in the form attached hereto.

## **RESOLUTION 262-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, APPOINTING FUND COMMISSIONER & ALTERNATE FUND COMMISSIONER FOR 2025**

**WHEREAS**, the Township of Mansfield (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and **WHEREAS**, the Township of Mansfield (hereinafter "Local Unit" is a member of the Statewide Insurance Fund ( hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A 40A:10-36 *et seq.*; and

**WHEREAS**, the Fund's Bylaws require participating members to appoint a Fund Commissioner and Alternate Fund Commissioner to serve as representatives to the Fund.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby appoint Wendy Barras, Township Municipal Clerk as the Fund Commissioner for the Local Unit for the Fund Year 2025; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that Police Chief J. Michael MacDonough is hereby appointed as the Fund Alternate Fund Commissioner for the Local Unit for the Fund Year 2025; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Local Unit's Fund Commissioner is hereby authorized and directed to execute all such documents as required by the Fund and forward certified copies of this resolution to the Fund and to the Township of Mansfield Risk Management Consultant.

## **RESOLUTION 263-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING ACCEPTANCE OF CASH BOND FOR SIDEWALK PAD REPAIR – 106 MOUNTAIN VIEW LANE**

**WHEREAS**, the Township Engineer recommends that a cash bond be issued for sidewalk pad repair work to

be completed at 106 Mountain View Lane; and

**WHEREAS**, Ryan Homes, the developer of the property has submitted check number 732111 in the amount of \$500.00, representing the cash bond for sidewalk pad repair work to be completed at 106 Mountain View Lane; and

**WHEREAS**, the Township Engineer has recommended the acceptance of said payment.

**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 cash bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

## **RESOLUTION 264-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REFUND OF TAX SALE PROCEEDS DUE TO ERROR**

**WHEREAS**, the Tax Collector of the Township of Mansfield held the Tax Sale for unpaid 2023 taxes and water/sewer charges on November 20, 2024; and

**WHEREAS**, Warren Village Condo made a payment directly to Hackettstown MUA prior to the November 20, 2024 Tax Sale; and

**WHEREAS**, money associated with water/sewer fess need to be returned in order to resolve an error from the November 20, 2024 tax sale.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that a refund in the amount of \$991.24 be refunded to Warren Village Condo, 328 Changebridge Road, Pine Brook, New Jersey 07058, as resolution of this erroneous error.

## **RESOLUTION 265-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REFUND OF TAX SALE PROCEEDS DUE TO ERROR – TAX SALE CERT 24-00004**

**WHEREAS**, the Tax Collector of the Township of Mansfield held the Tax Sale for unpaid 2023 taxes and water/sewer charges on November 20, 2024; and

**WHEREAS**, Tax Sale Certificate 24-00004, associated with 2023 water/sewer charges, being owned by Warren Village Condo, needs to be canceled due to a tax sale error; and

**WHEREAS**, Pro Cap 8 FBO Firstrust Bank purchased the Tax Sale Certificate and is entitled to a refund in the amount of \$425.63.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, that a refund in the amount of \$425.63 be refunded to Pro Cap 8 FBO Firstrust Bank, P.O Box 774, Fort Washington, PA 19034-0774, as resolution of this erroneous sale.

Water/Sewer Refund \$425.63  
Premium \$200.00

## RESOLUTION 266-2024

### RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING PAYMENT TO HACKETTSTOWN MUNICIPAL UTILITIES AUTHORITY FOR UTILITIES TAX SALE

**WHEREAS**, the Tax Collector of the Township of Mansfield has advised the Committee that the properties listed below have refunds to be made in the amount of \$ 4,149.98, for 2023 Hackettstown MUA charges.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 11<sup>th</sup> day of December 2024, that the Tax Collector and the Township Finance Office are hereby authorized to refund \$ 4,149.98, to Hackettstown Municipal Utilities Authority for the following properties.

WATER/SEWER ACCOUNT #	ADDRESS	REFUND AMOUNT
12269-1	44 Slope Drive	\$ 341.86
19604-1	10 Hillside Road	\$ 823.69
16987-1	18 Canterbury Lane	\$ 797.10
12165-1	30 Hillside Road	\$1,490.35
12213-1	17 Elmwood Drive	\$ 696.98
<b>TOTAL</b>		<b>\$4,149.98</b>

Hackettstown Municipal Utilities Authority  
424 Hurley Drive  
PO Box 450  
Hackettstown, New Jersey 07840

## RESOLUTION 267-2024

### RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATES WITHIN TEN (10) DAYS OF TAX SALE

**WHEREAS**, the Tax Collector's Office has received payment on November 26, 2024, from Diana Tyson, for redemption prior to the issuance of Tax Sale Certificates in the name of Diana Tyson; and

**WHEREAS**, the Township of Mansfield Tax Sale was held on November 20, 2024, for unpaid 2023 taxes, and Port Murray Properties, LLC was the successful bidder on several properties; and

**WHEREAS**, Port Murray Properties LLC will be reimbursed since payment was received by the Township of Mansfield within 10 days of the issuance of the tax sale certificates as follows:

CERTIFICATE #	BLOCK / LOT	ADDRESS	OWNER	AMOUNT
24-00013	2701 / 10	Jackson Street	Diana Tyson	\$ 83.49
24-00014	2701 / 19	Jackson Street	Diana Tyson	\$ 37.86
24-00017	2712 / 12	Adams Street	Diana Tyson	\$ 38.85
24-00018	2712 / 14	Adams Street	Diana Tyson	\$ 60.67

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Tax Collector and Township Finance Office are hereby authorized to refund payment to:

Port Murray Properties, LLC  
50 State Route 183  
Netcong, New Jersey 07857

Lien Redemption: \$ 220.87

## **RESOLUTION 268-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATES WITHIN TEN (10) DAYS OF TAX SALE - CERTIFICATE 24-00012, BLOCK 2701 LOT 7**

**WHEREAS**, the Tax Collector's Office has received payment on November 26, 2024, from Diana Tyson, for redemption prior to the issuance of Tax Sale Certificate in the name of Diana Tyson; and

**WHEREAS**, the Township of Mansfield Tax Sale was held on November 20, 2024, for unpaid 2023 taxes, and there were no bidders for Block 2701 Lot 7; and

**WHEREAS**, Block 2701 Lot 7 was struck off to the municipality; and

**WHEREAS**, payment was received by the Township of Mansfield within 10 days of the issuance of the tax sale certificate as follows:

Lien Redemption	\$ 25.87
Interest on Cert	\$ .03
2024 Taxes	\$ 38.91
2024 Interest	\$ <u>1.36</u>

**TOTAL**                    **\$66.17**

## **RESOLUTION 269-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE WITHIN TEN (10) DAYS OF SALE, CERTIFICATE #24-00015, BLOCK 2704, LOT 18**

**WHEREAS**, The Tax Collector's Office has received payment on November 25, 2024, from Lincoln Manor Lien Robert Harper, for redemption prior to the issuance of Tax Sale Certificate 24-00015 on Block 2704 Lot 18 in the name of Lincoln Manor Lien Robert Harper; and

**WHEREAS**, the Township of Mansfield Tax Sale was held on November 20, 2024, for unpaid 2023 taxes, and Port Murray Properties, LLC was the successful bidder on Block 2704 Lot 18; and

**WHEREAS**, Port Murray Properties LLC will be reimbursed since payment was received by the Township of Mansfield within 10 days of the issuance of the tax sale certificate as follows:

Taxes for 2023	\$ 408.48
Interest as of 11/20/24	\$ 46.49
Cost of Sale	\$ 15.00
Redemption Penalty	\$ <u>9.40</u>

TOTAL \$ 479.37

Premium \$ 500.00

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Tax Collector and Township Finance Office are hereby authorized to refund payment to:

Port Murray Properties, LLC  
50 State Route 183

## **RESOLUTION 270-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING ACCEPTANCE OF A DRIVEWAY BOND FOR 110 MOUNTAIN VIEW LANE**

**WHEREAS**, in accordance with Mansfield Township code section 167-11 (Certificate of Occupancy) no certificate of occupancy shall be issued unless the driveway has been completed in accordance with the approved plan; and

**WHEREAS**, notwithstanding anything to the contrary hereinbefore mentioned, a developer may apply for a certificate of occupancy and defer completion of a driveway in accordance with the approved plan; provided however, such developer posts a driveway bond with the Township of Mansfield; and

**WHEREAS**, Ryan Homes, the developer of the property located at 110 Mountain View Lane has submitted check number 732075, in the amount of \$ 1,500.00, representing the driveway bond for the project; and

**WHEREAS**, the Township Engineer has recommended the acceptance of said payment.

**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 driveway bond stated above submitted by Ryan Homes is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to the developer.

## **RESOLUTION 271-2024**

### **RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING 2024 BUDGET TRANSFER APPROPRIATIONS**

**WHEREAS**, there are unexpended balances in various 2024 appropriations accounts not required for the balance of 2024; and

**WHEREAS**, additional sums are required for operating expenses of other Township appropriation accounts; and

**WHEREAS**, N.J.A. 40A:4-58 permits the transfer of funds from accounts with a surplus to cover such demands.

**NOW, THEREFORE, BE IT RESOLVED**, (not less than two-thirds of all members thereof affirmatively concurring) by the Township committee of the Township of Mansfield, County of Warren, State of New Jersey that the Finance Department is hereby authorized to make the following transfers in accordance with the provision of this resolution:

**CURRENT FUND**

<b>FROM:</b>		<b>TO:</b>	
Insurance Deductible	\$ 2,582.00	Workmen's Comp.	\$ 2,582.00
Finance Admin – SW	\$ 3,100.00	Planning Board OE	\$ 3,100.00
<b>TOTAL</b>	<b>\$ 5,682.00</b>		<b>\$ 5,682.00</b>

**RESOLUTION 272-2024**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY  
AUTHORIZING REFUND OF LANDSCAPING BONDS**

**WHEREAS**, Ryan Homes issued checks in the amount of \$ 1,500.00, for landscaping bonds to the Township of Mansfield, County of Warren; and

**WHEREAS**, there remains a balance in escrow accounts of \$ 1,500.00 for landscaping bonds; and

**WHEREAS**, the Township Engineer has determined that the escrows can be refunded.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Finance Office be authorized to refund the following to Ryan Homes.

Landscaping Bond	3 Mountain View Lane	\$ 1,500.00
Landscaping Bond	4 Mountain View Lane	\$ 1,500.00

**TOTAL REFUND TO RYAN HOMES**  
**\$ 3,000.00**

**RESOLUTION 275-2024**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY  
AUTHORIZING REJECTION OF BID FOR CONTRACT FOR ON CALL ROAD MAINTENANCE SERVICES**

**WHEREAS**, after the required legal advertising was published, a sealed bid was received in the Clerk's Office of the Municipal Building , Township of Mansfield on November 12, 2024 by the Township Clerk of the Township of Mansfield in accordance with N.J.S.A. 40A:11-1 et seq., "Local Public Contracts Law"; and

**WHEREAS**, a single bid was received from Salmon Bros, Inc., Netcong, NJ; and

**WHEREAS**, the single bid exceeds the cost estimates of the Township for the goods and services; and

**WHEREAS**, the Temporary Qualified Purchasing Agent hereby recommends that the single bid be rejected and the services be re-bid in accordance with N.J.S.A 40A;11-1 et seq., "Local Public Contracts Law"; and

**WHEREAS**, the Township Committee hereby accepts the recommendations of the Temporary Qualified Purchasing Agent.

**NOW, THEREFORE, BE IT RESOLVED**, the Township Committee of the Township of Mansfield, in the County of Warren and State of New Jersey hereby rejects the single bid received for the "on call road maintenance services" and authorizes the Qualified Purchasing Agent to re bid for services.

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY  
AUTHORIZING MUNICIPAL ALLIANCE GRANT THROUGH GOVERNOR'S COUNCIL ON SUBSTANCE  
USE DISORDER, JULY 1, 2024 THROUGH JUNE 30, 2025**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance ; and

**WHEREAS**, the Township of Mansfield further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in the community; and

**WHEREAS**, the Township of Mansfield has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Warren for the grant period of July 1, 2024 through June 30, 2025.

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

1. The Township of Mansfield does hereby authorize submission of a strategic plan for the Franklin/Mansfield/Washington Borough Municipal Alliance Grant for the fiscal year 2024 in the amount of:

GCSUD	\$5,660.00
Cash Match	\$1,415.00
In-Kind	\$4,245.00

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

**NEW BUSINESS:**


**COMMITTEE PERSON COMMENTS:** Mr. Hayes stated over five hundred (500) gifts were collected at the Toys for Tots event held on November 30<sup>th</sup>.

**EXECUTIVE SESSION**

There was no business warranting an Executive Session.

There being no further business, Mr. Hayes made a motion to adjourn. All present were in favor. The meeting was adjourned at approximately 7:44 p.m.

Attest,

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

