

**TOWNSHIP OF MANSFIELD TOWNSHIP COMMITTEE
REORGANIZATION MEETING OFFICIAL MINUTES
JANUARY 2, 2025**

Mayor Watters welcomed the public to the 2025 Reorganization meeting, and called the meeting to order at 7:30 p.m. Mayor Watters 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, Mr. Watters.
Also, present was Township Clerk Barras and Police Chief Mac Donough.

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

CERTIFICATION AND OATH OF OFFICE TO NEWLY ELECTED COMMITTEE MEMBERS:

The Township Clerk read the Election Statement, certified by the Warren County Board of Elections, for Municipal Offices filed in the General Election held on November 5, 2024.

Township Clerk Barras administered the Oath of Office to Mr. Joseph E. Watters, as a duly elected Township Committee member, for a three-year term to expire December 31, 2027.

ELECTION OF MAYOR AND OATH OF OFFICE:

On motion by Mrs. Mora Dillon, seconded by Mr. Mc Guinness, Mr. Watters was unanimously selected as Mayor and sworn into office for a one-year term to expire December 31, 2025.

Recorded Vote

Aye: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mr. Hayes & Mr. Watters
Nay: XXXXXX
Abstain: XXXXXX
Absent: XXXXXX

ELECTION OF DEPUTY MAYOR AND OATH OF OFFICE:

On motion by Mrs. Mora Dillon, seconded by Mr. Hayes, Mr. Farino was unanimously selected as Deputy Mayor and sworn into office for a one-year term to expire December 31, 2025.

Recorded Vote

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

COMMITTEE'S PROFESSIONAL APPOINTMENTS

Township Clerk Barras read the Pay to Play Statue, " In accordance with the pay to play statute, N.J.S.A. 19:44A-20.7, criteria has been established and the qualifications of each appointee have been evaluated, and nominations have been made based upon the determination that the person named best meets the criteria".

Mayor Watters requested a motion to make the following professional appointments for 2025. Mrs. Mora Dillon, seconded by Mr. Hayes made a motion to make the following professional appointments for 2025.

Recorded Vote

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

Nay: XXXXXX
Abstain: XXXXXX
Absent: XXXXXX

Township Attorney: Michael B. Lavery of Lavery, Selvaggi, & Cohen
(One (1) Year Term Expiring 12/31/2025)

Township Engineer: Boswell Engineering
(One (1) Year Term Expiring 12/31/2025)

Township Auditor: Samuel Klein & Co.
(One (1) Year Term Expiring 12/31/2025)

Township Financial Advisor: Phoenix Advisors
(One (1) Year Term Expiring 12/31/2025)

Township Bond Counsel: Gibbons, PC
(One (1) Year Term Expiring 12/31/2025)

Township Conflict Attorney: Robert B. Mc Briar of Schenck, Price, Smith & King
(One (1) Year Term Expiring 12/31/2025)

Information Technology Services: Nisivoccia Consulting
(One (1) Year Term Expiring 12/31/2025)

MUNICIPAL COURT APPOINTMENTS:

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to appoint Mr. Norman Albert, Esq. as Township Municipal Prosecutor for a one (1) year term expiring 12/31/2025.

Recorded Vote

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

Mrs. Mora Dillon, seconded by Mr. Hayes made a motion to appoint Mr. Donald J. Farino as Township Municipal Public Defender for a one (1) year term expiring 12/31/2025.

Recorded Vote

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

APPOINTMENTS TO COMMITTEES:

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to make the following appointment.

Mansfield Township Office of Aging Representative: Lilliane Buchanan
(One (1) year term expiring 12/31/2025)

Recorded Vote

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

Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to make the following appointment.

Mansfield Township Senior Citizens Coordinator: Lilliane Buchanan
(One (1) year term expiring 12/31/2025)

Recorded Vote

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

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to make the following appointment.

Recycling Coordinator & Clean Communities Coordinator: JoAnn Fascenelli

(One (1) year term expiring 12/31/2025)

Recorded Vote

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

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion to make the following appointment.

Warren County Solid Waste Advisory Council: Joseph Watters

(One (1) year term expiring 12/31/2025)

Recorded Vote

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

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to make the following appointment.

Musconetcong River Management Council

Township Representative: Paul Tarlowe

(One (1) year term expiring 12/31/2025)

Recorded Vote

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

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to make the following appointment.

Musconetcong River Management Council

Alternate Township Representative: James Mc Mekin

(One (1) year term expiring 12/31/2025)

Recorded Vote

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

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to make the following appointments to the Land Use Board.

Recorded Vote

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

Nay: XXXXXX
 Abstain: XXXXXX
 Absent: XXXXXX

Land Use Board Class1- term of Mayor/Committee member, Class II and III-1 year, Class IV-4 years

Name	Term Expires	Position
Bob Jewell	12/31/2025	Class II, Chair
Joe Farino	12/31/2025	Class I
Ron Hayes	12/31/2025	Class III
John Feller	12/31/2026	Class IV (filling an unexpired term)
Ralf Waegener	12/31/2028	Class IV
Pat Creedon	12/31/2028	Class IV
Matthew Weilgus	12/31/2028	Class IV
William Watters	12/31/2026	1 st Alternate
Brent Connelly	12/31/2025	2 nd Alternate
John Dorsch	12/31/2025	3 rd Alternate
Brian Hanisak	12/31/2026	4 th Alternate

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to make the following appointments to the Environmental Commission.

Recorded Vote

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

Environmental Comm 7 members/2 alternates

Name	Term Expires	Position
Ruth Pante	12/31/2025	Secretary – 2 yr term
Kathy Todd	12/31/2027	Chairperson – 3 yr term
James Mc Mekin	12/31/2027	3 yr term
Lindsay Gafford	12/31/2027	3 yr. term
	12/31/2027	3 yr. term
	12/31/2027	3 yr. term
	12/31/2025	Alternate #1- 2 yr. term (filling an unexpired term)
	12/31/2026	Alternate #2 – 2 yr. term

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made a motion for the following appointments to the Recreation Committee.

Recorded Vote

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

Recreation Committee - 7 members (3 yr terms)

Name	Term Expires	Position
Brian Bigham	12/31/2025	Director of Recreation Committee

Vacant	12/31/2025	Tennis
Vacant	12/31/2026	Field Hockey
Gene Melvin	12/31/2027	Basketball
Emily Adam	12/31/2027	Soccer
Brian Bigham	12/31/2027	Football

Mrs. Mora Dillon, seconded by Mr. Mc Guinness made the following appointments to the Open Space, Farmland Preservation, Conversation, Historical, and Recreation Commission.

Recorded Vote

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

Open Space, Farmland Preservation, Conservation, Historical & Recreation

7 members

Name	Term Expires	Term	Position
Ron Hayes	12/31/2025	1 year Term	Township Committee
	12/31/2026	3-year Term	Recreation
	12/31/2026	3-year Term	Historic Sites/Preservation
	12/31/2027	2-year Term	Citizen+

PROCLAMATION: Law Enforcement Appreciation Day

Mr. Mc Guinness read the Proclamation for Law Enforcement Appreciation Day into the Public Record.

PUBLIC PORTION:

Mayor Watters opened the Public Portion to the Public. Seeing no one wishing to comment, he closed the Public Portion.

RESOLUTIONS (TAKEN SEPARATELY)

Resolution #001-2025 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
 Abstain: Mr. Farino
 Absent: XXXXXX

RESOLUTION 001-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY PAYMENT OF MUNICIPAL OBLIGATIONS

WHEREAS, Purchase Order # 24-00086 in the amount of \$275.00 was pulled from Resolution 277-2024 at the Township Committee meeting on December 23, 2024 due to lack of quorum for the majority vote.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Purchase Order #24-00086 in the amount of \$275.00 payable to Donald J.

Farino for Public Defender Services therefore be paid.

PUBLIC PORTION:

Mayor Watters opened the Public Portion for the Consent Agenda to the Public. Seeing no one wishing to comment, he closed the Public Portion.

CONSENT AGENDA

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to remove Resolutions #031-2025 & #035-2025 from the Consent Agenda.

Recorded Vote

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

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to adopt by consent Resolutions #002-2025 through #030-2025 and #032-2025 through #034-2025.

Recorded Vote

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

RESOLUTION 002-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY ESTABLISHING 2025 DEPOSITORIES

WHEREAS, N.J.S.A. 40A:5-14 mandates that the Governing Body of a municipal corporation, shall by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies, banks or trust companies having their places of business in the State and organized under the laws of the United States and this State.

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

- 1. Unity Bank
- 2. TD Bank

Be and are hereby designated as depositories for municipal deposits and escrow deposits for the Township of Mansfield ending December 31, 2025.

BE IT FURTHER RESOLVED, prior to the deposit of any municipal funds in the aforementioned depositories, said entity shall file, with the Township Treasurer, a statement indicating that the bank is insured under the Government Units Deposit Protection Act (R.S. 17:9-41)

RESOLUTION 003-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY DESIGNATING 2025 OFFICIAL NEWSPAPERS

BE IT RESOLVED, by the Township Committee of the Township of Mansfield , County of Warren, State of New Jersey that:

1. The Daily Record
2. The Express Times – NJ Zone

Be and hereby designated as official newspapers for the Township of Mansfield for the year ending December 31, 2025.

RESOLUTION 004-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING CERTAIN MUNICIPAL OFFICES AND POSITIONS FOR THE YEAR 2025

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2025 through December 31, 2025 to the following respective municipal offices and/or positions of the Township of Mansfield:

Deputy Tax Collector	JoAnn Fascenelli
Deputy Treasurer	JoAnn Fascenelli
Assistant Chief Financial Officer	JoAnn Fascenelli
Deputy Township Clerk	Illena Raffaele
Deputy Registrar	Illena Raffaele
Acting Department of Public Works Supervisor	Harry Appleby, Jr.
Machinery Operators	Gene Armbrrecht George Hage Pasqualino Petrocelli Daryle Silverthorn
Mechanic/Laborer	Kenneth Purdy Ayden Mc Garry
Certified List Officer	Jason Laliker
Affordable Housing Liaison	JoAnn Fascenelli
Police Secretary	Joan Kries
Environmental/Open Space Secretary	Ruth Pante

RESOLUTION 005-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING TOWNSHIP COMMITTEE SUBORDINATE COMMITTEES AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2025:

	CHAIR PERSON	VICE CHAIR PERSON
Municipal Alliance	Glenn Mc Guinness	Joseph Watters
Public Building/Public Works	Joe Farino	Desiree Mora Dillon
Shared Services	Joseph Watters	Desiree Mora Dillon
Police & Safety	Ronald Hayes	Glen Mc Guinness
Fire and Emergency Management	Ronald Hayes	Desiree Mora Dillon
Recreation	Desiree Mora Dillon	Ronald Hayes
Environmental Commission	Glenn Mc Guinness	Ronald Hayes
Finance	Desiree Mora Dillon	Joseph Farino
Judiciary	Desiree Mora Dillon	Joseph Watters
Personnel	Desiree Mora Dillon	Joe Farino
School Liaison	Joseph Watters	Desiree Mora Dillon
Economic Development	Glenn McGuinness	Joseph Watters
Open Space	Ronald Hayes	Glenn Mc Guinness

RESOLUTION 006-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING TAX SEARCH OFFICER

BE IT RESOLVED, that Karin E. Ughetta be the official Tax Search Officer for the Township of Mansfield for the year ending December 31, 2025.

RESOLUTION 007-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING ASSESSMENT SEARCH OFFICER

BE IT RESOLVED, that Wendy Barras, Township Municipal Clerk, be the official Assessment Search Officer for the Township of Mansfield for the year ending December 31, 2025.

RESOLUTION 008-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING REDACTORS, AS MANDATED BY DANIEL'S LAW

WHEREAS, there exists a need for the appointment of a redactor for the Township of Mansfield to carry out the redaction protection mandated by Daniel's Law; and

WHEREAS, Daniel's Law works with the State, County, and Local Government agencies to shield the protected information of Covered Persons as the law defines them from disclosure on those agencies' websites, so that consistent and effective privacy protections are provided to these Persons, who serve the people of the State of New Jersey every day; and

WHEREAS, the redactors will be registered with the Department of Community Affairs; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Wendy Barras, Township Municipal Clerk, is hereby appointed Redactor and Illena Raffaele, Deputy Clerk, as backup Redactor for matters pertaining to Daniel's Law effective through December 31, 2025.

NOW, THEREFORE BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Department of Community Affairs.

RESOLUTION 009-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, the Township of Mansfield has declared that the opportunity for all Socially and Economically Disadvantaged (SED) business concerns should exist for free entry into business, growth and exposure; and

WHEREAS, the Township must ensure that a fair proportion of the Township's total purchases and contracts for construction, property supplies and services, etc. be placed with SED businesses. The policy hereby declared by the Township of Mansfield shall not be inconsistent with the Set-Aside Act for SED businesses, N.J.S.A. 52:32-17, et seq., Local Public Contracts Law: N.J.S.A. 40A:11-41, et seq., and the N.J. Wastewater Trust Act; N.J.S.A. 58:11-B-1, et seq.,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey to implement this action and serve as a sponsor for these activities, the Governing Body hereby appoints Wendy Barras, Township Municipal Clerk to serve as the "Public Agency Compliance Officer".

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Rohini C. Gandhi, Administrator of the Office of Equal Opportunity Public Contracts Assistance, N.J.D.E.P

RESOLUTION 010-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE DEFENSE, PROSECUTION AND SETTLEMENT OF TAX APPEALS

WHEREAS, the Township Committee of the Township of Mansfield has determined to authorize the Tax Assessor, Jason Laliker, of the Township with the advice and consent of the Township Attorney, to defend tax appeals brought against the Township and stipulate the settlements with respect to certain tax appeals and to take appeals, as he shall determine to be necessary.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, and the State of New Jersey, they being the Governing Body thereof, as follows:

1. The Tax Assessor of the Township of Mansfield is hereby authorized, on behalf of the Township of Mansfield, with the advice and consent of the Municipal Attorney, to prosecute and defend tax appeals and to settle tax appeals.
2. A copy of this Resolution shall be sent to the Tax Assessor of the Township of Mansfield.

RESOLUTION 011-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING LAND USE BOARD CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that Wendy Barras, Township Municipal Clerk, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certification as to the approval of subdivisions of land or lands in the Township of Mansfield for 2025.

RESOLUTION 012-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY ESTABLISHING A CASH MANAGEMENT PLAN

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. CASH MANAGEMENT POLICY

A. Objectives: The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1)Security: The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2)Credit Risk: Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual

securities will be *minimized*.

- 3) Interest Rate Risk: Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:
- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
 - (b) By investing operating funds primarily in shorter-term securities.
- 4) Liquidity: The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).
- 5) Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

B) Standards of Care

(1) Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with the State Law and this policy. The Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

(2) Ethics and Conflicts of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer, The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to

regulate the activities of subordinate officials.

III. AUTHORIZED INVESTMENTS.
A. Investment of Idle Funds

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest excess public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (3) The New Jersey State Cash Management Fund.

IV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is not unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Township or by a third-party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals with by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

V. REPORTING REQUIREMENTS:

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- C. All other information which may be deemed reasonable from time to time by the governing body of the Township.

VI. TERM OF PLAN.

This Plan shall be in effect from January 1, 2025 to December 31, 2025. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township

committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

RESOLUTION 013-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OF ASSESSMENTS

WHEREAS, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

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

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency
2. Effective January 1, 2025 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.
5. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

RESOLUTION 014-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE CANCELLATION OF TAX REFUNDS AND OR DELINQUENCIES OF LESS THAN (\$10.00) DOLLARS

WHEREAS, the Governing Body of the Township of Mansfield finds and declares that N.J.S.A. 40A:5-17-1 empowers authorized municipal employees to process the cancellation of tax refunds and or delinquencies of less than ten (\$10.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that the Municipal Tax Collector is qualified to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars, and

WHEREAS, the Governing Body further finds and declares that it is in the best interest of the citizens of the Township of Mansfield for the Municipal Tax Collector to be authorized to process the cancellation of tax refunds and/or delinquencies of less than Ten (\$10.00) Dollars in accordance with N.J.S.A. 40A:5-17-1.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of Mansfield, County of Warren, State of New Jersey that the Municipal Tax Collector is hereby authorized to process the cancellation of tax refunds or delinquencies of less than Ten (\$10.00) Dollars during the calendar year of 2025 in accordance with *N.J.S.A. 40A:5-17-1*.

RESOLUTION 015-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS AND REMIT PAYROLL TAXES

WHEREAS, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Health Insurance, State Income tax deductions and to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions; and

WHEREAS, it is the intent of the Township Committee to pay the above at the required intervals.

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

That the Chief Financial Officer be and is hereby authorized to:

- Transfer sufficient funds from Current Fund to the Payroll Account.
- Remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law.
- Remit New Jersey State Health Insurance payment by Electronic Funds Transfer.
- Reissue of lost or mutilated checks after stop payment has been enforced.
- Banks for investment purposes, internal transfers, and debt service obligations.

RESOLUTION 016-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY TO APPROPRIATE A TEMPORARY BUDGET FOR CURRENT YEAR 2025

WHEREAS, N.J.S. 40 A; 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2025 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty (30) days of January 2025; and

WHEREAS, the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$7,738,099.43.

WHEREAS, 26.25% of the total appropriations in the 2024 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2024 budget is the sum of \$

2,031,251.10.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for their records.

RESOLUTION 017-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE

WHEREAS, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2024; and

WHEREAS, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

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 is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2025.

RESOLUTION 018-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY APPOINTING CERTIFYING OFFICER FOR DIVISION OF PENSIONS AND BENEFITS

WHEREAS, the State of New Jersey, Department of Treasury, Division of Pensions and Benefits requires all municipalities to designate a Certifying Officer and Supervising Certifying Officer to certify the accuracy and validity of all documents and forms sent to the Division of Pensions and Benefits.

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

1. The Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be JoAnn Fascenelli, Assistant CFO;
2. The Supervising Certifying Officer for the Township of Mansfield Public Employees Retirement System and Police and Fire Retirement System shall be Bryan Courter, Temporary Chief Financial Officer;
3. A certified copy of this resolution shall be filed with the State of New Jersey, Department of Treasury, Division of Benefits of Pensions.

RESOLUTION 019-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY CONTINUING AUTHORIZATION FOR THE REIMBURSEMENT OF ONE- FOURTH THE COSTS OF MEDICAL BENEFITS TO ELIGIBLE EMPLOYEES WAIVING COVERAGE

WHEREAS, all full-time employees of the Township of Mansfield working 35 or more hours per week and part-time employees who are regularly scheduled to work 30 hours or more per week are eligible to receive medical benefits; and

WHEREAS, medical benefits include medical insurance; and

WHEREAS, some employees may experience an unwanted duplication of benefits; and

WHEREAS, those employees with duplication may seek to waive insurance coverage and be reimbursed up to one-fourth of the cost for same; and

WHEREAS, Employees are entitled to this benefit after two (2) months of employment.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, New Jersey, the Chief Financial Officer will pay through payroll, subject to inclusion on Federal W-2 Wage and Tax Statement, an amount equal to one-fourth (25%) of the Township's cost (calculated as the cost of the medical benefit, minus the employee's contribution) to provide the plan type the employee qualifies for (i.e. Family, Single, Parent/Child, Husband/Wife). Employees waiving coverage after May 21, 2010 are limited to a maximum \$ 5,000.00 per year reimbursement.

BE IT FURTHER RESOLVED, that the said payment will be made through the bi-weekly payroll of every month for a total twenty-six (26) payments per year.

RESOLUTION 020-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY TO ESTABLISH DEPARTMENT CHANGE FUNDS

WHEREAS, it is necessary to make change for the public when payments are made; and

WHEREAS, the municipal departments have expressed a need for a change fund in order to better serve the public;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that a change fund for the following departments be set as follows:

Municipal Court	\$300.00
Tax Collector	\$ 50.00
Municipal Clerk	\$ 50.00
Police Department	\$ 50.00

RESOLUTION 021-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY POLICY GOVERNING EMERGENCY PURCHASES

WHEREAS, section N.J.S.A. 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State's Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

WHEREAS, according to N.J.A.C. 5:34-6.1(b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

WHEREAS, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Township Committee of the Township of Mansfield, has determined that the following procedures shall apply.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Township of Mansfield.

A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to N.J.S.A. 40A:11-6 and corresponding rules, N.J.A.C. 5:34-6.1, subject to the following requirements:

- a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);
- b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);
- c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made;
- d. The emergency purchasing procedure may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Township of Mansfield to plan for the purchase of any required goods or service(s);
- e. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;
- f. Under no circumstances shall the emergency purchasing procedures be used to enter into a multi-year contract; g. Any emergency condition(s) in which the estimated cost is in excess of the bid threshold shall be approved by the Township Committee.

B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY

- a. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Office Manager or Chief Financial Officer of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;
- b. If the Chief Financial Officer/Finance Office is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;
- c. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Chief Financial Officer/Finance Office a written report (Certification of Request for Emergency Purchases) providing the information referenced above;
- d. In the Chief Financial Officer's or Finance Office absence, the chain of command for adherence to the requirements shall be:

1. Township Clerk
2. Chief of Police
3. Superintendent of Public Works
4. Township Attorney

RESOLUTION 022-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE ASSISTANT CFO TO MAINTAIN THE PETTY CASH FUND

WHEREAS, it is necessary to designate a custodian of petty cash in order to ensure internal controls over the use of the Petty Cash Fund; and

WHEREAS, the Township of Mansfield has determined that the petty cash fund will be in the amount of \$75.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, New Jersey that Assistant CFO, JoAnn Fascenelli be designated as Custodian of Petty Cash.

RESOLUTION 023-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY ESTABLISHING THE RATE FOR OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE

WHEREAS, the Code of the Township of Mansfield provides for a rate of payment of police coverage in quasi-public matters under Ordinance 021-2024; and

WHEREAS, the rate established therein may be changed from time to time by resolution of the Township Committee; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the charge for quasi-public services shall be paid as follows:

Uniformed Police Officer	\$ 84.00
Administrative Costs	\$ 26.00

The applicant for such services shall deposit sufficient funds to cover costs in advance which will be kept in escrow with the Finance Department and any balance refunded upon written request.

RESOLUTION 024-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING OFFICIALS TO SIGN WARRANTS FOR MANSFIELD TOWNSHIP SHARED COURTS

BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that warrants for Mansfield Township Shared Courts are authorized to be signed by the following:

Orchid Santana
Jammillah Alexis
Bianca Watkins

Municipal Court Administrator
Deputy Court Administrator
Raritan Township Court Administrator (back-up)

RESOLUTION 025-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING PURCHASING FROM MORRIS COUNTY CO-OP CONTRACT #2 FOR #2 FUEL OIL (FOR HEATING) FROM FINCH FUEL OIL CO., INC., PO BOX 468, KEARNY, NEW JERSEY 07032

WHEREAS, the Township of Mansfield wishes to purchase #2 Fuel Oil (for heating) under the Morris County Co-Op; and

WHEREAS, Morris County Co-Op awarded a contract to Finch Fuel Oil Co., Inc., PO Box 468, Kearny, New Jersey, 07032; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2025 budget for \$ 7,000.00 and the line- item appropriation pending budget adoption to be charged is 5-01-31-430-0000-4410; and

WHEREAS, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

WHEREAS, it is the recommendation of the Chief Financial Officer to purchase #2 Fuel Oil (for heating) through the Morris County Co-Op.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Finch Fuel Oil Co., Inc., PO Box 468, Kearny, New Jersey, 07032 through December 31, 2025.

RESOLUTION 026-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING SUBMISSION RECYCLING TONNAGE GRANT APPLICATION (2024)

WHEREAS, The Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, It is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, The New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, The recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, A resolution authorizing this municipality to apply for the 2024 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycle and to indicate the assent of the Township of Mansfield to the Efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, Such a resolution should designate the individual authorized to ensure the application is properly

completed and timely filed.

NOW, THEREFORE, BE IT RESOLVED by the Township of Mansfield Committee of the Township of Mansfield that the Township of Mansfield hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates JoAnn Fascenelli, Certified Recycling Professional to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

RESOLUTION 027-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING A PROFESSIONAL SERVICE CONTRACT FOR PAYROLL ACCOUNTING SERVICES

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et. Seq) requires that the Township Committee adopt a resolution to award a contract for Professional Services without competitive bids; and

WHEREAS, the term of this contract is a (2) two-year contract with a one-year extension clause; the commencement date will be from January 1, 2023 through December 31, 2024; and

WHEREAS, if either party does not terminate this contract in writing ninety days prior to the termination date, then this contract will renew for an additional one (1) year term, ending on December 31, 2025; and

WHEREAS, Action Data Services will provide payroll accounting services as sought by the Township of Mansfield at the annual compensation not to exceed \$15,000.00 per their proposal dated July 3, 2023 on file in the Finance Office; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2025 budget for \$15,000.00 and the line-item appropriation pending budget adoption to be charged is 5-01-20-130-0000-4145.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Action Data Services, 17 Sherwood Lane, Fairfield, New Jersey 07004.

RESOLUTION 028-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY TO AUTHORIZE PARTICIPATION IN THE STATE HEALTH BENEFITS PROGRAM OF THE STATE OF NEW JERSEY

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield,

1. The Township of Mansfield, County of Warren, New Jersey – Tax ID 22-6002061 hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission.
2. The Township of Mansfield will have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.

3. The Township of Mansfield will be maintaining United Health Care as the dental plan for the Township's employees on a volunteer basis.
4. In accordance with **N.J.A.C. 17:9-4.6**, the minimum requirement for full time status is 30 hours per week on average.
5. As a participating employer the Township will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. Bryan Courter, Temporary Chief Financial Officer and/or JoAnn Fascenelli, Assistant CFO, are hereby appointed to act as Certifying Officer in the administration of this program.
7. This resolution will take effect immediately.

RESOLUTION 029-2025

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
TO ADOPT THE PROVISIONS OF CHAPTER 48
(N.J.S.A. 52:14.17.38) UNDER WHICH A PUBLIC EMPLOYER MAY AGREE TO PAY FOR THE STATE
HEALTH BENEFITS PROGRAM (SHBP) COVERAGE OF CERTAIN RETIREES**

WHEREAS, the Township of Mansfield hereby elects to adopt the provisions of N.J.S.A. 52:14-17.38 and adhere to the rules and regulations promulgated by the State Health Benefits Commission and School Employees Health Benefits Commission to implement the Provisions of that law; and

WHEREAS, the resolution affects employees shown on the attached Chapter 48 Resolution Addendum. It is effective on the 1st day of July, 2017; and

WHEREAS, the Township is aware that adoption of this resolution does not free the Township of the obligation to pay for post retirement medical benefits of retirees or employees who qualified for those payments under any Chapter 88 Resolution or Chapter 48 Resolution adopted previously by this governing body; and

WHEREAS, the Township determines this Resolution will remain in effect until properly amended or revoked with the SHPP. The Township recognizes that, while the Township remains in the SHBP, the Township is responsible for providing the payment for post-retirement medical coverage as listed in the attached Chapter 48 Resolution Addendum for all employees who qualify for this coverage while this resolution is in effect.

WHEREAS, the Township understands the requirement to provide the Division of Pensions and Benefits complete copies of all contracts, ordinances, and resolutions that detail post- retirement medical payment obligations the Township undertakes. The Township recognizes that it may be required to provide the Division with information needed to carry out the terms of this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey agrees to abide by the terms and requirements contained herewith in this Resolution.

NOW, THEREFORE BE IT, FURTHER RESOLVED, this resolution shall take effect immediately.

RESOLUTION 030-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING PURCHASING FROM WARREN COUNTY CO-OP #WC2458 FOR ROCK SALT FROM ATLANTIC SALT, INC., 134 MIDDLE STREET, SUITE 210, LOWELL, MA 01852

WHEREAS, the Township of Mansfield wishes to purchase Rock Salt under the Warren County Co-Op; and

WHEREAS, Warren County Co-Op Pricing System awarded a contract to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2025 temporary budget for \$ 15,000.00 and the line-item to be charged is 5-01-26-291-0000-5210; and

WHEREAS, the Township is authorized to make purchases through cooperative and state contracts pursuant to N.J.S.A. 40A:11-10 and 12; and

WHEREAS, it is the recommendation of the Chief Financial Officer to authorize the purchase of this ice deterrent product through the Warren County Co-Op Pricing System.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852 through December 31, 2025.

RESOLUTION 032-2025

RESOLUTION AUTHORIZING REIMBURSEMENT OF BACKGROUND CHECKS FOR VOLUNTEER COACHES

WHEREAS, P.L 1999, Chapter 432 (N.J.S.A. 15A:3A-1 et seq) authorizes and provides for criminal history record background checks of volunteers of non-profit youth serving organizations; and

WHEREAS, the Township of Mansfield requires background checks for its volunteer coaches; and

WHEREAS, the Township of Mansfield desires to reimburse the volunteer coaches for the cost of getting the background check; and

WHEREAS, the Township of Mansfield desires to limit the reimbursement to the head coach and one assistance coach for each of its youth recreation sports; and

WHEREAS, the Township of Mansfield would require that submission of receipts for reimbursement of background checks be in the finance office within (1) one month of the date of the background check; and

WHEREAS, the funding for this item will be raised in the current budget under recreation.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the following be approved and that funding will be raised in the current 2025 budget.

RESOLUTION 033-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING CONTINUATION OF AN AWARD OF CONTRACT FOR LAWN MOWING AND TRIMMING SERVICES

WHEREAS, in 2023 the Township of Mansfield solicited RFP's (Request for Proposals) for Lawn Mowing and Trimming Services; and

WHEREAS, the Township Committee awarded the contract to ACF Greenscapes, Inc. for the base bid of \$ 47,978.00 for Lawn Mowing and Tree Trimming for Municipal Parks and Municipal Properties as stated in the RFP; and

WHEREAS, the term of this contract will expire November 1, 2025; and

WHEREAS, the Chief Financial Officer has certified that funds are requested in the 2025 budget for \$47,978.00 and the line-item appropriation pending budget adoption to be charged is 5-01-310-0000-4231, Buildings and Grounds – Grass Cutting.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Chief Financial Officer be authorized to issue purchase orders to ACF Greenspaces, Inc., 10 Brantwood Terrace, Hackettstown, New Jersey 07840.

RESOLUTION 034-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING SALARIES AND WAGES OF TOWNSHIP EMPLOYEES FOR 2025

WHEREAS, Ordinance Number 2024-019 establishes the salaries and wages for the employees of the Township of Mansfield, County of Warren.


NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employees shall be compensated for the year 2025, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Desiree Mora Dillon	Committee Member	\$ 4,740.00
Joseph Farino	Committee Member	\$ 4,740.00
Ronald Hayes	Committee Member	\$ 4,740.00
Glenn D. McGuinness	Committee Member	\$ 4,740.00
Joseph Watters	Committee Member	\$ 4,740.00
Wendy Barras	Certified Municipal Clerk	\$ 83,025.00
Illena Raffaele	Deputy Clerk	\$ 51,516.35
Bryan Courter	P/T Chief Financial Officer	\$ 33,312.50
Jamie Stein	P/T Qualified Purchasing Agent	\$ 6,000.00
JoAnn Fascenelli	Assistant CFO	\$ 88,062.26
JoAnn Fascenelli	Deputy Tax Collector	\$ 0.00
JoAnn Fascenelli	Certified Recycling Professional	\$ 0.00
Thomas Silvia	Zoning Officer	\$ 42.03/Hour
Karen Ughetta	P/T Certified Tax Collector	\$ 41,000.00
Jason Laliker	P/T Tax Assessor	\$ 27,073.55

JoAnn Griffith	P/T Land Use Board Secretary	\$ 7,500.00
Ruth Pante'	Environmental Commission Secretary	\$ 1,259.70
Ruth Pante'	Open Space/Historical Secretary	\$ 341.45
Joan Kries	Police Admin. Assistant	\$ 56,904.93
James MacDonough	Chief of Police	\$161,140.00
Anthony Sillett	Sergeant	\$116,162.00
Jeffrey Gilbert	Patrolman	\$107,557.00
Michael Citarelli	Sergeant	\$116,162.00
Michael Camerata	Sergeant	\$116,162.00
Almin Hodzic	Sergeant	\$ 116,162.00
Eleanor Russell	Sergeant	\$ 116,162.00
David A. Hanf	Patrolman	\$ 94,321.00 1 Jan-1 July
David A. Hanf	Patrolman	\$ 107,557.00 2 July-31 Dec
John W. Robinson	Patrolman	\$ 80,846.00 1 Jan – 6 Oct
John W. Robinson	Patrolman	\$ 87,583.00 7 Oct – 31Dec
Brian Black	Patrolman	\$ 74,109.00
Robert T. DePasquale	Patrolman	\$ 74,109.00 1 Jan – 1 July
Robert T. DePasquale	Patrolman	\$ 80,846.00 1 Jan – 1 July
Zachary Cregar	Patrolman	\$ 67,372.00 1 Jan – 1 Feb
Zachary Cregar	Patrolman	\$ 74,109.00 2 Feb – 31Dec
Brain J. Clarke	Patrolman	\$ 67,372.00 1 Jan – 1 July
Brian J. Clarke	Patrolman	\$ 74,109.00 2 July –31Dec
Michael McDonald	Patrolman	\$ 60,634.00 1 Jan – Apr 26
Michael McDonald	Patrolman	\$ 67,372.00 Apr 27–31Dec
Michael Camerata	Detective Stipend	\$ 1,000.00
David Hanf	Detective Stipend	\$ 1,000.00
Michael Camerata	EMT Stipend	\$ 1,100.00
Brian Kostenbader	Emergency Management Director	\$ 2,000.00
Nicholas Vazquez	Deputy Emergency Mgt. Director	\$ 534.00
Harry Appleby, Jr.	Acting DPW Supervisor	\$ 74,825.00
Kenneth Purdy	Mechanic/Laborer	\$ 63,416.40
Pasqualino Petrocelli	Laborer/Driver/Operator	\$ 46,297.80
Aydan McGarry	Mechanic/Laborer	\$ 51,000.00
Daryle Silverthorn	Labor/Driver/Operator	\$ 41,820.00
Gene Armbrrecht	Labor/Driver/Operator	\$ 41,820.00
George Hage	Part-Time Laborer (28 hrs/wk)	\$ 26.00/Hr.
Harry Appleby, Jr.	Recycling Attendant	\$ 45.60/Hr.
Kenneth Purdy	Recycling Attendant	\$ 45.60/Hr.
Pasqualino Petrocelli	Recycling Attendant	\$ 45.60/Hr.
Aydan McGarry	Recycling Attendant	\$ 45.60/Hr.
Daryle Silverthorn	Recycling Attendant	\$ 45.60/Hr.
Gene Armbrrecht	Recycling Attendant	\$ 45.60/Hr.
George Hage	Recycling Attendant	\$ 45.60/Hr.
Orchid Santana	Municipal Court Administrator	\$ 84,050.00
Jammillah Alexis	Deputy Court Administrator	\$ 61,500.00
Charles E. Carro	Judge	\$ 74,315.96
Orchid Santana	Call-Outs	\$ 55.00/Call Out

Mayor Watters and the Committee discussed received correspondence.

With no further business to attend to, Mr. Hayes made a motion to adjourn. The 2025 Reorganization Meeting adjourned at approximately 7:52 p.m.


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