

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
APRIL 9, 2025**

This is a regular meeting of the Township of Mansfield Committee. This meeting is being held in compliance with the "OPEN PUBLIC MEETINGS ACT," because adequate notice of this meeting has been provided by notifying the Express Times NJ Zone and The Daily Record, and by posting notice of such meeting in the Municipal Building and by filing of said notice with the Township Clerk of the Township of Mansfield. Formal action may be taken at this meeting.

The Regular Meeting was called to order at 7:30 pm by Mayor Watters who read the "Sunshine Statement" indicating the meeting was being held in accordance with the Open Public Meetings Act.

ROLL CALL

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

Absent: Mrs. Mora Dillon

Also, present were Township Attorney Lavery, Township Clerk Wendy Barras, Township Engineer Richard Quamme, and Chief J. Michael MacDonough.

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

PROCLAMATION: Mr. Mc Guinness read the Proclamation for Earth Day 2025 into the Public Record.

PRESENTATION: ENVIRONMENTAL COMMISSION – Ms. Lindsay Gafford presented a conceptual design for a pollinator plant garden at Cafferata Park. Township Engineer cited possible issue due to the possibility of being an "old-school" detention basin of the proposed location. If so, nothing can be planted there and the Commission will need to propose an alternative location. Mr. Quamme stated he would go and inspect the basin.

APPROVAL OF MINUTES

March 26, 2025 – EXECUTIVE SESSION

Mr. Hayes , seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from March 26, 2025.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Watters

Nay: XXXXXX

Absent: Mora Dillon

Abstain: Farino

March 26, 2025 – REGULAR SESSION

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from March 26, 2025.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Watters

Nay: XXXXXX

Absent: Mora Dillon

Abstain: Farino

CLERK'S REPORT – Township Clerk Barras reported:

- Copier Lease expires this month. Quotes were reviewed by the Finance Dept and Mrs. Mora Dillon and found most desirous to proceed with the Canon as most cost effective. The resolution authorizing the contract is on the consent agenda this evening.
- The County Clerk performed the ballot draw for the committee petitions that were received and the order on the ballot will be Bollard, Mora Dillon, and Mc Guinness. Both Republican and Democrat ballots are now box style as a means to prevent voting down the line. Mail in ballots will start being mailed on 4/16
- Emails have been emailed to all LGO's required to file financial disclosure statements. The deadline is April 30th to avoid any fines imposed by the State
- The updated home page of the website has two new features – one a forms and documents page so that users can easily locate permit applications on one page and instead of searching for the individual dept. and there is now an SDL portal link. This feature enables users to establish at no charge an account with SDL and will be able to view construction permit status for any permit that was entered into SDL, which is the software used by the Building Dept. in Washington Twp.
- Need to pull Purchase Order #25-00279 in the amount of \$599.76 to Scott Gaskill from the bills list this evening as there was an error on how Mr. Gaskill should be paid.

ENGINEER'S REPORT - Mr. Quamme reported the DOT application for Synder Road Project Section 2 is awaiting certification from the Upper Delaware Soil Conservation. Once received, will re send back to the DOT for approval. When DOT approval is received, the Township can advertise the bid. Award of contract must be made by June 30th.

PUBLIC PORTION

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

Zack Kline, 15 Slope Dr., discussed the ongoing issue of speeding in the Diamond Hill Neighborhood. Chief MacDonough addressed his concerns and solutions.

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

ORDINANCE -PUBLIC HEARING AND SECOND READING

Mayor Watters opened the Public Hearing for Ordinance #005-2025. Seeing no one wishing to comment, the Public Hearing was closed. Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Ordinance 005-2025.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters
 Nay: XXXXXX
 Absent: Mora Dillon
 Abstain: XXXXXX

ORDINANCE 005-2025

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
 AMENDING AND SUPPLEMENTING CHAPTER 322 OF THE TOWNSHIP CODE ENTITLED TRAILERS
 AND TRAILER CAMPS**

STATEMENT OF PURPOSE

The purpose of this Ordinance is amend and supplement Chapter 322 of the Township Code entitled Trailers and Trailer Camps

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey

wishes to amend Chapter 322 entitled "Trailers and Trailer Camps" to update the licensing permit requirements fees and regulations for removal and placement of trailers.

WHEREAS, the Township Committee believes that such amendments are in the best interest of the Township as to protect the health, safety, and welfare of its residents.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that Chapter 322- Trailers and Trailer Camps is hereby amended and supplemented to update the licensing permit requirements and fees and regulations for removal and placement of trailers.

SECTION 1

Additions to this Section shall be delineated by underline text, thusly.

Deletions to this Section shall be delineated by strikethrough text, ~~thusly~~.

§322-1 Definitions

As used in this article, the following terms shall have the meaning indicated:

Trailer or Mobile Home – a vehicle which is or may be used for living or sleeping purpose and is so designed that it is or may be mounted on wheels and used as a conveyance whether through its own or other motive power, excepting, however, such a device used exclusively upon stationary rails or tracks.

Trailer Park or Mobile Home Park – Shall mean any site, lot, field, or tract of land upon which one (1) or more occupied trailers or mobile homes are harbored either free of charge or for revenue purposes, and includes any buildings, structure, enclosure or vehicle used or intended for use as a part of the equipment of such trailer park.

§322-2 Trailer Camp Licensing

§322-2.1 License Required.

No person shall:

- a. Erect, create, establish, maintain, or operate a trailer park within the Township unless a license has first been obtained therefore in accordance with the requirements of this section; or
- b. Place, harbor, maintain, or operate any trailer upon any parcel of land within the Township unless such parcel has been duly licensed as trailer park pursuant to the provisions of this section.

§322-2.2 Contents of License Application

- A. Application for such license either for an initial license, renewal of such license, or transfer license shall be presented in writing to the Township Clerk and shall set forth the following:
 1. Name and address of the owner of the premises/property.
 2. Name and address of the person, if different from the owner of the premises, intending to manage and operate the trailer park.
 3. A description of the premises to be used.
 4. An agreement signed by the owner of the premises and the person intending to manage and operate the trailer park to comply with all of the provisions and regulations now or hereafter promulgated by ~~any branch of the Township government~~ the Township Committee or the laws and regulations of the State of New Jersey, ~~and the United States of America.~~
 5. Statement of the sewage disposal, water, and toilet facilities to be provided.
 6. The maximum number of trailers to be accommodated.
 7. Provisions made for the disposal of trash, garbage, and other waste materials.
 8. A statement of approval from the ~~Township Health Officer~~ Warren County Health Department confirming that all facilities are in compliance with regulations set forth as stated by ordinance
- B. Map of Premises. Each application for either an initial license, renewal of such license, or transfer of license shall be accompanied by a map or plan drawn to scale of the land and premises to be used for a trailer park, which shall set forth the proposed trailer sites, roadways, fresh water supply system, fire hydrants, and diagram of the sewage disposal facilities.

C. Inspection Fee. Each application for either an initial license, renewal of such license, or transfer of license shall be accompanied by an inspection fee of ~~\$25,~~ \$50 which shall be paid into the Treasury of the Township to the office of the Township Clerk.

D. Application Review. Upon receipt of each application for license, in proper form, the Township shall refer the same to the ~~Health Officer, Building Inspector, Construction Official, Fire Chief, Fire Marshal,~~ and Zoning Officer. Each such officer shall forthwith review the application and view the proposed site and either approve or ~~disapprove~~ deny the application setting forth in writing the reasons for such denial. The application shall then be referred to the Township Committee for final determination as to whether the application shall be granted or refused.

§322-5 Removal of wheels prohibited.

It shall be unlawful for any person owning, operating or using any such trailer camp, trailer or mobile home park, trailer or unit to remove or cause to be removed the wheels or similar transportation devices from any trailer or unit, or otherwise permanently affix it to the ground in such a manner as would prevent the ready removal of such trailer or mobile home unit without having first obtained a permit so to do from the Township ~~Building Inspector~~ Zoning Officer and Construction Official.

§322-6 License fees

B. Individual trailer fee. In addition to the annual license fee prescribed in the preceding subsection, the Township shall collect from the licensee a license fee of ~~\$2.50~~ \$5.00 per trailer for each week or part thereof, through which such trailer is located in the trailer park or camp.

D. Transfer fee. The fee for transfer of the annual license shall be ~~\$10~~ \$50.00.

Article II. Placement and Removal

§322-9 Permit required. Permit for placement and removal of trailer or mobile home; application information
~~No person shall cause a trailer or mobile home to be placed within a trailer park or mobile home park or removed therefor from the Township Clerk.~~

- A. A zoning application for such permit shall be presented to the Township describing herein whether a placement or removal of a trailer or mobile home and shall set forth the following:
 - 1. Name and address of the owner of the trailer.
 - 2. Serial number, body type, size, number of rooms
 - 3. Name and address of the trailer camp or mobile home park where it will be placed and the exact location therein.
 - 4. Attached to the application shall be a map or sketch, indicating the location and dimensions of the premises upon which the mobile home or trailer is located, the approximate location of the mobile home or trailer thereon and the approximate location of any other permanent improvements thereon.
- B. A \$40 fee shall accompany the zoning application.
- C. A building permit application shall be presented to the Township for a placement of a trailer or mobile home and shall set forth the following.
 - 1. Name and address of the applicant.
 - 2. The location by reference to the Official Tax Map of the Township of the mobile home or trailer.
 - 3. The manufacturer, type, size, and year of construction of the mobile home or trailer.
 - 4. The serial number, identification number or registration number, or the like of the mobile home or trailer.
 - 5. The approximate outer dimensions of the trailer or mobile home and the dimensions of each interior room.
 - 6. Affirmation that the mobile home or trailer is connected to an approved water supply and septic system and has an electrical service.
- D. A building permit application shall be presented to the Township for removal of a trailer or mobile home, and shall set forth the following:
 - 1. Name and address of the applicant.
 - 2. The location by reference to the Official Tax Map of the Township of the mobile home or trailer.

3. Affirmation the sewerline has been capped, the propane tank has been removed, and the electricity has been capped/safed off.

~~§322-10 Permit for placement of trailer; application information~~

~~Application for such permit shall be presented in writing to the Township Clerk and shall set forth the following:~~

- ~~A. Name and address of the owner of the trailer.
B. Serial number, body type, size, number of rooms, date of construction, date of purchase and consideration paid therefor.
C. Name and address of the trailer camp where it will be placed and the exact location therein.
D. Such other information as may be required by the Tax Assessor or Clerk.~~

~~§322-11 Permit for removal of trailer; application information~~

~~Application for such permit shall be presented in writing to the Township Clerk and shall set forth and have attached thereto the following:~~

- ~~A. Name and address of the owner of the trailer and the serial number thereof.
B. Name and address of the trailer camp in which it is located and the exact location therein.
C. Certificate from the tax search officer or other designated official that no taxes or assessments for local improvements are due or delinquent on this trailer.~~

~~§322-12 Fees.~~

~~The fee for the application to place or remove a trailer shall be \$10.~~

SECTION III.

Repealer. Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Mansfield inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION IV.

Severability. The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

SECTION V.

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

RESOLUTIONS (TAKEN SEPARATELY)

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Resolution 109-2025 with the exclusion of Purchase Order #25-00279 in the amount of \$599.67 payable to Scott Gaskill and Purchase Order #25-00248 in the amount of \$900.00 payable to Broschious, Fisher, & Zaiter.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: Farino

RESOLUTION 109-2025

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

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and

WHEREAS, the Township Committee further finds and declares that said obligations have been itemized on

the annexed schedules, which are hereby deemed part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Temporary Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

BILLS LIST	
CURRENT- 4-01	\$ 3,158.00
CURRENT- 5-01	\$ 1,207,389.24
FEDERAL AND STATE GRANT FUND	\$ 9,043.93
DEVELOPER'S ESCROW	\$ 43.75
DOG FUND	\$ 30.00
TOTAL	\$ 1,219,664.92

****Purchase Order's #25-00248 & #25-00279 were pulled from the Bills List.**

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to adopt Resolution #110-2025.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: Farino

RESOLUTION 110-2025

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
TO APPROVE THE TEAMSTERS LOCAL 469 COLLECTIVE BARGAINING ARGREEMENT**

WHEREAS, the Township of Mansfield has been involved in collective bargaining with the Teamsters Local 469; and

WHEREAS, an agreement has been reached between both parties; and

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 Mayor and Township Clerk are hereby authorized to execute the Agreement and any further memorialization and/or formalization of such Agreement between the Township of Mansfield and the Teamsters Local 469 for the years 2022, 2023, 2024, and 2025.

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Resolution #111-2025.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: XXXXXX

RESOLUTION 111-2025

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
AUTHORIZING EMERGENCY ADDITIONAL TEMPORARY BUDGET APPROPRIATIONS IN
ACCORDANCE WITH N.J.S.A. 40A:4-20 (TEMPORARY APPROPRIATIONS)**

WHEREAS, pursuant to N.J.S.A. 40A:4-19 the Township Committee of the Township of Mansfield adopted a Resolution to provide temporary funds for the period from January 1, 2025, until the adoption of the Operating Budget for the Township of Mansfield, New Jersey; and

WHEREAS, additional appropriations will be required from April 9, 2025, until the adoption of the budget; and

WHEREAS, N.J.S.A. 40A:4-20 provides that the governing body by two-thirds vote may make temporary emergency appropriations for any purposes for which appropriations may lawfully be made for the period between the beginning of the current fiscal year and the date of the adoption of the budget for said year.

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:

1. The Township Committee by a two-thirds vote of its full membership hereby amends its temporary budget by making the following emergency temporary appropriations:

CURRENT FUND	\$ 2,000,000.00
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2. This action shall take effect April 9, 2025.
3. A copy of this resolution shall be immediately filed with the Director of Local Government Services by the Township Clerk of the Township of Mansfield.

CONSENT AGENDA – PUBLIC PORTION

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

CONSENT AGENDA/RESOLUTIONS

The following Resolutions #112-2025 through #122-2025 as filed in the Township Clerk’s Office, were adopted on motion by Mr. Hayes and seconded by Mr. Mc Guinness.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: XXXXXX

RESOLUTION 112-2025

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,
STATE OF NEW JERSEY AUTHORIZING THE ESTABLISHMENT OF A THRESHOLD FOR
RUSSIA/BELARUS CERTIFICATION**

WHEREAS, on April 15, 2021 President Joseph Biden entered Executive Order 14024, Blocking property with Respect to Specified Harmful Foreign Activities of the Government of the Russian Federation, which declared a national emergency to deal with the threat from the Russian Federation and limited certain transactions; and

WHEREAS, on March 9, 2022, P.L 2022, c.3, was approved, which took effect immediately and shall expire upon the revocation of Executive Order 14024; and

WHEREAS, P.L. 2022, c.3 impacts procurement by local contracting units as defined under the Local Public Contracts Law, and the Township of Mansfield is such a local contracting unit; and

WHEREAS, P.L. 2022, c. 3, persons or entities on the State Treasury’s Russia-Belarus list cannot enter into or renew a contract for provision of goods and services with a local contracting unit and when a contract for

goods or services is awarded, renewed, amended, or extended, a local contracting unit shall require a vendor or contractor to certify they are not identified on the State Treasury's Russia- Belarus list; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services Local Finance Order 2022-24 had initially indicated that the threshold award of \$1000 would trigger the need to obtain a certification from a vendor or contractor; and

WHEREAS, Local Finance Notice 2023-11 superseded LFN 2022-24 and clarified that the \$1000.00 threshold referenced previously by the LGS was the State threshold as noted in Treasury Circular 23-09 DPP and that a local contracting unit "should rely on the advice of legal counsel in determining whether to apply its own local quote threshold to the Russia-Belarus certification"

WHEREAS, as the Township of Mansfield has a Qualified Purchasing Agent, and as such, has a higher bid threshold of \$44,000 and may establish a threshold amount of \$6,600.00 for contracts for goods and services before implementing the requirement of Russia-Belarus certification from a vendor or contractor.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that local threshold amount for obtaining a Russia-Belarus certification shall be 15 percent of the applicable bid threshold established for contracts for goods and services for a local contracting unit with a Qualified Purchasing Agent, with that amount currently being \$6,600.00; and

NOW, THEREFORE BE IT FURTHER RESOLVED, a vendor is required to submit a certification of persons and entities engaging in prohibited activities of Russia and Belarus, pursuant to P.L., c.3, for any contract for goods or services exceeding 15% of the applicable bid threshold, that amount currently being \$6,600.00.

RESOLUTION 113-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING REFUND OF LAND USE BOARD APPLICATION ESCROW BALANCE

WHEREAS, The Freedom Group, issued check number 11121 dated April 19, 2021, (Rensselaer Commercial Property- Food Recycling Concept) to the Township of Mansfield; and

WHEREAS, there remains a balance of \$43.75, in the escrow amount; and

WHEREAS, the account has been inactive since November, 2021 and has been determined that the escrow balance can be refunded.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township Finance office be authorized to refund the amount of \$43.75 to The Freedom Group.

RESOLUTION 114-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING ACCEPTANCE OF A CASH BOND FROM TONNELLE CHICKEN, LLC (POPEYE'S) (LANDSCAPING AND GRADING)

WHEREAS, in accordance with the Township of Mansfield Ordinance Code 360-29, the Township Engineer has determined the cash bond amount for landscaping and grading; and

WHEREAS, Tonnelle Chicken, LLC has submitted a check numbers 20682 and 20683, dated March 28, 2025, for a total of \$12,500.00, representing the cash bond for (Popeye's); 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, State of New Jersey that the cash bond stated above submitted by Tonnelle Chicken, LLC is hereby accepted. The Township Municipal Clerk is authorized and directed to forward a copy of this resolution to Tonnelle Chicken, LLC.

RESOLUTION 115-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING LIEN REDEMPTION BLOCK 1302.01, LOT 1 QUALIFIER Q-FARM

WHEREAS, the Tax Collector of the Township of Mansfield has advised the Township Committee that the following property has been redeemed and the money due thereon has been paid to the Township of Mansfield Tax Collector; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey this 9th day of April, 2025, that payment in the amount of \$21,908.66, is to be made to the certificate holder as noted:

<u>CERTIFICATE HOLDER</u>	<u>BLOCK/LOT</u>	<u>CERTIFICATE #</u>
ATCF II NJ LLC, Taxserv Cust P.O. Box 69239 Baltimore, MD 21264	Block 1302.01 Lot 1 Q-Farm	22-00006

LIEN REDEMPTION **\$21,908.66**

RESOLUTION 116-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, IN THE COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE ACCEPTANCE OF GRADING BONDS FOR 63 AND 65 REDWOOD RUN

WHEREAS, in accordance with the August 9, 2016, Developer's Agreement between the Township of Mansfield and Meadows at Mansfield, LLC. (Section 3.4) no Certificate of Occupancy temporary or permanent, shall be issued until completion of all required improvements for that applicable Certificate of Occupancy has been certified to the Township Committee by the Township Engineer; and

WHEREAS, the Township Engineer has determined that the developer has not completed all the necessary grading at 63 and 65 Redwood Run in accordance with the site plan and is required to post Grading Bonds with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the properties located at 63 and 65 Redwood Run has submitted the following payments representing the grading bonds:

CHECK # 732496	DATED 3/20/25	\$ 1,500.00	63 Redwood Run Grading Bond
CHECK # 732495	DATED 3/20/25	\$ 1,500.00	65 Redwood Run Grading Bond

WHEREAS, the Township Engineer has recommended the acceptance of said payments.

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 grading bonds 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 117-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING DECLARATION OF THE OWNER OF BLOCK 1501.08 LOT 2, AS A TOTALLY DISABLED VETERAN AND EXEMPT FROM PROPERTY TAXES

WHEREAS, the Tax Assessor of the Township of Mansfield has granted an exemption of property taxes for a totally disabled veteran who owns and resides at Block 1501.08 Lot 2; and

WHEREAS, the owner at this property has submitted the necessary paperwork verifying his/her exempt status; and

WHEREAS, the Tax Assessor has declared this property owner totally exempt in accordance with **N.J.S.A. 54:403.30** effective March 11, 2025; and

WHEREAS, the Tax Collector has calculated the following taxes that should be refunded and cancelled as of March 11, 2025; and

WHEREAS, taxes in the amount of \$265.28 were paid for the first quarter 2025 taxes and \$265.27 is due for the second quarter of 2025; and

WHEREAS, in accordance with **N.J.S.A. 54:4-3:32**, the Township is authorized to cancel charges and issue a refund to the property owner of Block 1501.08, Lot 2 in the amount of \$61.90 .

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, does hereby adopt this Resolution and authorizes the Tax Collector to refund the total amount of \$61.90 to the owner of Block 1501.08, Lot in accordance with **N.J.S.A. 54:4-3:32** and authorizes the cancellation of \$265.27 for the second quarter Of 2025.

RESOLUTION 118-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING DECLARATION OF THE OWNER OF BLOCK 1602 LOT 28, AS A TOTALLY DISABLED VETERAN AND EXEMPT FROM PROPERTY TAXES

WHEREAS, the Tax Assessor of the Township of Mansfield has granted an exemption of property taxes for a totally disabled veteran who owns and resides at Block 1602 Lot 28; and

WHEREAS, the owner at this property has submitted the necessary paperwork verifying his/her exempt status; and

WHEREAS, the Tax Assessor has declared this property owner totally exempt in accordance with **N.J.S.A. 54:403.30** effective March 21, 2025; and

WHEREAS, the Tax Collector has calculated the following taxes that should be refunded and cancelled as of March 21, 2025; and

WHEREAS, taxes in the amount of \$1,607.85 were paid for the first quarter 2025 taxes and \$1,607.85 is due for the second quarter of 2025; and

WHEREAS, in accordance with *N.J.S.A. 54:4-3:32*, the Township is authorized to cancel charges and issue a refund to the property owner of Block 1602, Lot 28 in the amount of \$178.64 .

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, does hereby adopt this Resolution and authorizes the Tax Collector to refund the total amount of \$178.64 to the owner of Block 1602, Lot 28 in accordance with *N.J.S.A. 54:4-3.32* and authorizes the cancellation of \$1,607.85 for the second quarter Of 2025.

RESOLUTION 119-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE EXTENSION OF THE 2025 BUDGET INTRODUCTION AND ADOPTION DATES

WHEREAS, the Local Finance Board has authorized revisions to the statutory budget deadlines as per Local Finance Notice 2024-20 dated December 18, 2024; and

WHEREAS, the revised dates allow municipalities to extend the statutory budget introduction date from February 10 to March 31 (or the date of the next regularly scheduled meeting of the governing body) and the budget adopted from March 20 to March 30 (or the date of the next regularly scheduled meeting of the governing body), in calendar year 2025: and

WHEREAS, to avail itself of these revised dates, the governing body must adopt a resolution no later than March 31; and

WHEREAS, due to an unexpected resignation of the previous Temporary Chief Financial Officer, the Finance Department and the present Temporary Chief Financial Officer deem it necessary to extend the introduction of the budget to no later than May 15, 2025 with an adoption no later than June 12, 2025.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the Township hereby avails itself to the revised budget introduction and adoption calendar dates for the calendar year 2025 as follows:

Budget Introduction Date extended to on or before May 15, 2025

Budget Adoption Date extended to on or before June 12, 2025

NOW, THEREFORE BE IT FURTHER RESOLVED, that the temporary budget appropriations are hereby extended as may be necessary to accommodate this extension of the budget introduction and adoption dates.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Temporary Chief Financial Officer is directed to submit a certified copy of this resolution to the Director of Local Government Services using the Financial Automation Submission Tracking (FAST) system, as required by Local Finance Notice LFN 2024-20.

RESOLUTION 120-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING THE HIRING OF A MUNICIPAL COURT FULL-TIME VIOLATIONS CLERK – M. JIMENEZ

WHEREAS, the Township Committee pursuant to the recommendation of the Court Administrator deem it necessary to hire a full-time violations clerk for the Municipal Court; and

WHEREAS, Ms. Marisa N. Jimenez applied for the position and was interviewed by the Municipal Court Judge, Municipal Court Administrator, and Deputy Court Administrator; and

WHEREAS, the interviewing panel determined Ms. Jimenez was the best applicant for the position based upon her impressive qualifications and performance; and

WHEREAS, the Court Administrator along with the Township Committee has extended an offer of employment to Ms. Jimenez for the full-time violations clerk in the Municipal Court effective April 14, 2025 in the amount of \$42,000 annually; and

WHEREAS, Ms. Jimenez will be enrolled in the New Jersey State Pension Plan and has the option to be enrolled in the New Jersey State Health Benefits Program or receiving a medical waiver payment; and

WHEREAS, Ms. Jimenez will be entitled to sick and vacation time as outlined in the Township's employee handbook; and

WHEREAS, this position will have a ninety (90) day trial period, which may be extended at the discretion of the Court Administrator.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey does hereby adopt this Resolution extending an offer of employment offer to Ms. Marisa N. Jimenez per the above.

RESOLUTION 121-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY RESCINDING RESOLUTION # 094-2025, AUTHORIZING LIEN REDEMPTION, BLOCK 2811, LOT 6

WHEREAS, Resolution # 094-2025, Authorizing Lien Redemption for Block 2811, Lot 6 was adopted at the Township Committee on March 12, 2025; and

WHEREAS, the Tax Collector has determined there was an error regarding the lien redemption as stated in Resolution #094-2025 and therefore needs to be rescinded.

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 Resolution #094-2025 adopted on March 12, 2025 authorizing a lien redemption for Block 2811, Lot 6 is hereby rescinded as per the Tax Collector's acknowledgement of an error in said lien redemption.

RESOLUTION 122-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING LEASE AND MAINTENANCE AGREEMENT WITH CANON FOR IMAGE RUNNER ADVANCE DX 3926I COPIER FOR TOWNSHIP CLERK'S OFFICE

WHEREAS, the Township of Mansfield wishes to lease an Image Runner Advance Dx 3926i Copier from Canon for the Township Clerk's Office; and

WHEREAS, the lease with maintenance agreement for the copier will be \$256.00 per month for thirty six (36) months and the payments include 19,500 black and white print images quarterly and excess images at \$0.008 and 2,700 color print images quarterly and excess images at \$0.058; and

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

WHEREAS, the total lease amount for the Lexmark XM 3350 Copier is \$9,216.00, therefore to be in compliance with N.J.S.A 40A:11-3(a) three additional quotes were received; and

WHEREAS, the Temporary Chief Financial Officer has certified the funds are available in Acct # 5-01-20-100-0000-4060 from appropriation in the 2025 approved budget and future budgets, subject to adoption.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Mansfield, County of Warren, State of New Jersey that the Township Committee hereby authorizes the copier lease of an Image Runner Advance Dx 3926i from Canon for the Township's Clerk office for a term not to exceed thirty six (36) months at \$256.00 per month.

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

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

COMMITTEE PERSON COMMENTS: None

EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #123-2025 for an Executive Session of the Township Committee.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: XXXXXX

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

Contractual

Solar Panels – Municipal Buildings
Purchase Order #25-00248
Soil Conservation Permit Application – Synder Road Improvement Project, Section 2

Attorney Client Privilege

OPRA – Police Records Custodian & Deputy Custodian

RESOLUTION 123-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING EXECUTIVE SESSION OF THE TOWNSHIP COMMITTEE

WHEREAS, the Township Committee of the Township of Mansfield is authorized, pursuant to N.J.S.A. 10:4-12 to exclude the public from that portion of this meeting for purposes of discussing specific matters as permitted by N.J.S.A. 10:4-12; and;

WHEREAS, the Township Committee of the Township of Mansfield intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12, in Executive Session; and

WHEREAS, at this time the Township Committee of the Township of Mansfield cannot determine the time when the discussion to be held in Executive Session will be made public, but will disclose the minutes of the Executive Session when the need for confidentiality no longer exists.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, that this meeting shall be adjourned to an Executive Session and the public will be excluded in order that the Township Committee of the Township of Mansfield may discuss the items listed below:

Contractual

Solar Panels – Municipal Buildings

Purchase Order #25-00248

Soil Conservation Permit Application – Synder Road Improvement Project, Section 2

Attorney Client Privilege

OPRA – Police Records Custodian & Deputy Custodian

At approximately 8:06 p.m., the Committee went into Executive Session.

RETURN TO REGULAR SESSION

On a motion by Mr. Hayes, seconded by Mr. Mc Guinness, the Township Committee voted to return to public session at approximately 8:27 p.m.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters

Nay: XXXXXX

Absent: Mora Dillon

Abstain: XXXXXX

Mr. Lavery announced the following discussed in Executive Session:

Contractual.

Solar Panels – Municipal Buildings

Purchase Order #25-00248

Soil Conservation Permit Application – Synder Road Improvement Project, Section 2

Attorney Client Privilege

OPRA – Police Records Custodian & Deputy Custodian

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

Mr. Mc Guinness, seconded by Mr. Farino made a motion to authorize payment of Purchase Order #25-00248 in the amount of \$900.00.

RECORDED VOTE

Aye: Mc Guinness, Farino, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: Hayes

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Resolution #124-2025 designating a public records custodian and deputy for the Police Department.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: XXXXXX

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to authorize the Mayor and Township Clerk to sign off on the soil conservation permit application for the Snyder Road Improvement Project Section 2.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Farino, Watters
Nay: XXXXXX
Absent: Mora Dillon
Abstain: XXXXXX

There being no further business, Mr. Hayes made a motion to adjourn. All present were in favor. The meeting was adjourned at approximately 8:29 p.m.

Attest,



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