

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
JULY 23, 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, Mrs. Mora Dillon, Mr. Farino, Mayor Watters

Absent:

Also, present were Township Attorney Lavery, Township Clerk Barras, Township Engineer Richard Quamme, Asst. CFO JoAnn Fascenelli, and Deputy Clerk Illena Raffaele.

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

APPROVAL OF MINUTES

July 9, 2025 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to approve the Executive Session meeting minutes from July 9, 2025.

RECORDED VOTE

Aye: Hayes, Mora Dillon, Farino, Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: Mc Guinness

July 9, 2025 – REGULAR SESSION

Mr. Hayes, seconded by Mr. Farino made a motion to approve the Regular Session meeting minutes from July 9, 2025.

RECORDED VOTE

Aye: Hayes, Mora Dillon, Farino, Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: Mc Guinness

CLERK'S REPORT – Township Clerk Barras reported the following:

- Police vehicle 28-14 has been sold via Municibid, winning auction was \$8,000. The Clerk's office is to be receiving payment via Fed Ex on Thursday and then will contact the buyer to arrange for pick-up which must be on or before August 5th
- Property auction for Block 601.03 Lot 55 has been scheduled on 9/17 through Maxx Spann. The buyer's contract has been forwarded to Attorney Lavery's office for review.
- Statewide Safety Grant –With the Committee's approval will be moving forward with securing the grant for a lift gate for one of DPW vehicles.
- Road Maintenance Bid is due on Tuesday, August 5th.

FINANCE & EMPLOYEE'S REPORT

Mrs. Fascenelli stated estimated tax bills have been mailed out with a due date of 8/1 and grace period till 8/12. The adjacent owner of Block 601.03/Lot 55 has been notified of the upcoming property auction and given instructions for bidding. The purchasing policy has been amended to reflect the increased bid threshold from \$44,000 to \$53,000.

ENGINEER'S REPORT

Mr. Quamme reported the following:

- Snyder Road Section 2 Improvement Project – pre con meeting was held on 7/16 and contractor is submitting his construction schedule with exact start date.
- Mitchell Rd. Improvement – project must be awarded before 10/31/25, design team met with DPW Acting Supervisor to confirm project scope. Design is in process.
- Route 57/Thomas Knoll Blvd. sight distance issue – a letter is being drafted by Attorney Mc Briar to be sent to the developer.

PUBLIC PORTION

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

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

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to add Resolution #198-2025 to the Consent Agenda.

RECORDED VOTE

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

ORDINANCE -PUBLIC HEARING AND SECOND READING

Mayor Watters opened the Public Hearing for Ordinance 020-2025. Seeing no one wishing to comment, the Public Hearing was closed. Mr. Hayes, seconded by Mr. Mc Guinness made a motion to adopt Ordinance 020-2025.

RECORDED VOTE

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

ORDINANCE 020-2025

ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 182 OF THE TOWNSHIP CODE ENTITLED FEES MOST NOTABLY, SECTION 182-3, ENTITLED "TOWNSHIP CLERK"

STATEMENT OF PURPOSE

The purpose of this Ordinance is amend and supplement Chapter 182, Section 182-3, Township Clerk.

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

SECTION 1. Chapter 182, Section III, is hereby amended as follows:

§182-3 Township Clerk

Special Circumstance Inspection Escrow Fee as determined by Township Engineer: \$1,000.00

SECTION 2. Unless otherwise set forth herein, all other terms and any applicable fees set forth in Chapter 182, Fees shall be and remain unchanged.

SECTION 3. Any ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 4. Severability. If any portion of this Ordinance is found to be invalid for any reason by any court of competent jurisdiction, such judgement shall be limited in its effect only to that portion of the ordinance actually invalidated and shall not be deemed to affect the operation of any other portion thereof.

SECTION 5. This ordinance shall take effect upon adoption and publication according to law.

Mayor Watters opened the Public Hearing for Ordinance 021-2025. Seeing no one wishing to comment, the Public Hearing was closed. Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to adopt Ordinance 021-2025.

RECORDED VOTE

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

ORDINANCE 021-2025

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
PROVIDING FUNDS BY APPROPRIATING FUNDS AVAILABLE IN THE GENERAL CAPITAL
RESERVES TO FINANCE THE PURCHASE AND OUTFITTING OF TWO POLICE VEHICLES**

STATEMENT OF PURPOSE

The purpose of this Ordinance is to authorize the appropriation of funds from General Capital Reserves to finance the purchase and outfitting of two police vehicles

WHEREAS, the sum of \$130,000.00 is presently available in the General Capital Reserves; and

WHEREAS, the Chief of Police has requested the purchase of two (2) police vehicles and the Temporary Township Chief Financial Officer has determined that such sum should be appropriated from the General Capital Reserves to be used to fund the purchase of outfitting of two (2) police vehicles; and

WHEREAS, the Township Committee determines it is in the best interest of the Township to utilize the said sum of \$130,000.00 in the General Capital Reserves to finance such purchase and expenditure.

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

SECTION 1. The sum of \$130,00.00 is hereby appropriated from the General Capital Reserves to be used to fund the purchase and outfitting of two (2) police vehicles.

SECTION 2. The General Capital Reserves budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistencies herewith.

SECTION 3. If any section, sub-section, paragraph, sentence, or any other part of this ordinance is

adjudged unconstitutional or invalid, such judgement shall not affect, impair or invalidate the remainder of this ordinance.

SECTION 4. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5. This ordinance shall take effect upon adoption and publication according to law.

ORDINANCE: INTRODUCTION AND FIRST READING

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to introduce Ordinance 022-2025.

RECORDED VOTE

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

ORDINANCE 022-2025

**ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY
PROVIDING FUNDS BY APPROPRIATING FUNDS AVAILABLE IN THE GENERAL CAPITAL
RESERVES TO FINANCE THE PURCHASE OF A 2026 FORD 350 4X4 VEHICLE FOR THE
DEPARTMENT OF PUBLIC WORKS**

STATEMENT OF PURPOSE

The purpose of this Ordinance is to authorize the appropriation of funds from General Capital Reserves to finance the purchase of a 2026 Ford 350 4x4 Vehicle for the Department of Public Works

WHEREAS, the sum of \$60,000.00 is presently available in the General Capital Reserves; and

WHEREAS, the Acting Supervisor of the Department of Public Works has requested the purchase of a 2026 Ford 350 4x4 Vehicle for the Department of Public Works Vehicle Fleet and the Temporary Township Chief Financial Officer has determined that such sum should be appropriated from the General Capital Reserves to be used to fund the purchase of such vehicle; and

WHEREAS, the Township Committee determines it is in the best interest of the Township to utilize the said sum of \$60,000.00 in the General Capital Reserves to finance such purchase.

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

SECTION 1. The sum of \$60,000.00 is hereby appropriated from the General Capital Reserves to be used to fund the purchase of a 2026 Ford 350 4x4 Vehicle for the Department of Public Works.

SECTION 2. The General Capital Reserves budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistencies herewith.

SECTION 3. If any section, sub-section, paragraph, sentence, or any other part of this ordinance is adjudged unconstitutional or invalid, such judgement shall not affect, impair or invalidate the remainder of this ordinance.

SECTION 4. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5. This ordinance shall take effect upon adoption and publication according to law.

RESOLUTIONS (TAKEN SEPARATELY)

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to adopt Resolution 192-2025.

RECORDED VOTE

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

RESOLUTION 192-2025**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- 5-01	\$ 2,105,487.44
FEDERAL AND STATE GRANT FUND	\$ 2,344.23
DOG FUND	\$ 620.00
DEVELOPER'S ESCROW	\$ 610.00
MANDATORY DEVELOPMENT FEES	\$ 666.50
TOTAL	\$ 2,109,728.17

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 #193-2025 through #196-2025 and #198-2025 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, Mora Dillon, Farino, Watters
Nay: XXXXXX
Absent: XXXXXX
Abstain: XXXXXX

RESOLUTION 193-2025**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN
STATE OF NEW JERSEY INCREASING THE BID THRESHOLD PURUSANT TO N.J.S.A. 40A:11-3**

WHEREAS, N.J.S.A. 40A:11-3 permits the Governor of the State of New Jersey, in consultation with the Department of Treasury to adjust the bid threshold every five years in direct proportion to the rise and fall of the

index; and

WHEREAS, the Governor has increased the minimum bid threshold from \$44,000 to \$53,000 for entities subject to the Local Public Contracts Law whose purchasing agents possess a Qualified Purchasing Agent certificate awarded by the Division of Local Government Services effective July 1, 2025; and

WHEREAS, Jamie Stein, Township Qualified Purchasing Agent possesses the certification and designation as issued by the State of New Jersey Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5.1; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey hereby increases its bid threshold from \$44,000 to \$53,000 and the quote threshold will be 15% of the increased bid threshold, in accordance with N.J.S.A. 40A:11-3 and N.J.S.A. 40A:11-3(a).

NOW, THEREFORE, BE IT FURTHER RESOLVED, pursuant to N.J.A.C. 5:34-5.2, the Township Clerk is hereby directed to forward a certified copy of this resolution to the Director of the Division of Local Government Services.

RESOLUTION 194-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN STATE OF NEW JERSEY AUTHORIZING A REFUND OF DRIVEWAY ESCROW BALANCE FOR 421 MOUNT BETHEL ROAD

WHEREAS, Mr. Russell Horridge issued check #105 dated May 28, 2019, to the Township of Mansfield for a driveway escrow (421 Mount Bethel Road); and

WHEREAS, there remains a balance of \$610.00 in the escrow amount; and

WHEREAS, the Acting Department of Public Works Supervisor has verified that the driveway at 421 Mount Bethel Road is paved.

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 \$610.00 to Mr. Russell Horridge.

RESOLUTION 195-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN STATE OF NEW JERSEY AUTHORIZING LIEN REDEMPTION (BLOCK 2717 LOT 1)

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 that this 23rd day of July, 2025, payment in the amount of \$215.91 is to be made to the certificate holder as noted:

CERTIFICATE HOLDER

BLOCK/LOT

CERTIFICATE #

Lien Redemption \$215.91

RESOLUTION 196-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN STATE OF NEW JERSEY AUTHORIZING THE CANCELLATION OF 2025 THIRD QUARTER TAXES ISSUED TO TOTALLY DISABLED VETERANS

WHEREAS, estimated 2025, third quarter tax bills were mailed with a due date of August 1, 2025; and

WHEREAS, several totally disabled veterans inadvertently received said estimated tax bills; and

WHEREAS, the Tax Collector seeks to cancel the following estimated third quarter property taxes;

<u>BLOCK</u>	<u>LOT</u>	<u>ESTIMATED THIRD QUARTER TAX AMOUNT</u>
1501.07	4	\$ 272.78
1501.08	2	\$ 272.78
1602	28	\$ 1655.07
1805	12	\$ 1,794.86
2101	9	\$ 1,860.08

NOW, THEREFORE, BE IT RESOLVED, that 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 cancel the above estimated third quarter tax amounts for totally disabled veterans.

RESOLUTION 198-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN STATE OF NEW JERSEY AUTHORIZING THE SUBMISSION AND EXECUTION OF A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE COREY READ DRIVE/ ALLEN ROAD TRAFFIC SIGNAL DETECTION IMPROVEMENTS PROJECT

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield formally approves the grant application for the above stated project.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Mayor and the Township Clerk are hereby authorized to submit an electronic grant application identified as Application ID 00053 to the New Jersey Department of Transportation on behalf of the Township of Mansfield.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Mayor and the Township Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Mansfield and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

COMMITTEE PERSON COMMENTS: Mr. Mc Guinness stated the new fire truck for Tri County Fire Department should be arriving by the 2nd week of August.

EXECUTIVE SESSION

Mrs. Mora Dillon, seconded by Mr. Hayes, made a motion to adopt Resolution #197-2025 for an Executive Session of the Township Committee.

RECORDED VOTE

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

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

Contractual

Comcast Franchise Renewal
HVAC

Potential Litigation

Mansfield EMS

Attorney Client Privilege

Lead Paint Inspection Law
OPRA

RESOLUTION 197-2025

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

Comcast Franchise Renewal
HVAC

Potential Litigation

Mansfield EMS

Attorney Client Privilege

Lead Paint Inspection Law
OPRA

At approximately 7:41 p.m., the Committee went into Executive Session.

RETURN TO REGULAR SESSION

On a motion by Mr. Mc Guinness, seconded by Mr. Hayes, the Township Committee voted to return to public session at approximately 8:09 p.m.

RECORDED VOTE

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

Mr. Lavery announced the following discussed in Executive Session:

Contractual

Comcast Franchise Renewal
HVAC

Potential Litigation

Mansfield EMS

Attorney Client Privilege

Lead Paint Inspection Law
OPRA

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

There being no further business, Mr. Hayes made a motion to adjourn. All present were in favor. The meeting was adjourned at approximately 8:10 p.m.

Attest,



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

