

**TOWNSHIP OF MANSFIELD COMMITTEE MEETING
OFFICIAL MINUTES
OCTOBER 8, 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 Municipal Clerk Barras, Chief J. Michael MacDonough, Township Engineer Richard Quamme, Asst. CFO JoAnn Fascenelli, and Deputy Clerk Illena Raffaele.

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

PROCLAMATION: Fire Prevention Week 2025

Mr. Hayes read the proclamation for Fire Prevention Week 2025 into the public record.

APPROVAL OF MINUTES

September 24, 2025 – EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness made a motion to approve the Executive Session meeting minutes from September 24, 2025.

RECORDED VOTE

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

September 24, 2025 – REGULAR SESSION

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to approve the Regular Session meeting minutes from September 24, 2025.

RECORDED VOTE

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

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

- Resolution awarding contract for lead based paint inspector, Lew Environmental is on the agenda this evening. The company will be sending letters to owners of rental properties that qualify for lead inspection. All payments are made between the property owner and Lew Environmental, who will also collect the required \$20 state fee and submit on the Township's behalf to the DCA on a monthly basis.

- Zoning permit has been filed for the generator at the Church and Hammel Electric submitted the electrical permit, which initially was denied and needs to submit additional information for the permit to be granted.
- Audit report has been issued. The Committee will need to sign the group affidavit certifying at minimum you have read the comments and recommendations. The synopsis will be published in the Daily Record on 10/13. The resolutions accepting the audit and corrective action plan and for the governing body certification will be on the 10/22 meeting.
- The QPA is currently drafting the bid specs for the lawn mowing/ landscaping RFP with input from DPW Supervisor, which will be advertised soon since the current contract is set to expire next month.
- The bid opening for the Mitchell Rd project will be this Friday at 11 am.
- The Mayor and Committee received a thank you note from Donna for the gift basket that was sent in memory of her father.
- The ambulance donated to the Township was removed from the old EMS building and brought over to Tri County Fire Department for Independence First Aid Squad and is currently being looked over by their ambulance mechanic.
- Voter Registration to be able to vote in the upcoming general election is October 14th- either by 4 pm in the Clerk's office or until 9 pm at the County Election Board

FINANCE/ EMPLOYEES' REPORT

Mrs. Fascenelli reported that the electronic waste recycling event was a success with 117 residents participating and 2.68 tons of electronic recycling and 3.44 tons of metal recycling collected. She reminded the public that the town wide paper shredding event is Saturday, October 18th from 8am to 11 am.

ENGINEER'S REPORT

Township Engineer Quamme provided a job update status regarding Synder Road Section 2 Improvement project. Twenty-eight (28) driveway permits have been issued out of the 45 lots remaining in Phase 3 of the Meadows. Attorney Mc Briar will be sending correspondence to the developer regarding the sight distance issue at Route 57 and Thomas Knoll Blvd. on October 9th.

PUBLIC PORTION

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

Matt Posericky, 16 Domin Ln., spoke of encroachment issues from APM and asked for the Township's advice regarding how to rectify such.

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

ORDINANCE -INTRODUCTION AND FIRST READING

Mr. Hayes, seconded by Mrs. Mora Dillon made a motion to introduce Ordinance 030-2025.

RECORDED VOTE

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

ORDINANCE 030-2025

**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 Review Escrow Fee as determined by Township Engineer: \$1,000.00
Special Circumstance Inspection/ Review Escrow Application Fee: \$25

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.

RESOLUTIONS (TAKEN SEPARATELY)
Mr. Mc Guinness, seconded by Mrs. Mora Dillon made a motion to adopt Resolution 236-2025.

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

RESOLUTION 236-2025

**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	\$ 1,307,072.12
FEDERAL AND STATE GRANT FUND-G-02	\$ 2,890.00
DOG FUND – T-13	\$ 263.20
DEVELOPER'S ESCROW- T-14	\$ 21,376.09
MANDATORY DEVELOPMENT FEES-T-20	\$ 460.00
GREEN TEAM DONATIONS	\$ 265.50

TOTAL	\$ 1,332,326.91
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CONSENT AGENDA – PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda.

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

CONSENT AGENDA/RESOLUTIONS

The following Resolutions #237-2025 through #242-2025 as filed in the Township Clerk's Office, were adopted on motion by Mr. Hayes and seconded by Mrs. Mora Dillon.

RECORDED VOTE

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

RESOLUTION 237-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE REFUND OF ROAD OPENING ESCROWS TO AMERICAN WATER

WHEREAS, American Water issued checks to the Township of Mansfield, County of Warren for road opening escrows; and

WHEREAS, there are remaining balances in their escrow accounts; and

WHEREAS, the Township Engineer has determined that the escrow balances can be refunded.

NOW, THEREFORE, BE IT RESOLVED, that the Township Finance Office be authorized to refund the following road opening escrows to American Water.

CHECK #	CHECK DATE	CHECK AMOUNT	ESCROW BALANCE	LOCATION OF ROAD OPENING
1800130324	1/24/2023	\$ 500.00	\$ 156.25	595 Asbury Road
1800130909	2/28/2023	\$ 500.00	\$ 252.50	57 Harrison Street
1800131088	3/14/2023	\$ 500.00	\$ 87.50	160 Jackson

TOTAL REFUND AMOUNT: \$ 496.25

RESOLUTION 238-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE REFUNDS OF DRIVEWAY ESCROWS TO RYAN HOMES

WHEREAS, Ryan Homes issued checks to the Township of Mansfield, County of Warren for driveway escrows; and

WHEREAS, there are remaining balances in their escrow accounts; and

WHEREAS, the Township Engineer has determined that the escrow balances can be refunded.

NOW, THEREFORE, BE IT RESOLVED, that the Township Finance Office be authorized to refund the

following driveway escrows to Ryan Homes.

<u>ADDRESS</u>	<u>ESCROW BALANCE</u>
2 Redwood Run	\$528.12
3 Redwood Run	\$81.24
5 Redwood Run	\$356.25
7 Redwood Run	\$321.87
9 Redwood Run	\$321.87
18 Redwood Run	\$425.00
22 Redwood Run	\$321.87
25 Redwood Run	\$459.37
32 Redwood Run	\$350.50
36 Redwood Run	\$350.50
36 Redwood Run	\$234.00
38 Redwood Run	\$350.50
40 Redwood Run	\$350.50
48 Redwood Run	\$175.75
54 Redwood Run	\$117.50
61 Redwood Run	\$1.00
62 Redwood Run	\$292.25
64 Redwood Run	\$292.25
65 Redwood Run	\$292.25
66 Redwood Run	\$292.25
67 Redwood Run	\$292.25
4 Mountain View Lane	\$560.00
4 Mountain View Lane	\$583.50
6 Mountain View Lane	\$350.50
9 Mountain View Lane	\$562.50
15 Mountain View Lane	\$408.75
106 Mountain View Lane	\$292.25
107 Mountain View Lane	\$350.50
108 Mountain View Lane	\$59.25
109 Mountain View Lane	\$350.50
110 Mountain View Lane	\$350.50
111 Mountain View Lane	\$1.00
112 Mountain View Lane	\$350.50
113 Mountain View Lane	\$175.75
114 Mountain View Lane	\$175.75
115 Mountain View Lane	\$234.00
116 Mountain View Lane	\$350.50
117 Mountain View Lane	\$350.50
1 Middle Lane West	\$350.50
3 Middle Lane West	\$350.50
5 Middle Lane West	\$234.00
6 Middle Lane West	\$350.50
7 Middle Lane West	\$350.50

8 Middle Lane West	\$350.50
9 Middle Lane West	\$350.50
11 Middle Lane West	\$350.50
12 Middle Lane West	\$350.50
3 Oxford Way	\$162.50
5 Thomas Blvd.	\$175.75

TOTAL REFUND AMOUNT
\$15,089.59

RESOLUTION 239-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY, AUTHORIZING THE ACCEPTANCE OF DRIVEWAY BONDS

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

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

WHEREAS, Ryan Homes, the developer of the properties listed below have submitted the following checks:

Check # 788163	Dated 9/09/25	21 Thomas Knoll Blvd.	\$ 1,500.00
Check # 788160	Dated 9/09/25	26 Thomas Knoll Blvd.	\$ 1,500.00
Check # 788161	Dated 9/09/25	32 Thomas Knoll Blvd.	\$ 1,500.00
Check # 788162	Dated 9/09/25	36 Thomas Knoll Blvd.	\$ 1,500.00

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, State of New Jersey that the driveway bonds stated above submitted by Ryan Homes are hereby accepted. The Township Clerk is authorized and directed to forward a copy of this resolution to the developer.

RESOLUTION 240-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, AND STATE OF NEW JERSEY, AUTHORIZING ACCEPTANCE OF LANDSCAPING & GRADING BONDS

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 landscaping & grading in accordance with the site plan and is required to post landscaping & grading bonds with the Township of Mansfield; and

WHEREAS, Ryan Homes, the developer of the properties listed below have submitted the following checks:

Check # 788182	Dated 9/15/25	26 Thomas Knoll Blvd.	\$ 1,500.00
Check # 788183	Dated 9/15/25	32 Thomas Knoll Blvd.	\$ 1,500.00
Check # 788184	Dated 9/15/25	36 Thomas Knoll Blvd.	\$ 1,500.00

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, State of New Jersey that the landscaping & grading bonds stated above submitted by Ryan Homes are hereby accepted. The Township Clerk is authorized and directed to forward a copy of this resolution to the developer.

RESOLUTION 241-2025

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING AN AWARD OF CONTRACT WITH LEW ENVIRONMENTAL FOR RENTAL UNIT LEAD BASED PAINT TESTING

WHEREAS; pursuant *to N.J.A.C. 5:28A-1, et seq.*, the Township of Mansfield is required to undertake a program of testing for lead based paint for all single and two-family rental units in the Township unless otherwise exempt: and

WHEREAS, *N.J.A.C. 5:28A-1 et seq.*, permits the Township to affiliate with a certified third-party lead based paint testing service to facilitate the required testing, analysis, and certifications; and

WHEREAS, the Township advertised for proposals for lead based paint inspection services and received three proposals on September 9, 2025; and

WHEREAS, Lew Environmental Services has submitted a proposal, setting forth the terms and conditions of the lead testing; and

WHEREAS, the Township Qualified Purchasing Agent and the Township Attorney have reviewed the proposal and deemed it to be both responsive and responsible; and

WHEREAS, the Township of Mansfield will not incur any fees from Lew Environmental, as all fees regarding inspection and the mandatory state fee of \$20.00 are payable by the property owner; and

WHEREAS, the Township Committee has reviewed the proposal submitted and has deemed it advantageous to the Township to award a contract with Lew Environmental Services.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, authorizes an award of contract effective October 1, 2025 for a period ending on December 31, 2026 which may be extended up to three (3) one (1) year extensions for lead based paint inspection testing to Lew Environmental, US Highway 46, Mine Hill, New Jersey 07803

NOW, THEREFORE BE IT FURTHER RESOLVED, the Township of Mansfield will not incur any direct fee for lead testing on privately owned property, as same is billed and payable by the property owner; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Mayor and Township Clerk be and hereby are authorized to execute and attest, respectively, any agreement or contracts with Lew Environmental Services.

RESOLUTION 242-2025

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

WHEREAS, Sharon Stecker, issued check number 201 dated October 10, 2024, to the Township of Mansfield; and

WHEREAS, there remains a balance of \$65.00, in the escrow account; and

WHEREAS, the Township Engineer has 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 \$65.00, to Sharon Stecker.

COMMITTEE PERSON COMMENTS: None

EXECUTIVE SESSION

Mr. Hayes, seconded by Mr. Mc Guinness, made a motion to adopt Resolution #243-2025 for an Executive Session of the Township Committee.

RECORDED VOTE

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

Township Attorney Lavery announced the following to be discussed in Executive Session:

Attorney Client Privilege

Tree Removal

Potential Litigation

APM- 495 Rt. 57
Brantwood Ter. Estates

Contractual

PBA Contract Renewal

RESOLUTION 243-2025

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:

Attorney Client Privilege

Tree Removal

Potential Litigation

APM- 495 Rt. 57

Brantwood Ter. Estates

Contractual

PBA Contract Renewal

At approximately 7:50 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 8:37 p.m.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Mora Dillon, Farino, Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: XXXXXX

Township Attorney Lavery announced the following discussed in Executive Session:

Attorney Client Privilege

Tree Removal

Potential Litigation

APM- 495 Rt. 57

Brantwood Ter. Estates

Contractual

PBA Contract Renewal

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. Hayes, seconded by Mrs. Mora Dillon made a motion to authorize Township Attorney Lavery to take action regarding Brantwood Terence Estates as discussed in Executive Session.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Mora Dillon, Farino, Watters

Nay: XXXXXX

Absent: XXXXXX

Abstain: XXXXXX

Mr. Mc Guinness, seconded by Mr. Hayes made a motion to authorize special counsel to make the offer to Oxford First Aid Squad regarding the ambulance vehicle as discussed in Executive Session.

RECORDED VOTE

Aye: Hayes, Mc Guinness, Mora Dillon, Farino, Watters
Nay: XXXXXX
Absent: XXXXXX
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 8:38 p.m.

Attest,



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