

MINUTES OF THE  
REORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL  
JANUARY 2, 2016

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THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MANVILLE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, WAS HELD ON JANUARY 2, 2016 IN THE BOROUGH HALL OF THE BOROUGH OF MANVILLE, 325 NORTH MAIN STREET, MANVILLE, NEW JERSEY AT 11:00 A.M.

Patricia Zamorski, Borough Clerk, welcomed everyone to the 87<sup>th</sup> Annual Reorganization meeting, called the meeting to order, and read the Election Statement for Municipal Offices:

“A statement of the determination of the Board of Canvassers of Somerset County, New Jersey, relative to an election held in the County of Somerset on November 3, 2015 for the election of the following mentioned officers in the Borough of Manville:

One (1) Mayoral Seat  
The said board does determine that

**Richard M. Onderko**  
was duly elected Mayor

and

Two (2) Three-Year Borough Council seats  
The said board does determine that

**Michele Magnani**  
**Theodore Petrock, III**  
were duly elected to the Borough Council.

I do hereby certify that the foregoing is a true, full, and correct statement of determination of the Board of Canvassers of Somerset County, New Jersey. In witness whereof, I have hereunto set my hand November 13, 2015.

County of Somerset  
/s/ Brett A. Radi, County Clerk  
/s/ Anthony DeCicco,  
Chairman County Board of Canvassers

Clerk Zamorski requested that Attorney Thaddeus R. Maciag, Esq. swear in Mayor Richard Onderko, Michele Magnani and Theodore Petrock, III.

Mayor Onderko officially called the meeting to order, and asked the Clerk to read the Open Public Meetings Act Statement.

“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 Courier News and the Star Ledger, and by posting notice of such meeting in the Borough Hall on a bulletin board reserved for such announcements and by filing of said notice with the Borough Clerk of the Borough of Manville. Formal Action may be taken at this meeting.”

Mayor Onderko requested that Clerk call the Roll:

MAYOR RICHARD ONDERKO  
COUNCILWOMAN SUSAN ASHER  
COUNCILWOMAN DAYNA CAMACHO  
COUNCILWOMAN MICHELE MAGNANI  
COUNCILMAN THEODORE PETROCK, III  
COUNCILMAN STEPHEN SZABO

Also Present:

THADDEUS R. MACIAG, ESQ. BOROUGH ATTORNEY  
THOMAS SHANNON, INTERIM BOROUGH ADMINISTRATOR  
PATRICIA ZAMORSKI, BOROUGH CLERK

## **SALUTE TO THE FLAG AND MOMENT OF SILENCE**

## **INVOCATION**

Rev. Stanislaw Slaby of Christ the Redeemer Church gave the Invocation.

## **ACKNOWLEDGEMENT OF DIGNITARIES**

Mayor Onderko acknowledged the Dignitaries present: Former Mayor Rudy Nowak; Former Councilmembers John Mehalick, Lou Petzinger and Ron Skirkanish; Republication Municipal Chair of Mansfield and the Mayor’s Brother, Russell Onderko; Board of Education Member Brandon Agans; Former Board of Education Member Joe Lukac; Board of Health Attorney Christopher Corsini; Members of our Fire, Rescue Squad and Police Department.

## **PUBLIC PORTION**

Mayor Onderko opened the Public Portion for anyone wishing to offer comments.

When no one wished to offer comments, Mayor Onderko closed the Public Portion.

## **ROBERTS RULES OF ORDER**

Mayor Onderko requested a motion to adopt Robert’s Rules of Order and New Jersey State Statutes.

Councilwoman Asher, seconded by Councilwoman Camacho, made a motion to adopt Robert’s Rules of Order and New Jersey State Statutes.

ROLL CALL: AYES: ASHER, CAMACHO, MAGNANI, PETROCK, SZABO

Mayor Onderko requested a nomination for a one-year unexpired Council seat.

Councilwoman Camacho, seconded by Councilwoman Magnani, nominated Michael Kassick to the one-year unexpired Council seat.

ROLL CALL: AYES: ASHER, CAMACHO, MAGNANI, PETROCK, SZABO

Mayor Onderko congratulated Mr. Kassick and requested that he come forward to be sworn in.

Attorney Maciag swore in Mr. Kassick.

### **PRESIDENT OF COMMON COUNCIL**

Mayor Onderko requested a nomination for President of the Common Council.

Councilwoman Asher, seconded by Councilman Petrock, nominated Stephen Szabo as President of the Common Council.

ROLL CALL: AYES: ASHER, CAMACHO, MAGNANI, PETROCK, SZABO

Mayor Onderko congratulated Council President Szabo.

### **STANDING COMMITTEES FOR 2016:**

#### FINANCE

Councilman Petrock, Councilwoman Camacho, Councilman Kassick

#### POLICY, PLANNING, PERSONNEL

Councilwoman Camacho, Councilwoman Magnani, Councilman Petrock

#### PUBLIC WORKS

Councilwoman Magnani, Councilwoman Camacho, Councilwoman Asher

#### PUBLIC SAFETY, FIRE, POLICE, RESCUE, EMERGENCY MANAGEMENT

Councilwoman Asher, Council President Szabo, Councilwoman Magnani

#### PUBLIC BUILDINGS AND GROUNDS

Councilman Kassick, Councilwoman Asher, Council President Szabo

## PROGRESS AND DEVELOPMENT

Council President Szabo, Councilman Petrock, Councilman Kassick

### **MAYOR'S PROFESSIONAL APPOINTMENTS**

Mayor Onderko stated that he is holding over up to thirty (30) days.

<b>Borough Attorney:</b>	<b>Thaddeus R. Maciag, Esq.</b>
<b>Borough Auditor:</b>	<b>Suplee, Clooney &amp; Company</b>
<b>Bond Counsel:</b>	<b>Steven Rogut, Esq.</b>
<b>Tax Attorney:</b>	<b>Martin Allen, Esq.</b>
<b>Labor Attorney:</b>	<b>Richard Flaum, Esq.</b>
<b>COAH Litigation Attorney:</b>	<b>Christopher M. Corsini, Esq.</b>
<b>Redevelopment Attorney:</b>	<b>Thaddeus R. Maciag, Esq.</b>
<b>Special Projects Engineers:</b>	<b>Van Cleef Engineering &amp; Herb Lauterwald</b>
<b>Environmental Engineer:</b>	<b>CME Associates</b>
<b>Utility Engineer:</b>	<b>Vacant</b>
<b>Borough Surveyor:</b>	<b>CME Associates</b>
<b>Architect:</b>	<b>Cornerstone Architectural</b>
<b>Appraiser:</b>	<b>Sterling, DiSanto</b>
<b>Section 8 Housing Administrator:</b>	<b>Community Consultants, LLC</b>
<b>RCA Housing Administrator:</b>	<b>Community Consultants, LLC</b>
<b>Redevelopment Consultant:</b>	<b>Vacant</b>
<b>Risk Management &amp; Insurance:</b>	<b>Boynton Genova Agency</b>
<b>Flood Mitigation Consultant:</b>	<b>Vacant</b>
<b>Licensed Site Remediation:</b>	<b>CME Associates</b>

### **MAYOR'S MUNICIPAL COURT APPOINTMENTS**

Attorney Maciag explained that the Borough of Manville has entered into a Shared Municipal Court Agreement with Hillsborough, and now Hillsborough, Montgomery and Manville will all now meet in Hillsborough to save costs. He stated that the reason the Borough Council adopted this Shared Services Agreement is to save Manville an estimated \$120,000 per year. As part of that Agreement as approved by the Chief Judge, we now appoint as the Manville Judge and Prosecutor the same people who are sitting in Hillsborough. He requested that the Mayor and Council make the following appointments:

<b>Municipal Judge:</b>	<b>John Richardson, Esq.</b>
<b>Municipal Prosecutor :</b>	<b>Frank Blandino , Esq.</b>
<b>DWI Prosectuor :</b>	<b>William Fox, Esq.</b>
<b>Public Defender:</b>	<b>Francesco Taddeo</b>

Councilman Petrock, seconded by Council President Szabo, made a motion to approve the above Municipal Court appointments.

ROLL CALL: AYES: ASHER, CAMACHO, KASSICK, MAGNANI, PETROCK, SZABO

**PLANNING BOARD**

Mayor Onderko requested that the Council name a Class 3 Council Member to the Planning Board.

Councilwoman Asher, seconded by Council President Szabo, named Councilwoman Camacho as Class 3 Member of the Planning Board.

ROLL CALL: AYES: ASHER, CAMACHO, KASSICK, MAGNANI, PETROCK, SZABO

**LIBRARY ADVISORY BOARD**

Member 3-year term (ex. 12/31/2018): **Jill Peterson**

**RECREATION COMMITTEE**

Member 3-year term (ex. 12/31/2018): **Pam Mack**  
Member 3-year term (ex. 12/31/2018): **Josephine Pschar**

Councilwoman Asher, seconded by Councilwoman Camacho, made a motion to confirm the appointments to the Recreation Committee.

ROLL CALL: AYES: ASHER, CAMACHO, KASSICK, MAGNANI, PETROCK, SZABO

**BOARD OF HEALTH**

Member 3-year term (ex. 12/31/2018): **Sandra Vornlocker**  
Member 3-year term (ex. 12/31/2018): **Denise DeSantis**

Councilman Petrock, seconded by Council President Szabo, made a motion to confirm the appointments to the Board of Health:

ROLL CALL: AYES: ASHER, CAMACHO, KASSICK, MAGNANI, PETROCK, SZABO

**COUNCIL LIAISONS:**

Board of Education: **Councilwoman Asher**  
Board of Health: **Councilman Szabo**  
Manville Business & Professional Asso.: **Councilman Petrock**

Mayor Onderko requested that all appointees that were present come forward to be sworn in.

**RESOLUTIONS**

Mayor Onderko stated he would like to take Resolution #2016-1 through #2016-10 by consent.

Council President Szabo, seconded by Councilwoman Asher, made a motion to adopt Resolution #2016-1 through #2016-10.

ROLL CALL: AYES: ASHER, CAMACHO, KASSICK, MAGNANI, PETROCK, SZABO

Resolution #2016-1

WHEREAS, it is necessary that the Mayor and Borough Council fix the time and place for holding Regular Meetings during the ensuing year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council that the REGULAR MEETINGS of the Governing Body of the Borough of Manville, County of Somerset, during the ensuing year of 2016, shall be held as follows:

**January 11<sup>th</sup>**  
**January 25<sup>th</sup>**  
**February 8<sup>th</sup>**  
**February 22<sup>nd</sup>**  
**March 14<sup>th</sup>**  
**March 28<sup>th</sup>**  
**April 11<sup>th</sup>**  
**April 25<sup>th</sup>**  
**May 9<sup>th</sup>**  
**May 23<sup>rd</sup>**  
**June 13<sup>th</sup>**  
**June 27<sup>nd</sup>**  
**July 11<sup>th</sup>**  
**August 8<sup>th</sup>**  
**September 12<sup>th</sup>**  
**September 26<sup>th</sup>**  
**October 10<sup>th</sup>**  
**November 14<sup>th</sup>**  
**November 28<sup>th</sup>**  
**December 12<sup>th</sup>**

All meetings shall be held in the MANVILLE MUNICIPAL COURTROOM, 325 North Main Street, Manville, New Jersey, at **7:00 p.m.** unless otherwise stipulated by Mayor and Borough Council.

ALL SPECIAL MEETINGS shall be called at the request of the Mayor and/or any adjournments or CONTINUATION MEETINGS shall be called the day set by motion duly adopted by said Borough Council to continue said meeting.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-2

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 Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that:

- 1) Fulton Bank of New Jersey, North Main Street, Manville, NJ 08835
- 2) Bank of America, 69 South Main Street, Manville, NJ 08835
- 3) TD Bank, 452 Union Avenue, Bridgewater, NJ 08835
- 4) Peapack Gladstone Bank, Bridgewater, NJ 08835
- 5) Investor's Savings Bank, Somerset, New Jersey

Be and are hereby designated as depositories for the Borough of Manville for the year ending December 31, 2016.

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

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-3

WHEREAS, N.J.S.A. 54:4-67 governs the interest rates charged on delinquent Tax and Water/Sewer Utility payments.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that the interest rates charged on delinquent Tax and Water/Sewer Utility payments shall be eight percent (8%) for the first \$1,500.00 of delinquency and eighteen percent (18%) thereafter, for the year 2016.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Manville Tax Collector and the Manville Utility Collector.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-4

WHEREAS, N.J.S.A. 54:5-61 relating to the amount of penalty to be charged on a tax sale certificate has been amended to read as follows:

“When taxes, interest and costs shall in excess of \$200.00 but less than \$5,000.00, a two percent (2%) penalty on any amount due shall be charged. When taxes, interest and costs shall exceed the sum of \$5,000.00, such additional sum shall be equal to four percent (4%) of such amount paid and when that sum exceeds \$10,000.00 such additional sum paid shall be equal to six percent (6%) of such amount paid. This section shall also apply to all existing tax sale certificates held by municipalities on the effective date of this act.”

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that under N.J.S.A. 54:4-61, the Tax Collector of the Borough of Manville is authorized to charge, on a tax sale certificate, a two percent (2%) penalty on any amount due in excess of \$200.00 but less than

\$5,000.00; a four percent (4%) penalty on any amount due in excess of \$5,000.00 but less than \$10,000.00; and a six percent (6%) penalty on any amount due in excess of \$10,000.00. These penalties are to be applied to all municipal held tax sale certificates as well as those which may be acquired by the municipality as a result of future tax sales.

FURTHERMORE, a copy of this resolution shall be forwarded to the Tax Collector.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-5

WHEREAS, N.J.S.A. 40A:5-17-1 allows the Tax/Utility Collector to cancel tax/utility balances and/or tax/utility overpayments in the amount of \$10.00 or less that remain uncollected at the close of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that the Tax/Utility Collector of the Borough of Manville, is hereby authorized to cancel all tax receivables of \$10.00 or less and all utility receivables of \$5.00 or less for the year 2016.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2015-6

WHEREAS, it is legally essential that heads of various departments be responsible and sign for the receipt of material or the performance of any services on behalf of the Borough of Manville.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that the following heads of departments and other officials shall be and are responsible for the receipt of any merchandise shipped or performance of services delivered to the Borough of Manville, within their area of responsibility:

ADMINISTRATOR  
CLERK  
CHIEF OF POLICE  
DIRECTOR OF PUBLIC WORKS  
CHIEF FINANCE OFFICER  
TAX/UTILITY COLLECTOR  
FIRE CHIEF  
FIRE SUPERINTENDENT  
COURT ADMINISTRATOR  
BOARD OF HEALTH SECRETARY  
ZONING OFFICER  
RECREATION DIRECTOR

FURTHERMORE, that the above named are to affix the date showing when and where the said merchandise was received or the services performed; in the event of a discrepancy in the materials received or services performed, the Department Head is to report the same to the Chairman of the Committee in charge of the Department and the Purchasing Agent.

FURTHERMORE, the Borough Clerk is hereby authorized to send a copy of this resolution to the above named Department Heads.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-7

WHEREAS, the Borough of Manville 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 Borough must ensure that a fair proportion of the Borough's total purchases and contracts for construction, property supplies and services, etc. be placed with SED businesses. The policy hereby declared by the Borough of Manville shall not be inconsistent with the Set-Aside Act for SED businesses, N.J.S.A. 52:32-17, et. seq., Local Public Contract 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 Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey to implement this action and serve as a sponsor for these activities, the Governing Body hereby appoints the Borough Clerk to serve as "Public Agency Compliance Officer."

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

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-8

BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that:

- 1) The Courier News
- 2) The Star Ledger

Be and are hereby designated as official newspapers for the Borough of Manville for the year ending December 31, 2016.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-9

WHEREAS, N.J.S. 40A:4-19 provides for the adoption of a temporary budget for the period between January 1 and the adoption of the annual budget; and

WHEREAS, 26.25% of the total appropriations for the year 2015, exclusive of Public Assistance, Municipal Debt, and Capital Improvement Fund is \$3,105,300.61.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Manville that the following appropriations shall be added to the Temporary Budget for the year 2016:

<b>Account Name</b>	<b>Account Type</b>	<b>Amount</b>
Administrative & Executive	S&W	\$30,000.00
	O/E	\$90,000.00
Mayor & Council	S&W	\$8,300.00
	O/E	\$1,000.00
Financial Administration	S&W	\$35,000.00
	O/E	\$4,000.00
Assessment of Taxes	S&W	\$28,000.00
	O/E	\$10,000.00
Collection of Taxes	S&W	\$12,000.00
	O/E	\$2,000.00
Legal Services	O/E	\$50,000.00
Engineering	O/E	\$500.00
Public Buildings & Grounds	O/E	\$10,000.00
Planning Board	O/E	\$3,000.00
Planning Board	S&W	\$200.00
Zoning Board of Adjustment	O/E	\$2,000.00
Zoning Board of Adjustment	S&W	\$200.00
Group Insurance for Employees	O/E	\$400,000.00
Other Insurance Premiums	O/E	\$200,000.00

Workers Compensation	O/E	\$150,000.00
Fire Department	O/E	\$25,000.00
Police Department	S&W	\$850,000.00
	O/E	\$40,000.00
Emergency Management Service	O/E	\$2,500.00
Public Works Department	S&W	\$300,000.00
	O/E	\$150,000.00
Department of Health	S&W	\$13,000.00
	O/E	\$2,500.00
Property Maintenance	S&W	\$20,000.00
Recreation	S&W	\$45,000.00
	O/E	\$10,000.00
Uniform Fire Safety Act	S&W	\$9,000.00
	O/E	\$1,300.00
DCRP	O/E	\$2,500.00
Uniform Construction Code	S&W	\$30,000.00
	O/E	\$500.00
Finance - Payroll Services	O/E	\$5,000.00
First Aid Insurance Payment	O/E	\$14,000.00
Clean Communities Grant	O/E	\$23,336.29
Utilities - Gasoline & Fuel	O/E	\$30,000.00
Utilities - Electricity	O/E	\$25,000.00
Utilities - Natural Gas	O/E	\$10,000.00
Utilities - Postage	O/E	\$4,000.00
Utilities - Telephone	O/E	\$25,000.00
Utilities - Street Lighting	O/E	\$42,000.00
Utilities - Fire Hydrant Service	O/E	\$43,000.00
Utilities - Water	O/E	\$3,000.00
Social Security	O/E	\$80,000.00
Municipal Court	O/E	\$30,000.00
Health Services Contract - County	O/E	\$30,000.00
Animal Control Contract	O/E	\$15,000.00
<b>Total</b>		<b>\$2,916,836.29</b>

**CURRENT FUND - DEBT SERVICE**

Bond Principal	O/E	\$755,000.00
Note Principal	O/E	\$165,000.00
Bond Interest	O/E	\$150,000.00
Note Interest	O/E	\$70,000.00
<b>Total</b>		<b>\$1,140,000.00</b>

**SEWER UTILITY**

Salaries & Wages	S&W	\$100,000.00
Other Expenses	O/E	\$40,000.00
SRVSA - Treatment Costs	O/E	\$350,000.00
Insurance, Other	O/E	\$100,000.00
Group Insurance for Employees	O/E	\$50,000.00
<b>Total</b>		<b>\$640,000.00</b>

Borough of Manville  
/s/ Richard M. Onderko, Mayor

Resolution #2016-10  
Duties of Six Standing Committees of the Manville Council

WHEREAS, the Mayor and Council of the Borough of Manville wish to establish the duties of the following Six Standing Committees:

• **FINANCE COMMITTEE:**

The **FINANCE COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend policy governing the administration, practices, procedures and records of the following:
1. The Borough Administrator /Clerk and the Administrator / Clerk's Office
  2. The Tax Collector and the Collector's Office
  3. The Treasurer and the Treasurer's Office
  4. The Tax Assessor and the Assessor's Office
  5. Water and Sewer Billing and Collections
  6. Insurance coverage (excluding Health, Death and Worker's Compensation)
  7. Budget preparation.
  8. Audit
  9. Employee contract negotiations
- B. Review foreclosure action, and subsequent administration and disposition of property acquired by the Borough under foreclosure of Tax Title Liens.
- C. Coordination of departmental budgets; the preparation of budgetary figures relating to the activities above mentioned; the final preparation, explanation and continuing supervision of the entire Municipal Budget.
- D. Maintenance, review, revision and all other matters pertaining to General Liability / Blanket Insurance coverage of the Borough.
- E. Review and revision of the accounting system of the Borough, including procedures relating to the purchasing and receiving of supplies and services.
- F. Serving as the liaison between the Council and the Registered Municipal Accountant and with any other body or organization on fiscal matters.

• **POLICY, PLANNING AND PERSONNEL COMMITTEE:**

The **POLICY, PLANNING AND PERSONNEL COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Except for Mayoral appointments authorized by law, recommend hiring (with the exception of Police) within the Borough of Manville. To review all resumes submitted for every job opening. It may, at its discretion, interview candidates. The committee shall consider the recommendations of the Administrator and/or Department Head, and present its findings and recommendations to Council for approval.
- B. Creation of a flexible hiring practice, policy, and procedure relating to the needs of a particular vacancy.
- C. In the event of an opening for the Administrator's position, if the Mayor's appointment is not confirmed, responsibility to search, interview, and recommend candidates. Final candidates may be interviewed by full council.
- D. Recommend setting policy governing the administration, practices, procedures and records of all employees of the Borough, except the Police Department, including the maintenance of the Policies and Procedures / Personnel Handbook.
- E. It shall also serve as the liaison between the Council and various governmental agencies. It shall serve as liaison with Borough Department Heads and/or union

representatives of Borough employees pertaining to personnel matters, except in matters which are the primary responsibility of the PUBLIC SAFETY COMMITTEE.

F. Specific areas of responsibility are identified below:

1. Review and recommend non-contract employee salaries.
2. Working Conditions
3. Employee benefits, including but not limited to:
  - a. Hospitalization
  - b. Pension Rights
  - c. Sick Time
  - d. Vacation and Vacation Pay
  - e. Overtime
  - f. Insurance (excluding general liability/blanket policies)
  - g. Grievances
4. Coordination and policy making of all administration between Borough Departments.

G. RECREATION:

Recommend policy governing the administration, practices, procedures, and records of the following:

1. The Recreation Director and duly appointed officers of the Borough Recreation Committee.

• **BUILDINGS AND GROUNDS COMMITTEE:**

The **PUBLIC BUILDINGS AND GROUNDS COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend setting policy governing the administration, practices, procedures and records regarding the supervision of the construction, maintenance, and repair of all municipally owned buildings and grounds, including street and other municipal lighting.
- B. Review the Office of Code Enforcement and the Officials thereof. Appointment of a committee member as liaison to said office.
- C. Serving as the liaison between the Council and such other agencies or associations concerned with the current property or future acquisitions of property the Borough via any buyout program offered by the government at the local, state or federal level.

D. Providing for the supervision and control of all existing parking lots including entrances and exits; regulate the traffic flow in said lots, control the maintenance of all existing parking lots including their lighting and posting of proper signs; conduct studies and submit recommendations regarding the control and improvement of all lots and for the acquisition of any additional parking lots.

E. Recreation Activities:

1. The staffing of all parks and playgrounds and recommendations for the maintenance and improvements to such parks and playgrounds.
2. Oversight of recreation activities sponsored or conducted by the Borough, including seasonal programs.
3. The committee shall appoint a committee member to serve as liaison and attend the meetings of the Recreation Committee.

• **PUBLIC SAFETY COMMITTEE:**

The **PUBLIC SAFETY COMMITTEE** shall have primary responsibility for the following described activities and matters:

A. Recommend policy governing the administration, practices, procedures and records of Police, Fire, First Aid and Emergency Management.

**Police**

1. The Police Department and its activities, including all of its personnel, such as members of the Department, Special Police, Constables, and School Crossing Guards.
2. Highway traffic and safety and all matters relating to parking regulations, including on-street and off-street parking.
3. Regulatory signs directing the flow of traffic, including the location, design and specification thereof.
4. Recommendations concerning the granting of licenses and the inspection of licensed premises and persons as designated by the Council from time to time.
5. Serving as the liaison between the Council and the Municipal Court, Somerset Regional Animal Shelter and all organizations or agencies dealing with public safety or juvenile delinquency.
6. Responsibility for the enforcement of all local ordinances and police regulations.

**Fire**

1. Recommend setting policy governing the administration, practices, procedures, and records of the Borough Volunteer Fire Departments in conjunction and in cooperation with the Fire Chief, his Assistant Chiefs and the Fire Board of Engineers regarding fire activities.
2. Supervision of all equipment used for the fighting of fires.
3. Responsibility for the enforcement of all rules and ordinances governing the Fire Department.
4. Serves as liaison between Council and the Fire Department.
5. Appointment of a committee member to serve as liaison and attend the meetings of the Board of Engineers.

**First Aid and Rescue Squad**

1. Serving as liaison between the Council and the volunteer First Aid and Rescue Squad to address the needs of the Borough on a day-to-day basis, as well as in times of emergencies.
2. Recommend of all equipment to be purchased by the Borough for use by volunteer First Aid and Rescue Squad.

**Office of Emergency Management**

1. Serving as liaison between the Council and the Office of Emergency Management agency of the Borough to address the needs of the Borough on a day-to-day basis, as well as in times of emergencies.
2. Review all equipment purchased by the Borough for use by volunteer Office of Emergency Management.
3. Coordination of the above in conjunction and cooperation with the duly appointed Borough Director of the Office of Emergency Management.
4. Oversight review of the Civilian Emergency Response Team (CERT).

• **PUBLIC WORKS COMMITTEE:**

The **PUBLIC WORKS COMMITTEE** shall have primary responsibility for the following described activities and matters:

A. Recommend policy governing the administration, practices, procedures, and records of the Department of Public Works, and Borough Engineer.

**Street Department**

1. Road construction, reconstruction, improvement, maintenance, cleaning and street openings.
2. Construction and maintenance of sidewalks and curbs.
3. Maintenance of vehicles and other mechanical equipment as assigned.
4. Storm water collection and regulations.
5. Cutting of grass and weeds on roads or municipal property as assigned.
6. Garbage and solid waste collection.
7. Director of Public Works and his staff.
8. The planting, removal and/or replacement of shade trees within the municipality.
9. Serving as the liaison between the Council and the State and County Departments pertaining to streets and roads (except in traffic matters).

**Sewer Utility**

1. Construction and maintenance of sanitary sewers, pump stations, force mains and manholes.
2. Maintenance of vehicles and other mechanical equipment as assigned to the Sewer Utility.

**Borough Engineer**

- A. Review and recommend the activities of the Borough Engineer.

• **PROGRESS AND DEVELOPMENT COMMITTEE:**

The **PROGRESS AND DEVELOPMENT COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Contact Committee for redevelopment, review and handle requests for all new businesses wishing to come to Manville.

B. Public Relations -- Assist these businesses with whom to contact for zoning and planning approval and where to get applications. Relay any pertinent requests to the Mayor and Council pertaining to the new establishment.

C. Transportation -- Attend any meetings, both inside and outside the Borough, in order to enhance public transportation stops in Manville.

D. MBPA -- Liaison to the Manville Business and Professional Association. The Committee shall appoint a committee member to serve as liaison and attend the meetings of the MBPA.

E. Environmental -- Liaison to the Environmental Commission and also assume responsibility for any environmental hazards pertaining to the Borough. The Committee shall appoint a committee member to serve as liaison and attend the meetings of the Environmental Commission.

F. Responsible for assisting in all grants, including Community Block Grants.

G. Re-evaluations.

H. Review and make recommendations regarding newly drafted land Redevelopment and land use ordinances (Zoning).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, that the above described duties of the Six Standing Committees is hereby adopted.

Borough of Manville  
/s/ Richard M. Onderko, Mayor

**COMMENTS BY COUNCIL**

Mayor Onderko thanked John Mehalick for holding the bible during his swearing in. He stated that his parents are in their 80's, living in Florida, and not in good health, so they could not attend. He stated that he was very happy to have a former Councilman hold the bible for him.

Councilman Petrock wished everyone a Happy New Year. He thanked God for getting him here, and he thanked the residents for voting for him and stressed the importance of voting. He stated that he has lived in Manville for nearly 59 years, and he is very proud of and dedicated to this town. He stated he will give his best every day to make our town better. He stated that Manville is a beautiful place and he will keep it that way. He stated he will do his best to be sure that Manville is recognized as a good town to live in. He will support his Councilmembers. He thanked everyone and wished everyone a Happy New Year and God's blessings.

Councilwoman Camacho thanked everyone for attending Reorganization 2016. She stated she is excited about working with everyone on Council this year. She stated she is looking forward to making some positive changes to move our town forward. She wished everyone a Healthy, Happy and Prosperous New Year.

Councilwoman Magnani thanked everyone for voting for her. She agreed with Councilman Petrock that they will work with everyone in this town. She noted that years ago when the train ran through Manville, it was referred to as the "Manville Stop". She stated that she wants people to come to the town and say that they want to be in the Manville Stop. She wants families to come back to Manville, and she would like to see the schools prosper. She stated that she would like to see a lot of good things happen for the residents. She stated that everyone should feel free to speak to the Council, and they will talk about whatever a resident needs. She stated that this is the first time the Council is all Republican, and she is proud to say that the Council is here to serve the people and she hopes and prays that God will help her serve the people of this town. She stated she is proud to be a resident, and she hopes she can serve the people well.

Councilwoman Asher stated that 2016 is a time for a new beginning with a new Mayor and new Council. She stated that the members of the community have asked for change, and there will be a lot of positive changes this year. She congratulated Mayor Onderko, Council President Szabo, Councilman Petrock and Councilwoman Michele Magnani and Councilman Michael Kassick. She stated that she looks forward to working with the residents, Councilmembers, and individuals involved with the Committees. She thanked everyone for attending and she congratulated all who received appointments. She stated she looks forward to working with them. She wished everyone a Happy, Healthy, and successful New Year.

Councilman Kassick stated that he appreciates the appointment and he will do his best to see that Manville grows. He stated that he is looking forward to learning, but it is different from sitting in the audience. He asked for everyone's patience as he learns, and wished everyone a Happy and Healthy New Year.

Council President Szabo wished everyone a Happy and Healthy New Year. He congratulated Mayor Onderko and the new Councilmembers, and stated he is looking forward to working with everyone this year. He thanked everyone for coming.

## MAYOR'S ANNUAL ADDRESS

Good morning and welcome again to the 87<sup>th</sup> Council reorganization meeting in Manville. As you drove into town today, you may have noticed our welcome signs which state *"Manville a new beginning with a proud past..."* Well, today a new **"fiscally responsible"** era begins. One that will be based on ensuring your **trust** and putting **transparency** into the office of Manville's Mayor. And it is such an **honor** for me to lead the way.

I have always viewed serving on council as my civic duty similar to those who serve on our rescue squad or fire departments. I am here to try to help my hometown by making proper decisions to improve our quality of life as we move forward together.

But it's certainly not about me. It's about all of you and helping to make a better future working towards common goals in unity.

Some of the challenges we face today **didn't happen overnight** and will take some time to remedy. I ask for your patience.

This governing body will plan and work to stabilize property taxes over the next 4 years as our **top priority**. President Reagan once said: *"I believe the problem is **not** that people are taxed too little, the problem is that their government **spends** too much"*. For example in Trenton, for every \$1 dollar in proposed spending cuts, \$2,800 dollars in new spending is offered in place.

But before I say more on property taxes, which is the number 1 issue in New Jersey, let me start with some background information about my life...

I lived my entire life in Manville. The first 25 years were spent living in one of our flood zones with my parents who are now retired living in Florida. I grew up one block from here on North Second Avenue. Living with the threat of flooding, I will never forget how it impacts one's life.

My parents raised me to value hard work and education in life and most importantly to always stand up for what's right. After Manville High School I attended Rider University and studied computer science. My college degree opened the door for my first job at AT&T Bell Laboratories.

As my career began in corporate America it was there that I realized I wasn't the smartest guy in the room. I was a member of a bigger team that relied on one another to accomplish our goals and objectives. I continued my education and achieved a graduate level degree in business administration.

So I view this governing body as the same kind of **team** that I have been a part of my entire career. We will work together **without any personal self-interests** for the good of **all** Manville residents. We also pledge to uphold the highest state ethical standards as set forth by the State of NJ.

At this time, I would like to recognize the makeup of our council which I'm proud to say now consists of 3 women and 3 men. We also have 2 military veterans among them.

I thank them for being willing to serve our community and for the past service to our nation. Councilman Szabo served in the US Navy during the Lebanon war and Councilman Petrock is retired US Airforce serving during Desert Storm One. Thank you for your service!

Now back to our property taxes. Our 2016 budget will present some challenges after the loss of 108 homes in the on-going Blue Acres buyout program. We look to help residents who are living in our flood zones get out of harm's way. We still have much work to do to confront the problems caused by flooding in Manville.

We will make the case and apply for some state aid. The Governor's multi-year "transitional aid program" is designed to help towns like Manville get through **tough financial times** due to revenue loss.

In addition we will aggressively seek **non-disaster FEMA aid** to help Manville confront the threat of future floods. We have already started that initiative in 2015 and I'm optimistic our first application will be approved.

We certainly can use better planning in this area and a renewed focus on our continued participation in the FEMA Community Rating System to save residents on flood insurance premiums.

Concerning the loss of property tax revenues from the old Rustic Mall, this year we met several times with the property owners concerning the plans and reviewing the agreement. I remain optimistic our redevelopment efforts will move forward based on our discussions.

With a fresh start, a new deal can be reached in 2016 that will benefit both parties with a new, up-to-date agreement to maximize Borough tax revenues from the project.

**In closing**, I feel Manville is approaching the crossroads of affordability. Continuing to simply raise property taxes year after year as we **lose** tax ratables is unsustainable long-term.

I'm hoping proposed reforms in Trenton will further address our property tax crisis. On the campaign trail I heard from many residents who want lower taxes. I pledged to control any **unnecessary** spending to help achieve that goal. I stand by that pledge.

My entire career has been spent in a "profit and loss" world and when you are losing revenues, taking corrective actions to reduce costs and control spending become top priorities.

We will continue to look for additional cost saving ideas that make sense. One recent initiative was to combine our municipal court with Hillsborough's through a shared services agreement that produced a \$100,000 budget savings.

This council will also put together and publish a **5 year plan** that will highlight what's important to the residents of Manville. Our goals and objectives for everyone to read as we move forward together. Because like the old saying goes "*if you fail to plan, you are planning to fail*".

I will try my best to communicate with all residents to keep everyone informed. With the Manville News out of print, I'll explore other options to help communicate our progress.

I'm looking forward to a productive 2016 as we work together for a better future to **keep Manville affordable** and to **improve** our quality of life issues.

God Bless **Manville** and may God continue to bless the United States of America.

## **BENEDICTION**

Rev. Stanislaw Slaby gave a benediction.

Mayor Onderko announced that the meeting will adjourn for refreshments at in the hallway. He requested a motion to adjourn the Reorganization Meeting.

A motion was made by Councilwoman Asher, seconded by Council President Szabo, to adjourn the 87<sup>th</sup> Annual Reorganization Meeting.

All present were in favor.



ATTEST:

Patricia A. Zamorski, Borough Clerk