

**REGULAR MEETING
OF THE MAYOR AND COUNCIL
JANUARY 22, 2018**

THE REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MANVILLE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, WAS HELD ON JANUARY 22, 2018 IN THE MANVILLE MUNICIPAL COURTROOM, 325 NORTH MAIN STREET, MANVILLE, NEW JERSEY AT 7:00 P.M.

MAYOR RICHARD ONDERKO PRESIDED

The Clerk announced that proper notice had been given by the posting of the Regular Meeting Notice and by providing adequate notice of the Regular Meeting to the Courier News and the Star Ledger.

ROLL CALL:

MAYOR RICHARD ONDERKO
COUNCILMAN JOSEPH LUKAC, III
COUNCILWOMAN MICHELE MAGNANI
COUNCILMAN THEODORE PETROCK, III
COUNCILMAN PHILIP E. PETRONE
COUNCILMAN RON SKIRKANISH
COUNCIL PRESIDENT STEPHEN SZABO

ALSO PRESENT:

THADDEUS R. MACIAG, BOROUGH ATTORNEY
PAMELA BOREK, BOROUGH CLERK
ANDREA BIERWIRTH, BOROUGH ADMINISTRATOR
MARK PELTACK, CHIEF OF POLICE

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

MAYOR'S APPOINTMENT

Mayor Onderko appointed Ron Cefalone as Youth Services Coordinator.

APPROVAL OF MINUTES

Mayor Onderko requested a motion to approve the following minutes:

A/ Regular Meeting of December 11, 2017

Councilman Petrone, seconded by Councilman Skirkanish, made a motion to approve the minutes of the Regular Meeting of December 11, 2017.

ROLL CALL: AYES: MAGNANI, PETROCK, PETRONE, SKIRKANISH
 ABSTAIN: SZABO, LUKAC

B/ Reorganization Meeting of January 6, 2018

Council President Szabo, seconded by Councilman Petrock, made a motion to approve the minutes of the Reorganization meeting of January 6, 2018.

ROLL CALL: AYES: SZABO, LUKAC, MAGNANI, PETROCK, PETRONE, SKIRKANISH

PUBLIC PORTION ON RESOLUTIONS

Mayor Onderko requested a motion to open the public portion on Resolutions #2018-14 through #2018-31.

Councilman Petrock, seconded by Councilman Skirkanish, made a motion to open the public portion on Resolutions.

All present were in favor.

Sheila Lessing, 1133 Dukes Parkway - commented by #2018-30 regarding the hiring of the part-time Fire Inspector. She asked why the positions that existed previously were not kept the same, and how will her taxes be affected.

Mayor Onderko stated that it is for a six-month trial period, and it will save some money.

A discussion was held among the Council Members and Mrs. Lessing regarding the Fire Inspector's ability to perform all the duties required.

Maria Janucik, 720 East Frech Avenue - commented that there were no additional copies of the bill list. She had questions regarding #2018-29, and she asked about hours for the Customer Service Clerk.

Administrator Bierwirth and Attorney Maciag addressed her questions.

Mrs. Januick also had questions regarding #2018-15, #2018-23, and #2018-24.

Administrator Bierwirth and Attorney Maciag addressed her questions.

Rudy Nowak, 100 Driscoll Street - commented that he is opposed to Resolution #2018-26, #2018-29, #2018-30, and #2018-31. He noted his objections to each of the Resolutions.

Mayor Onderko and Administrator Bierwirth addressed his comments.

Ray Walsh, 26 North 17th Avenue - explained the Borough's relationship with MYAL.

When no one else wished to comment, Mayor Onderko requested a motion to close the public portion.

Councilman Petrock, seconded by Councilman Skirkanish made a motion to close the public portion.

All present were in favor.

Attorney Maciag modified the wording of Resolution #2018-29.

Mayor Onderko requested a motion to approve the modification of Resolution #2018-29.

Councilman Petrock, seconded by Councilman Skirkanish, made a motion to modify Resolution #2018-29.

All present were in favor.

RESOLUTION S (TO BE TAKEN SEPARATELY)

Mayor Onderko requested a motion to adopt Resolution #2018-14.

Councilman Skirkanish, seconded by Councilman Petrock, made a motion to adopt Resolution #2018-14.

Resolution #2018-14

BE IT RESOLVED by the Mayor and Council of The Borough of Manville that the following accounts:

1. Current	\$1,7 69,465.48
2. Water/Sewer Utility	\$23, 977.02
3. General Capital	\$0.0 0
4. Recreation Trust	\$5,7 41.75
5. Other Trust	\$5,2 66.63
6. Dedicated Dog	\$537 .60
7. Unemployment Trust	\$22, 542.78
Total	\$1,8 27,531.26

After being examined by each respective committee, are hereby ordered to be paid.

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

ROLL CALL: AYES: SZABO, LUKAC, MAGNANI, PETROCK, PETRONE, SKIRKANISH

RESOLUTIONS BY CONSENT

Mayor Onderko asked if any Council Member wished to take any Resolution individually.

Councilman Petrone requested that Resolutions #2018-25, #2018-27, and #2018-29 be taken separately, with discussion.

When no one wished to take any other Resolutions individually, Mayor Onderko requested a motion to adopt Resolutions #2018-15 through #2018-24, #2018-26, #2018-28, and #2018-30 through #2018-31.

Council President Szabo, seconded by Councilman Skirkanish, made a motion to adopt Resolutions #2018-15 through #2018-24, #2018-26, #2018-28, and #2018-30 through #2018-31.

ROLL CALL: AYES: SZABO, LUKAC, MAGNANI, PETROCK, PETRONE, SKIRKANISH

Resolution #2018-15

STATEWIDE INSURANCE FUND RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and **WHEREAS**, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Manville, County of Somerset, and State of New Jersey that **Andrea L. Bierwirth, Borough Administrator** is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2018**; and

BE IT FURTHER RESOLVED that **Pamela Borek, Borough Clerk**, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2018**; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-16

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Manville (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset and State of New Jersey (the governing body of “Local Unit”), as follows:

1. The Borough of Manville hereby appoints **Alliant-Boynnton Insurance Agency** as its Risk Management Consultant.
2. The Borough Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2018 in the form attached.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-17

WHEREAS, the State of New Jersey, Division of Purchase and Property, Contract Compliance Audit Unit, EEO Monitoring Program, requires that municipalities name a Public Agency Compliance Officer (P.A.C.O.).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, that Pamela Borek, Borough Clerk, is named as the Public Agency Compliance Officer for the Borough of Manville.

- 3) This Resolution shall be advertised once in the Courier News.
- 4) The Chief Financial Officer shall provide a Certification of Funds.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-18

**AUTHORIZING AGREEMENT
WITH FRANKLIN G. WHITTLESEY , ESQ.
OF SCHOLL, WHITTLESEY & GRUENBERG LLC,
FOR PROFESSIONAL SERVICES AS LABOR LAW ATTORNEY
FOR THE YEAR 2018**

WHEREAS, the governing body of the Borough of Manville appointed Franklin G. Whittlesey Esq, as Manville Borough Labor Law Attorney for the calendar year 2018, at its January 6, 2018 Meeting; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection; and

WHEREAS, the governing body, upon review of his qualifications, determined that Mr. Whittlesey has the necessary qualifications to perform the duties of Borough Labor Law Attorney and has provided the Borough with a satisfactory proposal; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey, as follows:

- 1) The proposed Professional Services Agreement from Franklin Whittlesey, Esq., in the form annexed to and made a part of this Resolution, is accepted.
- 2) This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A 40:11-5(1)(a) of the Local Public Contracts Law;
- 3) The Mayor and Borough Administrator are hereby authorized to execute the attached Professional Services Agreement, as consistent with the terms of this Resolution, and not to exceed \$10,000.00.
- 4) A Notice of award of this contract shall be published once, in accord with N.J.S.A 40:11-5(1)(a)(i).
- 5) The Chief Financial Officer shall provide a Certification of Funds.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-19

WHEREAS, on January 6, 2018, the Mayor and Council appointed the firm of Tetra Tech, Inc. as the Borough’s Flood Mitigation Consultant; and

WHEREAS, Tetra Tech, Inc. has provided a satisfactory proposal for Flood Mitigation Consultant services including grant application development and submission.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey, that the proposal of Tetra Tech, Inc., 6 Century Road, Parsippany, NJ 07054 is hereby accepted, as follows:

- 1) The proposed Professional Services Agreement from Tetra Tech, Inc., in the form annexed to and made a part of this Resolution, is accepted.
- 2) This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A 40:11-5(1)(a) of the Local Public Contracts Law;
- 3) The Mayor and Borough Administrator are hereby authorized to execute the attached Professional Services Agreement, as consistent with the terms of this Resolution, and not to exceed \$17,400.00.
- 4) A Notice of award of this contract shall be published once, in accord with N.J.S.A 40:11-5(1)(a)(i).
- 5) The Chief Financial Officer shall provide a Certification of Funds.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-20

WHEREAS, the Borough has received a Flood Mitigation Assistance Grant from the State of New Jersey in the amount of \$33,000.00; and

WHEREAS, the Mayor and Council confirmed the appointment of Tetra Tech, Inc. as the Borough's Flood Mitigation Consultant on January 6, 2018; and

WHEREAS, Tetra Tech, Inc., has provided a proposal to provide the Borough with mitigation planning services in connection with the Grant.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey, that the proposal of Tetra Tech, Inc., 6 Century Road, Parsippany, NJ 07054 is hereby accepted, as follows:

- 1) The proposed Professional Services Agreement from Tetra Tech, Inc., in the form annexed to and made a part of this Resolution, is accepted.
- 2) This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A 40:11-5(1)(a) of the Local Public Contracts Law;
- 3) The Mayor and Borough Administrator are hereby authorized to execute the attached Professional Services Agreement, as consistent with the terms of this Resolution, and not to exceed \$24,000.00.
- 4) A Notice of award of this contract shall be published once, in accord with N.J.S.A 40:11-5(1)(a)(i).
- 5) The Chief Financial Officer shall provide a Certification of Funds.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-21

WHEREAS, the Recreation Department is in need of personnel for their seasonal programs; and

WHEREAS, in accordance with Ordinance #2015-1160, these employees are now referred to as Temporary Seasonal Employees.

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 following Temporary Seasonal Employees shall be hired by the Recreation Department:

Name	Title	Length of Service	Pay Rate
Anthony DeStafano	Basketball Referee	1-23-18 to 3-31-18	\$50.00 per game
John Tria	Basketball Referee	1-23-18 to 3-31-18	\$50.00 per game

BE IT FURTHER RESOLVED that the Recreation Director will have the authority to replace any staff member that leaves during the season in order to maintain the health, safety, and welfare of the public, with the approval of the Borough Administrator.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-22

1.) **WHEREAS**, the following real property tax payers have redeemed liens held against their property taxes and the Tax Collector has received proof of such payments after correspondence with said property owners.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council, of the Borough of Manville, County of Somerset, State of New Jersey, hereby authorizes the Tax Collector to release the amount specified to the lienholders listed below.

Block	Lot	Name of Owner	Amount	Lienholder
116	3	Shepard, Dean	\$ 76,118.11	Alterna Funding
199	36	Evans, Bruce	\$ 489.51	Natu Patel

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-23

AUTHORIZING AGREEMENT WITH THADDEUS R. MACIAG, ESQ. OF MACIAG LAW, LLC FOR PROFESSIONAL SERVICES AS BOROUGH ATTORNEY FOR THE YEAR 2018

WHEREAS, the governing body of the Borough of Manville appointed Thaddeus R. Maciag, Esq., as Manville Borough Attorney for the calendar year 2018, at its January 6, 2018 Meeting; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection; and

WHEREAS, the governing body, upon review of his qualifications, determined that Mr. Maciag has the necessary qualifications to perform the duties of Borough Attorney and has provided the Borough with a satisfactory proposal; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey, as follows:

- 1) The proposed Borough Attorney Professional Services Agreement from Thaddeus R. Maciag, Esq. in the form annexed to and made a part of this Resolution, is accepted.
- 2) This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A 40:11-5(1)(a) of the Local Public Contracts Law;
- 3) The Mayor and Borough Administrator are hereby authorized to execute the attached Professional Services Agreement, as consistent with the terms of this Resolution, and not to exceed \$74,250 (for February 1 through December 31) for Borough Attorney and not to exceed \$10,000 for General Litigation.
- 4) A Notice of award of this contract shall be published once, in accord with N.J.S.A 40:11-5(1)(a)(i).
- 5) The Chief Financial Officer shall provide a Certification of Funds.

Borough of Manville,

/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-24

**AUTHORIZING AGREEMENT WITH THADDEUS R. MACIAG, ESQ.
OF MACIAG LAW, LLC FOR PROFESSIONAL SERVICES
AS REDEVELOPMENT ATTORNEY FOR THE YEAR 2018**

WHEREAS, the governing body of the Borough of Manville appointed Thaddeus R. Maciag, Esq., as Manville Redevelopment Attorney for the calendar year 2018, at its January 6, 2018 Meeting; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection; and

WHEREAS, the governing body, upon review of his qualifications, determined that Mr. Maciag has the necessary qualifications to perform the duties of Redevelopment Attorney and has provided the Borough with a satisfactory proposal; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey, as follows:

- 1) The proposed Redevelopment Attorney Professional Services Agreement from Thaddeus R. Maciag, Esq. in the form annexed to and made a part of this Resolution is accepted.
- 2) This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A 40:11-5(1)(a) of the Local Public Contracts Law;
- 3) The Mayor and Borough Clerk or Administrator are hereby authorized to execute the attached Professional Services Agreement, as consistent with the terms of this Resolution, not to exceed \$10,000.
- 4) A Notice of award of this contract shall be published once, in accord with N.J.S.A 40:11-5(1)(a)(i).
- 5) The Chief Financial Officer shall provide a Certification of Funds.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-26

WHEREAS, the due to rising costs of running the Recreation Department, the Recreation Committee has met and discussed the raising of some of the activity fees; and

WHEREAS, no one fee will be raised more than \$5.00; and

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 following Recreation Department fees become effective for 2018 programs:

2018 Recreation Department Fees

Recreation Program	2017 Fees	2018 Recommendation
Youth Travel Sports	\$45.00	\$50.00
Youth Instructional Sports	\$35.00	\$40.00
Senior Fitness	\$15.00	\$20.00
Adult Aqua Aerobics	\$20.00	\$25.00
Pool Badge (Ages 4-59)	\$40.00	\$45.00
Senior Pool Badge (60+)	\$20.00	\$20.00
Pool Day Passes	\$5 for Resident	\$5 for Resident
Pool Day Passes	\$10 for Non-resident	\$10 for Non-resident
Swim Lessons	\$50.00 (no swim show)	\$50 (no swim show)
Sports Camps	\$50.00	\$50.00
Weston Camp	\$70.00	\$70.00
ABIS Splash Camp	\$5 /day	\$5 /day

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-28

WHEREAS, there is a vacancy in the Police Department for the position of Records Clerk; and

WHEREAS, the position was posted internally to all Borough of Manville employees; and

WHEREAS, the Police Department held interviews with three internal candidates that applied for the position; and

WHEREAS, Nancy Kagan, Administrative Assistant to Administrator/Mayor & Council, was selected by the Police Chief as the top applicant for the Records Clerk position due to her abundance of experience and her exemplary skills; and

WHEREAS, the Policy, Planning and Personnel Committee authorized the Borough Administrator and Police Chief to hire Nancy Kagan as Records Clerk;

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

- 1.) Nancy Kagan will officially transfer to the Police Department as Records Clerk effective January 29, 2018 with the agreement that she will provide training to the new staff team member who is hired to fill the position she is vacating.

Specifically, Nancy will be available the afternoons of January 30, 2018 through February 6, 2018 and again February 14, 2018 through February 20, 2018 to assist with the agenda development process, packet distribution and preparation of meeting minutes in addition to a variety of additional responsibilities as Administrative Assistant to the Administrator/Mayor & Council; the new staff team member will have the ability to request assistance from Nancy on an as-needed basis during the course of her first year as cyclical items arise and need to be performed;

2.) Nancy's salary for the position as Records Clerk will be \$50,000 through December 31, 2018;

3.) The position is entitled to benefits and paid time off; all benefits currently received by Nancy will be in place in her new role as Records Clerk and all paid time off balances will transfer with her in her new position.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-30

WHEREAS, there is a need to hire a part-time Fire Inspector to assist with Certificate of Occupancy and Fire Inspections; and

WHEREAS, the Policy, Planning and Personnel Committee met on January 17, 2018 and agreed that a part-time Fire Inspector is a position that will benefit the Code Enforcement/Fire Marshal's office.

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 Borough Administrator is authorized to advertise for a part-time Fire Inspector to assist with Certificate of Occupancy and Fire Inspections and other responsibilities as assigned by the Fire Marshal/Code Enforcement Supervisor.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2018-31

WHEREAS, there is a vacancy for the position of Office of Emergency Management (OEM) Coordinator following the resignation/retirement of David Kohler effective December 31, 2017; and

WHEREAS, the vacancy for the position of OEM Coordinator was advertised internally and externally during the month of December, 2017; and

WHEREAS, John Bentz applied for the position of OEM Coordinator and, with the advice of the Policy, Planning, Personnel Committee members, the Mayor and the Borough Administrator, is considered the best candidate for the position; and

WHEREAS, the Mayor is appointing Mr. John Bentz to serve in the position as OEM Coordinator for the Borough of Manville for three years ending on December 31, 2020; and

WHEREAS, John Bentz will be compensated an annual stipend of \$7,500 for serving in the role of OEM Coordinator for the years 2018, 2019 and 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, in the County of Somerset, New Jersey, that John Bentz is hereby appointed Coordinator of the Office of Emergency Management for the Borough of Manville to fill the three-year term ending on December 31, 2020.

Borough of Manville,

/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

Mayor Onderko opened discussion on Resolution #2018-25.

Resolution #2018-25

DISCUSSION: Councilman Petrone and Mayor Onderko discussed the Committee system and Committee meetings.

Councilman Skirkanish, Councilman Petrock, and Councilwoman Magnani discussed the scheduling of Committee Meetings.

Mayor Onderko requested a motion to adopt Resolution #2018-25.

Council President Szabo, seconded by Councilman Petrock, made a motion to adopt Resolution #2018-25.

WHEREAS, the Policy, Planning and Personnel Committee has discussed the difficulties involved in scheduling Committee meetings and has discussed a standing monthly schedule.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey that Committee meetings will be held as follows, beginning on Monday, February 5th:

First Monday of Every Month

Finance Committee 4:30 - 5:30 p.m.

Public Works Committee 5:30 p.m. to 6:30 p.m.

Buildings and Grounds Committee 6:30 p.m. to 7:30 p.m.

Third Monday of Every Month

Policy, Planning and Personnel Committee 4:30 - 5:30 p.m.

Public Safety Committee 5:30 p.m. to 6:30 p.m.

Progress and Development Committee 6:30 p.m. to 7:30 p.m.

BE IT FURTHER RESOLVED that the Mayor and Council acknowledge that there may be revisions made occasionally to this schedule by the Borough Administrator in consultation with the Committee Chairperson.

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

ROLL CALL: AYES: SZABO, LUKAC, MAGNANI, PETROCK, SKIRKANISH
NAYES: PETRONE

Mayor Onderko opened the discussion on Resolution #2018-27.

DISCUSSION: Councilman Petrone and Administrator Bierwirth discussed "confidential" secretaries and the hours for this position.

Mayor Onderko requested a motion to adopt Resolution #2018-27.

Council President Szabo, seconded by Councilman Petrock, made a motion to adopt Resolution #2018-27.

Resolution #2018-27

WHEREAS, there is an opening in the Borough Hall for the position of Assistant to the Administrator/Mayor & Clerk due to the transfer of Nancy Kagan to the Police Department as Records Clerk;

WHEREAS, the vacancy of the position for Administrative Assistant to the Administrator/Mayor & Clerk was announced / advertised internally to all Borough of Manville staff; and

WHEREAS, Wendy Barras, the part-time Assistant to the Tax Assessor, submitted her resume and intent to apply to the Borough Administrator and was interviewed and is considered the best candidate for the Administrative Assistant position; and

WHEREAS, the Borough Administrator met with the Policy, Planning and Personnel Committee to discuss the employment of Ms. Barras to continue serving in the role as the part-time Assistant to the Assessor and to be hired as a part-time Administrative Assistant to the Administrator/Mayor & Council for a total of 40 hours/week; and

WHEREAS, the Policy, Planning and Personnel Committee authorized the Borough Administrator to hire Ms. Barras as a full-time employee in the position of Administrative Assistant to the Borough Administrator/Mayor & Council/Tax Assessor effective January 23, 2018;

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

- 1.) Wendy Barras be hired full-time in the position of Administrative Assistant to the Borough Administrator/Mayor & Council/Tax Assessor for 40 hours/week;
- 2.) The position will be effective January 23, 2018, with an annual salary in the amount of \$42,000 and will include the complete benefits package available to Borough of Manville full-time employees including health insurance benefits and paid time off;
- 3.) The hours for the position will be:

Assessor's Office:

Monday - Thurs 8:00 am - 1:00 pm
Fridays 8:00 am - 11:00am
(Total Hours: 23 hours)

Administrator's Office:

Mondays 2:00 pm - 7:00 pm
Tuesdays 2:00 pm - 5:00 pm
Wednesdays 2:00 pm - 5:00 pm
Thursdays 2:00 pm - 5:00 pm
Fridays 12:00 pm - 3:00 pm
(Total Hours: 17 hours)

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

ROLL CALL: AYES: SZABO, LUKAC, MAGNANI, PETROCK
NAYES:PETRONE, SKIRKANISH

Mayor Onderko opened the discussion on Resolution #2018-29, which was modified.

DISCUSSION: Councilman Petrone and Administrator Bierwirth discussed the part-time Customer Service Clerk positions.

Mayor Onderko requested a motion to adopt Resolution #2018-29.

Councilman Petrock, seconded by Councilman Lukac, made a motion to adopt Resolution #2018-29.

Resolution #2018-29

WHEREAS, there is a need to hire two part-time Customer Service Clerks; and
WHEREAS, there is a need to hire a part-time Customer Service Clerk to assist with the duties in the Office of Code Enforcement / Zoning / Property Maintenance and a part-time Customer Service Clerk to assist with the duties of the Borough Clerk's Office; and
WHEREAS, the Policy, Planning and Personnel Committee met on January 17, 2018 and recommend the hiring of customer service staff for the two offices;
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 Borough Administrator is authorized to advertise for two part-time Customer Service Clerks to assist with the duties of the Clerk's Office and Code Enforcement / Zoning / Property Maintenance.

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

ROLL CALL: AYES: SZABO, LUKAC, MAGNANI, PETROCK
NAYES:PETRONE, SKIRKANISH

OFFICIAL REPORTS

Mayor Onderko announced that the following reports were on file in the Clerk's Office:

- A/ Clerk's Report - December, 2017
- B/ Board of Health Report, Registrar - December, 2017
- C/ Board of Health Report, Animal Control - December, 2017
- D/ Police Department Report - December, 2017
- E/ Code Enforcement Report - December, 2017

NEW BUSINESS

Mayor Onderko requested a motion to approve the following items under New Business:

- A/ DeLucas Towing - Decision to Suspend License
- B/ Rich's Off Road Towing - Decision to Suspend License
- C/ Request by Ladies Auxiliary of Fire Department #3 to use the Farmer's Market Lot on South Main Street for flower sales on March 30th, 31st, and April 1st.

All present were in favor.

COMMITTEE REPORTS AND COUNCIL COMMENTS

Mayor Onderko commented that the decisions made by the governing body are based on the lowest cost and best solution to issue. He stated that Shared Services and part-time personnel will save greatly on health care and pension costs. He noted that the State pension fund is in debt, and additional full-time hirings will only increase the burden. He stated that he is proud that they have stabilized the municipal taxes in the Borough, however, he cannot speak for the School Board and an underfunded school system that ultimately causes taxes to be raised. He stated that he hopes Governor Murphy will fully fund the equation to give the taxpayers a break. He also commented that he was invited to a Martin Luther King celebration in Somerville on Sunday, and he left the service with inspiration to help people. He stated he wished more people would attend the services. He stated he is looking forward to the upcoming Budget cycle, and he stated that he feels it will be a good year. He stated that there are capital needs that have been neglected for a number of years such as old fire equipment. He stated that he takes public safety very seriously. He also stated that new lighting has been installed in the Library parking lot through a Federal Grant, which is a big safety improvement, and he hopes they can fix the roof this year as well.

Councilman Skirkanish, as Chairperson of the Public Safety Committee reported that they have not yet met this year, but will be meeting prior to the next Council meeting. He reported that he attended the Fire Board of Engineers meeting, and they discussed safety of responding to fires, dressing warm, and being careful of icy patches. He stated that they have had 26 calls already this year, and he congratulated all the Fire Police sworn in tonight. As Liaison to the Board of Health, he reported that he attended the Board of Health Reorganization meeting on Tuesday, and Suzanne Maeder, Sharon Lukac, and Traci Selody were appointed to the Board. He reported that Suzanne

Maeder is President; Barbara Snyder is Vice President; and Chris Corsini is the Attorney. He stated that the Rabies Clinic will be held in March or April. He also reported that they discussed an Ordinance regarding the legalization of marijuana. He also noted that at the December meeting three Ordinances were passed for retail food licensing and inspections, pigeons, and food fees. He also reported that he attended the Policy, Planning and Personnel Committee meeting and Progress and Development meeting. He announced that this Saturday, the VFW is having a Viet Nam Ceremony at 11 a.m. He asked that everyone be careful with the snow and ice and that all vehicles be cleared of snow before driving.

Councilwoman Magnani, as Chairperson of the Policy, Planning and Personnel Committee reported that they discussed the hiring of the full-time Records Clerk at the Police Department and held interviews for the position of OEM Coordinator. She reported that they also discussed the Standing Committee Meeting schedule, and they met with the Code Enforcement Supervisor/Fire Marshal to discuss his job and hiring a part-time assistant and a Customer Service Clerk. She explained how they make decisions for hiring that are the best possible ways to save money. She also reported that they discussed the new software program for the Code Enforcement Office. She stated that they also discussed the position of Assistant to the Tax Assessor/Administrative Assistant to Administrator. She reported that they also discussed the possible legalization of marijuana and how to keep it out of the Borough. As Liaison to Recreation, she reported that she attended the Recreation Committee meeting, and they have \$87K in trust to run their programs. She reported that they purchased an event tent that they may rent out, and they are hoping to continue the movie night partnership with the Elks. She also reported that they are always looking for ways to save money and secure sponsorships for programs. She reported that they are holding the Easter Egg Hunt on March 24th, Winter Photo Night, Instructional Wrestling, and Ukulele Lessons on February 6th for all ages. She also reported that residents have been requesting tennis courts or pickle ball courts, which they are looking into for Papawick Park. She also stated that they will be working on the Memorial Day Parade where they want to honor veterans and collaborate with the Schools and the VFW to teach our youth about the history of Manville and patriotism.

Councilman Lukac, as Chairperson of the Public Works Committee reported that they have not yet met, but he did speak with Director LoMedico who provided him with information for the report. He reported that they have been working on the temporary patching of potholes; Christmas Tree pick-up; removal of Christmas decorations; stormwater regulation compliance; cleaning and inspection of all catch basins; inlets and pipes on the north side; sewer main cleaning on Liberty, Kyle, Rabens, South Main, North 9th, Jasinski totaling approximately 1,500 feet. He also reported that a historical sign post has been installed in Papawick Park for the unveiling and dedication of the sign for former Mayor George Papawick. He also reported that various weather events have required pre- and post-work for icing and plowing. He reported that they are also working on tree trimming on Liberty Circle, Gress, North 6th, Fable, Haran and Orchard. He also reported that the Bridge Construction on South Main Street is first-stage completed, stage two began on October 19th and will continue through mid-January. He reported that concrete pouring for footings is taking place this week, and once stage two is complete, traffic will be shifted and stage three will begin. The project is still expected

to be completed by August of this year. He also noted that a resident on Liberty Street thanked them for their quick response to a sewer assistance call.

Council President Szabo, as Chairperson of the Progress and Development Committee reported that they met on January 18th and discussed State Planning Services for the Rustic Mall and neighboring businesses. He stated that the Department of Community Affairs presented information and research on planning for Main Street from the train bridge to Kyle Street on both sides as well as Rustic Mall. He also reported that the Planners explained they would be determining areas in need of rehabilitation, which will require action by the Joint Land Use Board as well as the Mayor and Council. The Planner, Angela Knowles noted that she would assist with bringing the concept to the Land Use Board and the Mayor and Council. He further reported that they discussed the previous designation of the Rustic Mall as a Superfund Site, and the Administrator noted that the property was removed from the superfund list. He also reported that they watched a power point presentation, and they will meet again in February to discuss a public hearing. He also reported that he attended the Rescue Squad meeting. He congratulated all the new appointments, and noted that the installation dinner is in the process of being formalized. He reported that they are arranging a Pediatric Education and Professional Class at Robert Wood Johnson for EMT's, and they are considering installing a lock box on their building to give Police and Fire access to their building for emergencies. He also noted that they had 909 calls for the year, and April and June were on record for 76 and 98 calls. He stated that if the Borough is looking to purchase a fire truck, they should also consider buying the Squad an ambulance. He reported that they responded to two fires in Manville and one in South Bound Brook, and they continue to have an excellent response time. He also reported that Somerset County OEM is in the process of creating a Code Blue Operation for extreme cold weather to shelter at-risk individuals. He noted that the burden of responsibility to supervise the shelters would be placed upon the Police Departments, and there is also the issue of food and accommodations. He noted that this should be reviewed by Policy, Planning and Personnel. He also asked that the Mayor contact Teri Moore from Reading Cinemas regarding the promised \$45,000 donation to the Rescue Squad.

Councilman Petrock, as Chairperson of the Finance Committee reported that they have not yet met, but will be meeting on February 5th. He stated that they have created new, user friendly line items in the Budget, and refined the Budget to make it easier to see where the money is going. He stated he would have more to share after the February 5th meeting.

Councilman Petrone, as Chairperson of the Buildings and Grounds Committee reported that he would like Councilwoman Magnani to continue as Liaison to Recreation, and asked Councilman Lukac to be Liaison with the Zoning Office. He stated that the next meeting will be in February, and he would like Mr. Renaldi to attend the meeting. As a Member of the Library Advisory Board, he stated their meeting will be tomorrow, and they will be discussing projects and other meetings for 2018. As a Member of the Shade Tree Commission he stated that the next meeting is scheduled for February 8th. As a representative of Somerset Raritan Valley Sewerage Authority, he stated that their next meeting is February 5th.

Mayor Onderko requested an update on the Flood Planning Grant with Tetra Tech at the next meeting. He stated that this is for cataloging of homes in the floodplain, and the information will be shared with the residents.

Administrator Bierwirth reported that the main priority in 2018 has been the operating budget. The staff has been focusing on their Departmental Budgets, and a meeting was held with the Department Heads and the Chief Financial Officer who explained that their budget requests will be completed through the new financial software. She stated that the budget requests are due this week and will be presented to the Finance Committee next week. She reported that she attended two Labor Negotiation Sessions with the Teamster's Clerical Union, and the negotiations appear to be completed. A Memorandum of Agreement will be drafted for review by the Teamsters Business Agent and the Labor Attorney. Once it is reviewed, it will be sent to the Policy, Planning and Personnel Committee, and then to the Mayor and Council for approval. She stated that there have been several personnel shifts, and much work has been done to fill the positions efficiently. She reported that candidates for the position of OEM Coordinator were interviewed. She also reported that they are reviewing the Borough's Hazard Mitigation Plan, and they met with the working committee. She also reported that they will be meeting with the working committee on the FMA Planning Grant with Tetra Tech for property assessment. She reported that she attended the Somerset County Emergency Management Training Course for Municipal Leaders. She also reported she will be working with the Consultant on the final phases of the CRS modification which is due February 1st, and the consulting engineer believes the Borough will be successful in lowering its rating from a 7 to a 6, leading to an additional five percent reduction in residential flood insurance premiums. She also reported that they are working with the Department of Public Works on an additional initiative which may provide substantial points. She also reported that she attended the Joint Land Use Board meeting, and she is happy to be a Class 2 member, and she has been working to train the new secretary. She stated she will be attending the Mandatory Training on Saturday along with Councilman Petrock and new Alternate Member Tim Kenyon. She reported that we are working on the 2017 Census of Governments Report, which is extremely detailed and lengthy and has to be completed by March. She reported that she has been working with Mrs. Patricia Papawick Beronio on the February 3rd Sign Dedication at Papawick Park. She stated that the invitations were created and mailed from her office, and posters have been placed as well as an article in Manville's News. She further reported that the February edition of Manville's News is in review and should be sent for publication this week. She also brought the public's attention to the artwork in the back of the Meeting Room and explained that last year, they asked the schools to provide artwork for the Mayor and Council meeting rooms. She reminded everyone that last year we had the fish, and this year Mrs. Amy Olsen of Weston School presented us with the Unity Quilt Project, which will be displayed this year.

PUBLIC PORTION

Mayor Onderko requested that Mr. Maciag provide the rules for Public Portion.

Attorney Maciag set forth the rules for Public Portion.

Mayor Onderko requested a motion to open the public portion.

Councilman Petrock, seconded by Councilman Skirkanish, made a motion to open the Public Portion.

All present were in favor.

Richard Fendt, 1323 Raritan Avenue - stated he was the owner/operator of Rich's Off Road Towing. He noticed that his business was on the list for possible suspension of license. He stated he has completed his application two weeks ago, and he wanted to make sure everyone knew it.

Mayor Onderko requested that Administrator Bierwirth and Chief Peltack review the situation.

Mr. Fendt also commented that he appreciated the ways the Mayor and Council has reviewed ways to reduce spending. He stated that he owns twice as much property in Hillsborough, and his taxes there are lower than Manville's.

Maria Janucik, 720 East Frech Avenue - had questions regarding the owner, history and information regarding the Rustic Mall. She also asked why the Section 8 Housing Administrator was not named at Reorganization. She also asked who is doing inspections for the annual reassessment program and questions regarding those inspections.

Mayor Onderko and Administrator Bierwirth addressed her questions.

Heather Ball, 312 Clinton Avenue - requested that someone come out and look at a large ditch at the end of her street where it meets Knopf Street.

Administrator Bierwirth recorded her information for follow-up.

Ray Walsh, 26 North 17th Avenue - provided some history regarding the Rustic Mall and the creosote field that was there when he was young. He also noted he is a retired letter carrier who is working on a project to persuade residents in all municipalities to vote by mail to avoid voting issues. He requested that the pamphlets be distributed through Recreation at their events.

When no one else wished to comment, Mayor Onderko requested a motion to close the public portion.

Councilman Petrock, seconded by Councilman Skirkanish, made a motion to close the public portion.

All present were in favor.

COMMENTS BY COUNCIL MEMBERS

Councilman Petrock made comments regarding Public Portion and Roberts Rules of Order. He asked that residents limit their comments and questions to the five-minute limit, avoid badgering, and assess what questions can be answered by the staff at Borough Hall during regular business hours.

When no one else wished to comment, Mayor Onderko requested a motion to adjourn the meeting.

Councilman Petrock, seconded by Councilman Skirkanish, made a motion to adjourn the meeting.

All present were in favor.

The meeting was adjourned at approximately 8:47 p.m.

ATTEST:

A handwritten signature in black ink that reads "Pamela Borek". The signature is written in a cursive, flowing style.

Pamela Borek, Borough Clerk