

MINUTES OF THE
REORGANIZATION MEETING
OF THE MAYOR AND COUNCIL
JANUARY 7, 2023

THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
MANVILLE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, WAS HELD ON JANUARY 7,
2023,

Mayor Onderko welcomed everyone to the 94th Annual Reorganization meeting, and called the meeting to order at 11:00 a.m.

Mayor Onderko requested that the Acting Clerk 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 8, 2022, for the election of the following mentioned officers in the Borough of Manville:

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

Joseph M. DeVito III
Ronald Skirkanish

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 this 26th day of November 2022.

County of Somerset
/s/ Steve Peter, County Clerk
/s/ Anthony DeCicco,
Chairman County Board of Canvassers

Both Councilman DeVito and Councilman Skirkanish were sworn in and received their Oath of Office on January 7, 2023, by Mayor Onderko.

Mayor Onderko requested that the Acting Clerk 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 Acting Clerk call the Roll:

MAYOR RICHARD ONDERKO
COUNCILMAN BRANDEN AGANS
COUNCILMAN JOSEPH DEVITO, III
COUNCILMAN JOSEPH LUKAC, III
COUNCILWOMAN BARBARA MADAK
COUNCILMAN RONALD SKIRKANISH
COUNCILMAN STEPHEN SZABO

Also Present:

THADDEUS R. MACIAG, BOROUGH ATTORNEY
GP CAMINITI, BOROUGH ADMINISTRATOR, ACTING CLERK

SALUTE TO THE FLAG AND MOMENT OF SILENCE

Mayor Onderko asked that the moment of silence be dedicated to George Watkins, a 14-year old resident who recently passed from an automobile accident in Manville.

INVOCATION

Father Stan Slaby of Christ the Redeemer, Manville gave the Invocation.

ACKNOWLEDGEMENT OF DIGNITARIES

Mayor Onderko acknowledged the Dignitaries present:
Somerset County Clerk Steve Peter

PUBLIC COMMENT

Mayor Onderko opened the meeting for Public Comment.

Maria Janicek, E. Frech Ave.: Ms. Janicek commented on the 'avoidable tragedy' with George Watkins and referred to a road safety audit from 2015 which recorded unsafe traffic conditions. Money was allocated and nothing was done. What is the project status of the Road Diet improvements for Main Street? Ms. Janicek also questioned the Municipal Court and its description of Manville-elected personnel being labeled as Hillsborough appointments. Borough Attorney T. Maciag explained that this was due to the distinction between a shared vs. a joint court and explained the difference. Finally, Ms. Janicek remarked that property development in Hillsborough is negatively affecting Manville and questioned what the governing body is doing about it. Mayor Onderko listed multiple visits to Hillsborough meetings and described his efforts to push back against the development.

Ray Walsh, N. 17th Ave: Mr. Walsh acknowledged and thanked the veterans who saluted the flag during the Pledge of Allegiance.

NEW JERSEY STATE STATUTES AND ROBERTS RULES OF ORDER, newly revised 11th Edition

Mayor Onderko requested a motion to adopt New Jersey State Statutes and Robert's Rules of Order, newly revised 11th Edition. Councilman Szabo made a motion to adopt New Jersey State Statutes and Robert's Rules of Order, newly revised 11th Edition. Motion seconded by Councilman Agans.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

PRESIDENT OF COMMON COUNCIL FOR THE YEAR 2023

Mayor Onderko requested a nomination for Council President. Councilman Szabo seconded by Councilman Agans made a motion to nominate Councilman Lukac for Council President.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

Councilman Lukac was named Council President by unanimous vote for 2023.

Nomination:

**Council Liaison Joint Land Use:
(Council Recommendation)**

One (1) year term expiring December 31, 2023
Roll Call on Council Liaison Joint Land Use

Mayor Onderko requested a nomination for the Council Liaison to the Joint Land Use Board. Councilwoman Madak, seconded by Councilman Lukac made a motion to nominate Councilman Agans as Council Liaison to the Joint Land Use Board.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

8. Nomination:

**Council Liaison Board of Health:
(Council Recommendation)**

One (1) year term expiring December 31, 2023
Roll Call on Council Liaison Board of Health

Mayor Onderko requested a nomination for the Council Liaison to Board of Health to the Board of Health. Councilman Lukac seconded by Councilman Szabo made a motion to nominate Councilman Skirkanish as Council Liaison to Board of Health.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

9. Nomination:

**Solid Waste Advisory Committee
(Council Recommendation)**

One (1) year term expiring December 31, 2023
Roll Call on Solid Waste Advisory Committee Member.

Mayor Onderko requested a nomination for the Solid Waste Advisory Committee. Councilman Szabo seconded by Councilman Agans made a motion to nominate Councilman Lukac for the Solid Waste Advisory Committee.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

STANDING COMMITTEES FOR 2023:

FINANCE

Councilman DeVito , Councilman Lukac, Councilwoman Madak

POLICY, PLANNING, PERSONNEL

Councilwoman Skirkanish, Councilman Lukac, Councilman Agans

PUBLIC WORKS

Councilman Lukac, Councilman Skirkanish, Councilman Szabo

PUBLIC SAFETY, FIRE, POLICE, RESCUE, EMERGENCY MANAGEMENT

Councilwoman Madak , Councilman DeVito, Councilman Szabo

PUBLIC BUILDINGS AND GROUNDS

Councilman Agans, Councilman DeVito, Councilman Skirkanish

PROGRESS AND DEVELOPMENT

Councilman Szabo, Councilman Agans, Councilwoman Madak

MAYOR’S PROFESSIONAL APPOINTMENTS

With Consent of Council, subject to review by DCA and successful submission of appropriate Professional Service Agreements

The Acting Clerk read the Pay-to-Play Statute:

“In accordance with the pay-to-play statute, N.J.S.A. 19:44A-20.7, criteria have been established and the qualifications of each appointee have been evaluated, and nominations have been made based upon my determination that the person named best meets the criteria.”

Borough Attorney:	30 Day Hold Over
Bond Counsel:	30 Day Hold Over
Tax Attorney:	30 Day Hold Over
Labor Attorney:	30 Day Hold Over
Borough Surveyor:	30 Day Hold Over
Flood Plain Management Consultant:	30 Day Hold Over
Flood CRS Program Consultant:	30 Day Hold Over
Flood Hazard Mitigation Consultant:	30 Day Hold Over
Planning Consultant:	30 Day Hold Over
Borough Auditor:	30 Day Hold Over
Risk Management & Insurance:	30 Day Hold Over
Internet Technology Consultant:	30 Day Hold Over
Appraiser:	30 Day Hold Over

Council President Lukac requested a thirty day hold over on all professional appointments until DCA review has been completed.

MUNICIPAL COURT APPOINTMENTS

(Hillsborough Personnel)

Hillsborough Township Municipal Judge: Francesco Taddeo
(Three (3) Year Term Expiring 12/31/2024)

Hillsborough Township Primary Prosecutor: Christopher Bateman
(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Public Defender: Peter Cipparulo
(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township DUI/Alternate Public Defender: John Bruder

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township DUI Special Prosecutor: Scott Mitzner

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Alternate Prosecutor: Brian Davis

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Alternate Prosecutor: Kevin Hewitt

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Alternate Prosecutor: Rachel Campbell

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Alternate Prosecutor: Philip George

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Alternate Prosecutor: Dominic DiYanni

(One (1) Year Term Expiring 12/31/2023)

Hillsborough Township Alternate Prosecutor: John Donnadio

(One (1) Year Term Expiring 12/31/2023)

PROFESSIONAL EMPLOYEES

With Consent of Council

Tax Assessment Search Officer: Lisa Gerickont

(1-year term, ex. 12/31/2023)

Acting Registrar of Vital Statistics Constance DelRocco

(temporary appointment)

Mayor Onderko requested a roll call to adopt the Professional Employee appointments.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

OFFICE OF EMERGENCY MANAGEMENT

Deputy Coordinator: Ryan Steier

(3-Year Term, ex.12/31/2025)

Mayor Onderko requested a motion to adopt the Office of Emergency Management appointments.

Seconded by Agans to adopt the Professional Employee and OEM appointments.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

Mayor's Board, Committee, Commission Appointments:

The Following are Mayor's Appointments which do not require confirmation by Council

FIRE DEPARTMENT

Mayor Onderko gave the Oath of Office to:

Chief Ken Skirkanish

(2-year term, exp. 12/31/2024)

Deputy Chief Scott Stapleton

(2-year term, exp. 12/31/2024)

Assistant Chief Eric DeCicco

(2-year term, exp. 12/31/2024)

JOINT LAND USE BOARD

(Planning Board)

Class 4 Member: 4-year term (Ex. 12/31/2026)	Bob Kojko
Alternate #1 2-year term (Ex. 12/31/2024)	John Bentz
Alternate #2 2-year term (Ex. 12/31/2024)	Dayna Camacho

RECREATION COMMITTEE

3-year term (ex. 12/31/2025)	Josephine Pschar
3-year term (ex. 12/31/2025)	Dayna Camacho
Unexpired 1-year term (ex. 12/31/2023)	Jessica Gonzalez
Unexpired 2-year term (ex. 12/31/2024)	John Bentz

BOARD OF HEALTH

3-year term (ex. 12/31/2025)	Tracy Selody
3-year term (ex. 12/31/2025)	Dayna Camacho
Unexpired 3-year term (exp. 12/31/2023)	Melissa Rapp-LaRue
Unexpired 3-year term (exp. 12/31/2024)	tbd

ECONOMIC DEVELOPMENT COMMITTEE

1-year term (ex. 12/31/2023)	Suzanne Maeder
2-year term (ex. 12/31/2024)	Mayor Richard Onderko
2-year term (ex. 12/31/2024)	Susan Asher
3-year term (ex. 12/31/2025)	Diana Seberg
3-year term (ex. 12/31/2025)	John Holloway
Alt. #1	Sharon Lukac
Alt. #2	Caitlin Cunningham

LIBRARY ADVISORY BOARD

3-year term (exp. 12/31/2025)	Sandra Scrape
Alt. #2 (3-year term, exp. 12/31/2025)	Sue Asher

SHADE TREE COMMISSION

Commissioner	Vince LoMedico
3-year term (ex. 12/31/2025)	
Commissioner	Mayor Richard Onderko
1-year term (ex. 12/31/2023)	

COUNCIL LIAISONS

Board of Education:	Councilman Agans
Economic Development Committee:	Councilman DeVito

COUNTY/REGIONAL APPOINTMENTS

Somerset Regional Animal Shelter:	Melissa Rapp-LaRue
1-year term (ex. 12/31/2023)	

Somerset Regional Animal Shelter:

1-year term (ex. 12/31/2023)

Somerset Regional Animal Shelter Alternate:

1-year term (ex. 12/31/2023)

Municipal Alliance Coordinator:

1-year term (ex. 12/31/2023)

Traci Selody

Mayor Richard Onderko

Jessica Gonzalez

Municipal Alliance Committee Members:

Mayor Richard Onderko (Political Member)
Jessica Gonzalez (MAC Coordinator)
Mariana Marin (Chairperson)
Officer William Sampson (Police Officer Member)
Kelly Harabin (Board of Education)
Nan Peterson (Librarian/Community Outreach)
Josephine Pschar
Stephanie Cornelson (Concerned Parent)
Thelma Bartus (Public Member)
Joseph A. Lukac, III (Councilman)
Sharon Lukac

Youth Services Coordinator:

1-year term (ex. 12/31/2023)

Solid Waste Advisory Committee:

1-year term (ex. 12/31/2023)

Office on Aging Advisory Committee:

1-year term (ex. 12/31/2023)

Cultural and Heritage Advisory Committee:

1-year term (ex. 12/31/2023)

Branden Agans

Vincenzo LoMedico

Josephine Pschar

Gale Skirkanish

Roll Call on Mayor's Appointments

Mayor Onderko requested a roll call to confirm the above appointments.

ROLL CALL: AYES: AGANS, DEVITO, MADAK, ONDERKO
ABSTENTIONS: LUKAC, SKIRKANISH, SZABO

RESOLUTIONS BY CONSENT

Mayor Onderko requested a motion to adopt Resolution #2023-01 through #2023-15.
Councilman Szabo, seconded by Councilman Agans, made a motion to adopt Resolution #2023-01 through #2023-15.

ROLL CALL: AYES: AGANS, DEVITO, LUKAC, MADAK, SKIRKANISH, SZABO

Borough of Manville
Resolution # 2023-01

2023 Depositories for Borough of Manville

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) TD Bank, 452 Union Avenue, Bridgewater, NJ 08835
- 3) Peapack Gladstone Bank, Bridgewater, NJ 08835
- 4) Investor's Savings Bank, Somerset & North Brunswick, New Jersey

- 5) Citizens Bank, Somerset & North Brunswick, New Jersey
- 6) Any bank insured under the Government Units Deposit Protection Act

Be and are hereby designated as depositories for the Borough of Manville for the year ending December 31, 2023.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-02
Interest on Delinquent Tax/Utility Payments

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 2023.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution #2023-03
Penalty on Tax Sale Certificate

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 be 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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-04
Uncollected Tax/Utility Payments

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 2023.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-05
Borough of Manville Department Heads

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
ZONING OFFICER

RECREATION DIRECTOR
TAX ASSESSOR

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 Acting 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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-06

Socially and Economically Disadvantaged Business

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, Wendy Barras to serve as "Public Agency Compliance Officer."

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

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-07

Designating 2022 Official Newspapers for Borough of Manville

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, 2023.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-08

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment
Decisions Under Title VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, hereby state that they have complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution # 2023-09

Borough of Manville Table of Organization

WHEREAS, the Mayor and Council wish to adopt an updated version of the formal Table of Organization (originally created in 2005), which establishes a Chain of Command to be followed by all 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 attached updated Table of Organization is hereby adopted and a copy of same shall be provided to all employees.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2023-10
Duties of Six Standing Committees of the Manville Council

WHEREAS, the Mayor is the presiding officer of all Council Meetings, the Mayor is responsible for setting the agenda for Council meetings with the help of our Borough Administrator; and

WHEREAS, the agenda presented can be modified at the beginning of a Council meeting by a majority vote of the members present; and

WHEREAS, the Mayor will sit in on any committee meetings when a sitting member cannot attend; and

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. Review resumes submitted for job vacancies. It may, at its discretion, interview candidates. The committee will consider the recommendations of the Borough Administrator and/or Department Head(s) 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. Shall 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.

H. COMMUNITY RATING SYSTEM PROGRAM:

- 1. Shall review the Borough Administrator / Certified Floodplain Manager's work related to the annual review and recertification of the Community Rating System (CRS) program and the full cycle reviews as required by FEMA.
- 2. Shall advise on the appointments of the Program for Public Information relative to CRS Activity 330 on Public Outreach to include (1) Chairperson for PPI (public official), (2) Borough Floodplain Manager, (3) Insurance Professional, (4) three (3) public volunteers.
- 3. Shall report the results of the CRS Program to Council on the annual review/recertification process and the full cycle review performed by FEMA.

I. Oversight and review of all ordinance codification work efforts

• **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 its officials. Appointment of a committee member as liaison to said office.
- C. Serving as the liaison between the Council and government agencies regarding current property or future acquisitions of property within the Borough via any buyout program by a local, state, or federal government agency; and future flood mitigation efforts concerning the Royce Brook, and the Raritan and Millstone Rivers.
- 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 to 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 new businesses wishing to come to Manville.
- B. Public Relations – Provide prospective new businesses with proper contacts for zoning and planning approval and where to obtain 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. Business association -- Liaison to local Manville business association. The Committee shall appoint a committee member to serve as liaison and attend any meetings of the active association in Manville.
- E. Environmental -- Liaison to the Environmental Commission; 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. Annual reassessment program for the Borough.
- H. Review and make recommendations regarding newly drafted land development and land use/zoning ordinances.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution #2023-11
Standing Committee Meeting Schedule

WHEREAS, in 2020, the Mayor & Council adopted Resolution # 2020-11 approving the concept to hold Standing Committee meetings on the first and third Mondays of the month following a recommendation by the PPP Committee to implement a set schedule to alleviate scheduling difficulties; and

WHEREAS, the standing Committees adhered to a monthly meeting schedule during 2020 and utilizing a set schedule was deemed to be beneficial ensuring Committees met regularly.

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 Standing Committee meetings will be scheduled as follows:

First Monday of Every Month

Finance 5:00-6:00 pm

Progress & Development 6:00- 7:00 p.m.

Policy, Planning & Personnel 7:00 - 8:00 p.m.

Third Monday of Every Month

Public Safety 4:30- 5:30 p.m.

Public Works 5:45- 6:30 p.m.

Buildings and Grounds 6:30 - 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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution #2023-12
Public Agency Compliance Officer

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 GP Caminiti, Borough Administrator/Acting Clerk, is named as the Public Agency Compliance Officer for the Borough of Manville.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution #2023-13
Temporary Budget Appropriations

WHEREAS, NJSA 40A:4-19 provides that temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2023; and

WHEREAS, the total appropriations in the 2022 Budget, less appropriations for Capital Improvement Fund, Debt Service and Public Assistance are as follows:

General	\$13,594,832.75
Sewer Utility	\$ 1,836,500.00

WHEREAS, 26.25% of the total appropriations in the 2022 Budget, less appropriations for the Capital Improvement Fund, Debt Service and Public Assistance in the said 2022 Budget is as follows:

General	\$3,568,643.60
Sewer Utility	\$ 481,950.00

NOW, THEREFORE, BE IT RESOLVED By the Borough Council of Manville Borough, County of Somerset, State of New Jersey, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer for his record.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution #2023-14
Authorizing The Adoption Of The Cash Management Plan For The Year 2023

WHEREAS, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

WHEREAS, the Cash Management Plan must include:

1. The designation of a public depository or depositories
2. The authorization for investments as permitted by various applicable laws
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Manville that the attached Cash Management Plan is hereby adopted for the year 2023.

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

ALL PRESENT IN FAVOR PER ROLL CALL

Borough of Manville
Resolution #2023-15
Establishing Petty Cash Funds-2023

WHEREAS, the following individuals have been named custodians of petty cash funds for their respective departments; and

WHEREAS, the custodian names must be updated in accordance with N.J.S.A. 40:5-21; and

WHEREAS, the custodians named below are all bonded in the amount of \$1,000,000 by virtue of a surety bond:

Office	Custodian	Amount of Fund
Police/Detective	Craig Jeremiah	\$200.00
Police/General	Craig Jeremiah	\$200.00

Public Works	Vincenzo LoMedico	\$200.00
Acting Borough Clerk	GP Caminiti	\$300.00

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

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

COMMENTS BY COUNCIL MEMBERS

Councilman Agans wished everyone a Happy New Year while outlining the progress and improvements to continue making Manville more storm resilient in 2023.

Councilwoman Madak stated she was excited for the New Year and to continue to make progress in Manville.

Councilman DeVito wished the residents a Happy New Year and excited to be working with the Mayor and Council to serve the residents.

Council President Lukac congratulated the newly elected Council members stated they will be a great asset to the Council. He thanked the Council for the position of Council President. He was looking forward to working with Mayor Onderko to achieve his goals for the Borough. He thanked the Police Dept., Fire Dept., OEM, DPW, Borough employees and the residents for their efforts in rebuilding in the aftermath of the flood.

Councilman Skirkanish thanked the residents and Council members and stated he was looking forward to working with the Council.

Councilman Szabo congratulated Councilman DeVito and Councilman Skirkanish and wished the residents a Happy New Year.

MAYOR'S ANNUAL ADDRESS/COMMUNITY RECOGNITION AWARDS

Mayor Onderko thanked Jessica Nichols and presented her with an award for going above and beyond the expected for her relief work following Hurricane Ida.

He also singled out Kim Fleming and her daughter for special recognition with the 'Community Spirit Award' for their portrayal of the Grinch and Cindy Lou Who in holiday festivities and settings.

Mayor's Address – January 7th , 2023 – Council Reorganization

Welcome to the 94th Annual Reorganization meeting of the Mayor and Council. The past two years these annual reorganization meetings were held virtually due to the COVID pandemic and the remnants of Hurricane Ida that flooded our town and Borough Hall. Let me just say it is great to be back in person!

I wanted everyone to feel the American spirit with the display of our Nation's flag and Chair of Honor for those prisoners of war or those still missing in action, some 80,000 Americans that are unaccounted for. We are forever indebted to those who gave their lives so that we might be free.

Col. John Dudash was one such resident who lost his life after being shot down over Vietnam in 1967. We will remember his sacrifice with a memorial street sign provided by Rolling Thunder. Col. Dudash was classified as a POW/MIA for over a decade before his remains were discovered. He is laid to rest in Arlington National Cemetery.

We live in a great town with residents who truly care about one another. I am so proud to say I am from Manville. Congratulations to both Ron and Joe, I look forward to working with you and everyone on the council this year.

As our lives got back to normal after the pandemic and the flood, if one is paying attention, our community is on the way back! New residents who have moved in love our walkable community and community spirit. Long-time residents who may be in harm's way of flooding want to stay in town either by elevating their home or taking a buyout, but only want to purchase another home in town. That speaks volumes for Manville's future.

From our Memorial Day Parade to National Night Out and Community Day to Halloween, to letters to soldiers and Santa at our library, to breakfast with Santa, our tree lighting, and the "Grinch from Whoville and Cindy Lou Who" seemed to pop up everywhere spreading holiday joy, the Manville Arts Council's Bright Lights contest with homes so beautifully decorated, and at last month's Wreaths Across America Day to honor our Hometown Heroes, numerous events so well attended by our residents.

We are small-town America at its very best! Manville is back!!

I am optimistic our community, my so beloved hometown, will get the financial and disaster aid we truly deserve this time after suffering the effects of Hurricane Ida's devastation. I have been very vocal at all levels of government to help our fellow residents and to help make Manville more storm resilient.

As the old saying goes, the squeaky wheel gets the oil. On Monday, I will be in Trenton at the State House attending a news conference to press for better stormwater management regulations, especially with the continued development of apartment buildings and warehouses going on all around us. The current stormwater regulations are simply not good enough!

My op-Ed was recently published in the Courier News, in our monthly newsletter, and on social media that detailed the steps necessary to help Manville and to make it known we can no longer be the "forgotten town" here in Somerset County. The HUD action plan for Hurricane Ida has been recently approved which will allow federal aid to begin to flow to where it is needed most, right here in the Borough of Manville. There is approximately \$400 million allocated to NJ. \$10 million from a different funding source has already been allocated to Manville from the new Swift Current buyout program of FEMA. We need much more, and we need to receive it with a sense of urgency.

I'm told disaster recovery takes a "long time". And I feel our government can do so much better to help fellow Americans in times of need due to natural flood disasters. It is extremely frustrating, to say the least.

Our business district and our Main Street corridor, which unfortunately floods too, have been in our focus. Several years ago, a "road diet" was proposed to make crossing our Main Street safer. However, this was a federally funded project for a county-owned road with no sense of urgency. The Mayor and Council had a speed study conducted in early 2021 and it indicated the need for a consistent, lower speed limit the entire length. We even adopted a resolution in July of 2021 demanding Somerset County lower sections of the road to 25 MPH.

Too many accidents have occurred over the years, and too many pedestrians have been struck and seriously or fatally injured. I have been very vocal with county officials to make improvements to help keep our residents and those who shop here safe. However, the County ignored the request to lower the speeds until the new road diet project is completed. The good news is construction is finally going to begin this spring to make the roadway safer.

Our south Main Street was designated a rehabilitation zone in 2022 to help attract State aid for Main Street revitalization projects throughout New Jersey. A "Designated Main Street" program is being offered and we plan on applying to this program so that various grant programs can be offered to aid our small business community.

Without an active Chamber of Commerce, we have started an economic development committee to help communicate with business and property owners. We will be launching a new electronic business directory that will be tied into our My Manville smartphone application this spring. A Manville business directory in the palm of one's hand will be well received. Providing better communication will be the key to our success to improve Main Street.

Several new businesses have moved into town during 2022. We want to aid their success by promoting any new businesses with grand opening ribbon cuttings and business spotlights in our newsletter. We all desire a vibrant Main Street. The completion of the "road diet" project will most certainly help. However, something must be done to help mitigate flood waters that adversely affect our businesses.

There is some good news to help the situation! A Royce Brook watershed study is underway after a \$250 thousand dollar grant was acquired. Dr. Obropta from Rutgers will be developing plans to help reduce stormwater levels encountered from the Royce Brook. This is much needed with all the recent development in the Royce Brook watershed. We hope to see plans soon and then go after federal infrastructure monies for the construction phase.

There's more good news! We recently received a \$350 thousand-dollar federal grant to create a memorial to our veterans and first responders. The project will help revitalize our south Main Street where an abandoned gas station has become an eyesore. Manville will have a public memorial like what other towns around of have to never forget their sacrifices and the price of freedom.

In closing, I will continue to fight on everyone's behalf this year because I truly believe we will be successful in getting the aid Manville deserves to help keep Manville affordable and such a great place to live. I will see to it that we are no longer the forgotten town!

I would like to thank all our volunteers who serve on our various boards, committees, and our fire and emergency management personnel. Our police force, DPW workers, and Borough staff for all you do throughout the year. I can't forget our librarian Nan and her staff who do such a wonderful job for our community. And my fellow elected officials. Without this massive team effort, on everyone's part, Manville would not be the great place it is to live.

God bless our Borough and God bless the United States of America!

Mayor Richard M. Onderko

BENEDICTION

Father Stan Slaby gave the benediction.

ADJOURNMENT

Mayor Onderko requested a motion to adjourn the 2023 Reorganization meeting.

A motion was made by Councilman Szabo, seconded by Council President Lukac to adjourn the 94th Annual Reorganization Meeting .

All present were in favor.

The 94th Reorganization Meeting was adjourned at approximately 12:25 p.m.

ATTEST:

GP Caminiti, Acting Borough Clerk

