

**REGULAR MEETING MINUTES
OF THE MAYOR AND COUNCIL
APRIL 10, 2023**

THE REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MANVILLE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, WAS HELD ON APRIL 10, 2023, AT 325 N. MAIN ST. IN MANVILLE, NJ 08835 AT 7:00 P.M.

MAYOR RICHARD ONDERKO PRESIDED

The Acting Borough 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: ALL PRESENT

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: ALL

THADDEUS R. MACIAG, BOROUGH ATTORNEY
GP CAMINITI, BOROUGH ADMINISTRATOR-ACTING BOROUGH CLERK
TRACI DILLINGHAM, DEPUTY ADMINISTRATOR/CLERK

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

Mayor Onderko led the Salute to the Flag and requested a moment of silence in honor of recently passed Ex-Fire Chief Andy Handow, who served the Manville Fire Dept. from 1985-2010.

PROCLAMATION

Arbor Day: Councilman Branden Agans read a proclamation into the record.

MEETING MINUTES

A/ Regular Meeting minutes of Mar. 13, 2023; Regular and Closed Session minutes of March 27, 2023; motion to approve and seconded by Councilmen Szabo and Agans, respectively.

Introduced			Seconded			Council	Yes			No	Abstain	Absent
				x	x	Agans	x	x	x			
						DeVito	x	x	x			
			x			Lukac	x	x	x			
						Madak	x	x	x			
						Skirkanish	x	x	x			
x	x	x				Szabo	x	x	x			
						Onderko						

Regular and Closed Session minutes were approved.

ORDINANCES: INTRODUCTION AND FIRST READING

#2023-1293 – Amendment to Ordinance #2021-1269 Authorizing Temporary Waiver of Construction Permit Fees; motion to introduce, followed by a Roll Call.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	x			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			
		Onderko				

Ordinance #2023-1293 was introduced.

PUBLIC PORTION ON RESOLUTIONS

Open:

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	X			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			
		Onderko				

1. Roberta Walters, 93 S. 16th: expressed concern about Borough employees engaged in excessive roles, multi-tasking as described in Resolution 2023-83. No Council action was warranted or taken.

MOTION TO CLOSE PUBLIC COMMENTS

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	X			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			
		Onderko				

RESOLUTIONS TAKEN INDIVIDUALLY

Individual motion to approve Resolution #2023-76, Approval of Vouchers, followed by a Roll Call.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	x			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			
		Onderko				

Resolution #2023-76 was approved.



Borough of Manville
Resolution #2023-76
Approval of Vouchers

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

1. Current	\$2,700,752.91
2. Sewer Checking	\$129,303.35
3. Recreation Trust Checking	\$295.17
4. Trust-Liens	\$3,500.00
5. Trust 012 other	\$2,147.44
6. Recreation	\$4,343.26
TOTAL	\$2,840,342.13

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

ATTEST:

Borough of Manville,

Richard M. Onderko, Mayor

Individual motion to approve Resolution #2023-77, Hire Temporary Assistant to Tax Collector, followed by a Roll Call.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	x			
		Madak	x			

		Skirkanish	x			
x		Szabo	x			
		Onderko				

Resolution #2023-77 was approved.



Borough of Manville
Resolution #2023-77

Authorization to Hire Temporary Part-Time Assistant to the Tax Collector- C. Figliolo

WHEREAS, there is a need to address a seasonal, temporary swell in work volume in the Borough's Tax Collection office; and

WHEREAS, the Borough Council's Policy, Planning, and Personnel Committee and the Borough Administrator agree that the hiring of a qualified, part-time, and temporary assistant to the Tax Collector is necessary to complete the required collection, processing, and account registration tasks in the Tax and Sewer Collections Department;

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 hire Candice Figliolo as a temporary assistant to the Tax Collector for \$35.00/hour, up to 10 hours per week on a month-to-month basis for a period not to exceed three months and \$4,200.00 (four-thousand-two-hundred) dollars starting April 11, 2023; and

NOW, BE IT FURTHER RESOLVED THAT this position is not eligible for health benefits or paid time off.

Borough of Manville,

Richard M. Onderko, Mayor

Individual motion to approve Resolution #2023-78, Hire Part-Time Receptionist, followed by a Roll Call.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	x			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			

		Onderko				
--	--	---------	--	--	--	--

Resolution #2023-78 was approved.



Borough of Manville
Resolution #2023-78
Authorization to Hire Part-Time Receptionist- S.Latty

WHEREAS, there is a need to increase resident access to services at Borough Hall; and

WHEREAS, the Borough Council’s Policy, Planning, and Personnel Committee and the Borough Administrator agree that the immediate hiring of a qualified, part-time receptionist to provide additional guidance to residents and other visitors, manage incoming phone calls, mail, and other clerical tasks;

WHEREAS, the Borough Administrator has filed the necessary waiver and supporting documentation with the Department of Community Affairs, Division of Local Government Services for review and approval as per the Borough’s Transitional Aid Community status;

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 hire Siya Latty as a part-time receptionist for up to 25 hours per week) starting April 11, 2023 and subject to DCA approval; and

NOW, BE IT FURTHER RESOLVED THAT this position is not eligible for health benefits or paid time off.

Borough of Manville,

Richard M. Onderko, Mayor

Individual motion to approve Resolution #2023-87, Requesting a Speed Limit Revision, followed by a Roll Call.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
	x	Agans	x			
		DeVito	x			
		Lukac	x			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			
		Onderko				

Resolution #2023-87 was approved.



**Borough of Manville
Resolution #2023-87**

**A Resolution by the Mayor & Council of the Borough Of Manville
Requesting the Somerset County Board of Commissioners to Revise the Speed Limits
on Main Street in the Borough Of Manville**

WHEREAS, the Mayor and Council of the Borough of Manville (the "Borough") have received from the Borough Engineer a comprehensive 49-page study, dated May 21, 2021, entitled "Main Street Traffic Safety Study"; and

WHEREAS, the Main Street Traffic Safety Study comprised a traffic safety review of North/South Main Street in the Borough of Manville, between the approximate limits of the Raritan River to Schmidt Street; and

WHEREAS, the justification for the Main Street Traffic Safety Study was that the Mayor and Council of the Borough of Manville are concerned with resident safety due to perceived high rates of speed along Main Street and history of crashes along the roadway; and

WHEREAS, the Borough Engineer and his professional staff, in preparing the Main Street Traffic Safety Study, reviewed NJDOT traffic data, performed field observations, reviewed crash data provided by the Manville Police Department, reviewed Technical Guidance from Federal Highway Administration and New Jersey Department of Transportation, developed an itemized list of areas of concern that impact pedestrian and vehicular operations/movements along Main Street, then developed several options for the Borough considerations for safety improvements on Main Street in the Borough of Manville; and

WHEREAS, the Main Street Traffic Safety Study found that Main Street is located between the Raritan River to the North to Schmidt Street in the South, with a roadway configuration varying between either 1 to 2 lanes in each direction with portions permitting on street parking, 7 signalized intersections, 16 non-signalized intersection, present posted speed limits varying from 25 mph to 45 mph, 35 commercial/ mixed use driveways, 16 residential driveways, and sidewalks varying from 5 to 15 feet in width, or in some places no sidewalks at all; and

WHEREAS, the Main Street Traffic Safety Study found that the present Speed Limits along Main Street from Dukes parkway East to Schmidt Avenue, in an area comprising just 1.6 miles. include seven different speed limit zones, ranging, North to South, from a 35 mph zone to a 25 mph zone, to a 30 mph zone, to a 35 mph zone to a 25 mph zone, to a 30 mph zone to a 40mph zone, including zones sometimes having different northbound and southbound limits in the same block; and

WHEREAS, the Main Street Traffic Safety Study found that there were six-hundred-forty-four (644) motor vehicle crashes along Main Street from January 2016 to February 2021, including nineteen (19) crashes

involving Pedestrians: and

WHEREAS, the Mayor & Council of the Borough of Manville believe that the seven varying speed limit zones along Main Street, an approximately 1.7 mile length of roadway, allows an excessive rate of speed and serves to confuse motorists and pedestrians, with the changes in speed limit every few blocks; and

WHEREAS, the Mayor & Council of the Borough of Manville therefore believe that the speed limit along Main Street should be a consistent and uniform speed limit throughout the length of the roadway, set at 25mph; and

WHEREAS, Main Street is under the jurisdiction of Somerset County, as County Road 533, on which road the Somerset County Board of Commissioners sets the speed limits;

NOW, THEREFORE BE IT RESOLVED, by the Mayor & Council of the Borough of Manville, that the Borough of Manville hereby officially requests that the Somerset County Board of Commissioners reduce the speed limit on Main Street in the Borough of Manville to a consistent and uniform Speed Limit of 25mph, in a single speed limit zone along the length of Main Street, beginning at the Raritan River, and continuing to Schmidt Avenue.

Borough of Manville,

Richard M. Onderko, Mayor

RESOLUTIONS BY CONSENT

Mayor Onderko requested a motion to approve Resolutions #2023-79 through #2023-86, followed by a Roll Call.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
	x	DeVito	x			
		Lukac	x			
		Madak	x			
		Skirkanish	x		x	
x		Szabo	x		x	
		Onderko				

Resolutions #2023-79 through #2023-86 were approved.



Borough of Manville
Resolution #2023-79
Resolution Appointing Insurance 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 **GP Caminiti, Borough Administrator** is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2023**; and

BE IT FURTHER RESOLVED that **Traci Dillingham, Deputy Administrator/Clerk**, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2023**; 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
Resolution #2023-80**

**Resolution Approving the Raffle License Application of
Manville for Christ the Redeemer Parish
subject to Approval of the New Jersey Legalized Games of Chance Control Commission**

WHEREAS, Christ the Redeemer Parish (the “Applicant”) has submitted an Application for a Raffle License for an event to be held on October 8, 2023 at 99 North 13th Ave., Manville NJ 08835 to raise money for extraordinary Church expense, renovations, and repairs; and

WHEREAS, said Application # RL-1975, Identification #286-1-11945 appears to be in order;

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

- (1) Application #RL-1975 is hereby approved, subject to approval by the New Jersey Legalized Games of Chance Control Commission (“NJLGCCC”);
- (2) The Applicant must submit a Report of Operations to the NJLGCCC as required by that body. Failure to do so will result in denial of future licenses to the Applicant.
- (3) The Acting Borough Clerk shall forward a copy of this Resolution to the NJLGCCC.

Borough of Manville,
Richard M. Onderko, Mayor



**Borough of Manville
Resolution #2023-81**

**Resolution Approving the Raffle License Application
for Manville for Exempt Firemen's Association
subject to Approval of the New Jersey Legalized Games of Chance Control Commission**

WHEREAS, Manville for Exempt Firemen's Association (the "Applicant") has submitted an Application for a Raffle License for an event to be held on July 4, 2023 at Fire Co. #3 North 8th Ave., Manville NJ 08835 for the benefit of Manville Exempt Firemen's Association; and

WHEREAS, said Application # RL-1974, Identification #286-5-41919 appears to be in order;

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

- (1) Application #RL-1974 is hereby approved, subject to approval by the New Jersey Legalized Games of Chance Control Commission ("NJLGCCC");
- (2) The Applicant must submit a Report of Operations to the NJLGCCC as required by that body. Failure to do so will result in denial of future licenses to the Applicant.
- (3) The Acting Borough Clerk shall forward a copy of this Resolution to the NJLGCCC.

ATTEST:

Borough of Manville,

Richard M. Onderko, Mayor



**Borough of Manville
Resolution #2023-82**

**Resolution Approving the Raffle License Application
of Manville for PTA Roosevelt School**

subject to Approval of the New Jersey Legalized Games of Chance Control Commission

WHEREAS, PTA Roosevelt School (the “Applicant”) has submitted an Application for a Tricky Tray and 50/50 Raffle Licenses for an event to be held on May 6, 2023 at the VFW 600 Washington Ave., Manville NJ 08835 for the benefit of a book vending machine to increase reading and literacy; and Manville Exempt Firemen’s Association; and

WHEREAS, said Application #s RL-1976 & RL-1977, Identification #286-5-43368 appear to be in order;

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

- (1) Applications #RL-1976 & RL-1977 are hereby approved, subject to approval by the New Jersey Legalized Games of Chance Control Commission (“NJLGCCC”);
- (2) The Applicant must submit a Report of Operations to the NJLGCCC as required by that body. Failure to do so will result in denial of future licenses to the Applicant.
- (3) The Acting Borough Clerk shall forward a copy of this Resolution to the NJLGCCC.

Borough of Manville,

Richard M. Onderko, Mayor



Borough of Manville
Resolution #2023-83

**A Resolution Authorizing the Mayor and Council to Adjust
The Salary of Borough Administrator**

WHEREAS, the Borough’s Municipal Clerk resigned as of December 2, 2022; and,

WHEREAS, the Borough Administrator was appointed Acting Municipal Clerk as of December 5, 2022 and has assumed all duties and responsibilities of the Municipal Clerk since that date; and

WHEREAS, the Acting Clerk is currently pursuing Certification to become the full-time Registered Municipal Clerk (RMC) under the State guidelines for education, testing, and certification; and

WHEREAS, there has been no adjustment in compensation since the Borough Administrator’s assumption of these additional duties and the Borough’s Policy, Planning and Personnel Committee has determined that policy and past practice allow for Clerk duties and compensation to be granted during the RMC certification period; and

WHEREAS, the Borough's Policy, Planning and Personnel Committee, Finance Committee, and CFO in strict adherence to the Borough's policy of fair pay for responsibilities assumed and have determined that a salary adjustment for the dual positions is warranted; and

WHEREAS, the Borough's Policy, Planning and Personnel Committee, Finance Committee, and CFO have reviewed relevant data and sources and determined that the recommended salary adjustment warrants no new budget appropriation while delivering a net-cost savings of over \$62,000 per annum to the Borough;

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that a salary adjustment is hereby authorized according to milestones and amounts as follows: \$15,000.00 per annum for the Borough Administrator-Acting Municipal Clerk to commence immediately; \$10,000 increase upon successful completion of the RMC certification; healthcare benefits are not included in these salary adjustments. Costs/fees/materials necessary for continuing education completion through Rutgers University or equivalent institution shall be borne by the Borough.

Borough of Manville,

Richard M. Onderko, Mayor



Borough of Manville
Resolution #2023-84
Temporary Seasonal Employee- Rooney

WHEREAS, the Recreation Department is in need of personnel for their seasonal programs (Summer 2023); and

WHEREAS, in accordance with Ordinance #2018-1212, these employees are now referred to as Temporary Seasonal Employees.

WHEREAS, these employees have been screened, reviewed, and approved by the Recreation Dept. and other entities in accordance with all necessary requirements for the appointments;

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:

First Name	Last Name	Title	Salary
William	Rooney	Site Supervisor-Open Gym	\$40/hr., max. 12 hours

Borough of Manville,
Richard M. Onderko, Mayor



Borough of Manville
Resolution #2023-85
Temporary Seasonal Employee- Imhoff

WHEREAS, the Recreation Department is in need of personnel for their seasonal programs (Summer 2023) ; and

WHEREAS, in accordance with Ordinance #2018-1212, these employees are now referred to as Temporary Seasonal Employees.

WHEREAS, these employees have been screened, reviewed, and approved by the Recreation Dept. and other entities in accordance with all necessary requirements for the appointments;

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:

First Name	Last Name	Title	Salary
Carl	Imhoff	Site Supervisor-Open Gym	\$30/hr., max. 12 hours

ATTEST:

Borough of Manville,
Richard M. Onderko, Mayor



Borough of Manville
Resolution #2023-86

Temporary Seasonal Employee- Bentz

WHEREAS, the Recreation Department is in need of personnel for their seasonal programs (Summer 2023); and

WHEREAS, in accordance with Ordinance #2018-1212, these employees are now referred to as Temporary Seasonal Employees.

WHEREAS, these employees have been screened, reviewed, and approved by the Recreation Dept. and other entities in accordance with all necessary requirements for the appointments;

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:

First Name	Last Name	Title	Salary
Nicholas	Bentz	Umpire: Baseball, home games	\$40/game, 5 games

ATTEST:

Borough of Manville,

Richard M. Onderko, Mayor

OFFICIAL REPORTS

- A/ Clerk's Report, Mar. 2023
- B/ Registrar's Report, Feb. 2023
- C/ Fire Dept Reports, Feb., Mar. 2023
- D/ Manville Police Dept. report, Mar. 2023
- E/ Construction Dept. Activity Report

Mayor states that these reports are on file in the Clerk's Office at Borough Hall.

NEW BUSINESS

A/ Field Usage Permits, Cricket at Duke's Park, Manville HS ABIS Softball at Gerber Field

All Present Were in Favor and all new business was accepted.

COMMUNICATIONS

Mayor's Letter to Sens. Zwicker and Steinhardt requesting emergency equipment for first responders

COMMITTEE REPORTS AND COUNCIL COMMENTS

Department of Public Works: Council President Lukac reported status, updates on Community Clean-up Day, new garbage truck to be ordered. No Council action was required or taken.

Finance: Chairman DeVito reported status, updates on municipal budget preparations, capital needs for equipment, EDC meeting on 4/q11, and Manville film-ready workshop. No Council action was required or taken.

Public Safety: Councilwoman Madak reported status, updates on the grant for RR crossing on N. 13th., parade route for the Memorial Day parade, need for volunteers, fire safety matters, distracted driving campaign. No Council action was required or taken.

Policy, Planning & Personnel: Chairman Skirkanish reported status, updates on the borough's Employee handbook, Transitional Aid with the DCA, and the scheduled Board of Health meeting. No Council action was required or taken.

Buildings & Grounds: Councilman Agans reported status, updates on Cricket Field activities at Duke's Park. No Council action was required or taken.

Progress & Development: Councilman Szabo reported status, updates on Valerie Villas. No Council action was required or taken.

MAYOR'S COMMENTS

Mayor Onderko reminded all of Clean-up Day, Arbor Day planting at ABIS, EDC meeting on 4/11 at the library. No Council action was required or taken.

PUBLIC PORTION

Mayor Onderko requested a motion to open the Public Portion. Councilman Szabo, seconded by Council President Lukac, made a motion to open the Public Portion.

Introduced	Seconded	Council	Yes	No	Abstain	Absent
		Agans	x			
		DeVito	x			
	x	Lukac	x			
		Madak	x			
		Skirkanish	x			
x		Szabo	x			
		Onderko				

All Present Were in Favor. Borough Attorney Maciag read the disclaimer reminding residents of the rules of speaking.

Phil Petrone, 7 N. 11th Ave.: commented on union enrollment for personnel. No Council action was required or taken.

Danielle Warshefski, 147 S. 8th Ave.: commented on suicide prevention/awareness and suggested a memorial walk on April 29th. No Council action was required or taken.

Ray Walsh, 26 N. 17th Ave.: commented on the risk of suicide to veterans. No Council action was required or taken.

When no one else wished to comment, Mayor Onderko requested a motion to close the public portion. Councilman Agans, seconded by Councilman Szabo made a motion to close the public portion.

All Present Were in Favor.

Mayor Onderko requested a motion to adjourn the meeting. Councilman Szabo, seconded by Council President Lukac, made a motion to adjourn the meeting.

All Present Were in Favor.

The meeting was adjourned at approximately 7:41 p.m.

ATTEST:

GP Caminiti
Acting Borough Clerk