

**REGULAR MEETING MINUTES  
OF THE MAYOR AND COUNCIL  
APRIL 24, 2023**

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THE REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MANVILLE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, WAS HELD ON APRIL 24, 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 (except Councilman DeVito)**

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.

**PROCLAMATION**

National Autism Acceptance Month: Council President Lukac read a proclamation into the record.

**MEETING MINUTES**

**A/** Regular Meeting minutes of Apr. 10, 2023; motion to approve and seconded by Councilmen Szabo and Agans, respectively.

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

Regular Meeting minutes were approved.

**PUBLIC PORTION ON RESOLUTIONS**

Motion and second to open public discussion on Resolutions, 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    |     |    |         |        |

Motion and second to close public discussion on Resolutions, 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    |     |    |         |        |
|            |          |            |     |    |         |        |

1. Maria Janucik, 720 E. Frech St.: commented on the role and hours of the Chief Financial Officer. No Council action was warranted or taken.

**RESOLUTIONS TAKEN INDIVIDUALLY**

Individual motion to approve Resolution #2023-88, 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 #2023-88 was approved.

**Borough of Manville**  
**Resolution #2023-88**  
**Approval of Vouchers**

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

|                         |                     |
|-------------------------|---------------------|
| 1. Current              | \$295,419.13        |
| 2. Sewer Checking       | \$357.35            |
| 3. Fund Trust 12        | \$2,403.00          |
| 4. Fund Trust 12 Escrow | \$9,658.50          |
| 5. Fund 13 Unemployment | \$3,044.42          |
| 6. Fund 15 Recreation   | \$3,842.46          |
| <b>TOTAL</b>            | <b>\$314,724.86</b> |

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

Richard M. Onderko, Mayor  
 Borough of Manville,

Individual motion to approve Resolution #2023-89, Closed Session: Litigation and Personnel Matters Contract Negotiations, followed by a Roll Call.

| Introduced  |              | Seconded    |              | Council    | Yes |   | No |   | Abstain |   | Absent |   |
|-------------|--------------|-------------|--------------|------------|-----|---|----|---|---------|---|--------|---|
| <i>open</i> | <i>close</i> | <i>open</i> | <i>close</i> |            | o   | c | o  | c | o       | c | o      | c |
|             |              | x           |              | Agans      | x   | x |    |   |         |   |        |   |
|             |              |             |              | DeVito     |     |   |    |   |         |   | x      | x |
|             |              |             | x            | Lukac      | x   | x |    |   |         |   |        |   |
|             |              |             |              | Madak      | x   | x |    |   |         |   |        |   |
|             |              |             |              | Skirkanish | x   | x |    |   |         |   |        |   |
| x           | x            |             |              | Szabo      | x   | x |    |   |         |   |        |   |
|             |              |             |              | Onderko    |     |   |    |   |         |   |        |   |

Richard M. Onderko, Mayor  
 Borough of Manville,

Resolution #2023-89 was approved.

**OPEN: 7:15 pm**

**CLOSE: 7:36 pm**

**Borough of Manville**  
**Resolution #2023-89**  
**Closed Session**

**BE IT RESOLVED** by the Mayor and Council of The Borough of Manville, that an Executive Session of the Mayor and Council, from which the public will be excluded will be held upon adoption of this resolution for the purpose of discussing:

- Litigation Update, Personnel Matters, Contract Negotiations

Exclusion of the public for this purpose (s) stated is expressly permitted by the provisions of the “OPEN PUBLIC MEETINGS ACT”, N.J.S.A. 10:4-6, et. seq. It is not anticipated that the contents of the discussion will be made known until it has been determined that disclosure of the subject matter will not adversely affect the public interest and until the Mayor and Council have adopted a Resolution so concluding.

Borough of Manville,

Richard M. Onderko, Mayor

**RESOLUTIONS BY CONSENT**

Mayor Onderko requested a motion to approve Resolutions #2023-90 through #2023-95, 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    |     |    |         |        |

Resolutions #2023-90 through #2023-95 were approved.

**Borough of Manville**  
**Resolution #2023-90**  
**Hiring M.Pitts as Part-Time Chief Financial Officer**

**WHEREAS**, N.J.S.A. 40A:9-140.10(a) provides that “in every municipality there shall be a chief financial officer (CFO) appointed by the governing body of the municipality”; and

**WHEREAS**, pursuant to N.J.S.A. 40A:9-140.10(a), “the term of office shall be four years, which shall run from January 1 in the year in which the chief financial officer is appointed”; and

**WHEREAS**, Manville Borough, Somerset County, State of New Jersey (the “Borough”) is in need of a part-time Chief Financial Officer; and

**WHEREAS**, Michael Pitts holds the appropriate certifications and knowledge and has served the Borough as a part-time Chief Financial Officer and Qualified Purchasing Agent since 2017 through a shared service agreement with Montgomery Township; and

**WHEREAS**, the shared service agreement with Montgomery Township will terminate on April 30, 2023; and

**WHEREAS**, the Borough finds it necessary and appropriate to appoint Michael Pitts as the part-time Chief Financial Officer (CFO) and Qualified Purchasing Agent (QPA) for Manville Borough effective May 1, 2023 for a four-year term commencing January 1, 2023 and running through December 31, 2026, at an annual salary of \$55,000; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of Manville Borough, County of Somerset, State of New Jersey, hereby appoints Michael Pitts to the position of part-time CFO of Manville Borough, effective May 1, 2023, for a four-year term commencing January 1, 2023 and running through December 31, 2026. No healthcare or pension benefits are included.

Borough of Manville,

Richard M. Onderko, Mayor

**Borough of Manville**  
**Resolution #2023-91**

**Hiring O. Ochei as Part-Time Finance Assistant**

**WHEREAS**, Manville Borough, Somerset County, State of New Jersey (the "Borough") is in need of a part-time Finance Assistant to the Finance Office; and

**WHEREAS**, Olu Ochei holds the appropriate certifications and knowledge and has served the Borough as a part-time Assistant to the Finance Office and since 2017 through a shared service agreement with Montgomery Township; and

**WHEREAS**, the shared service agreement with Montgomery Township will terminate on April 30, 2023; and

**WHEREAS**, the Borough finds it necessary and appropriate to hire Olu Ochei as the part-time Finance Assistant to the Finance Office for Manville Borough effective May 1, 2023 for a four-year term commencing January 1, 2023 and running through December 31, 2026, at an annual salary of \$27,000; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of Manville Borough, County of Somerset, State of New Jersey, hereby appoints Olu Ochei to the position of part-time Finance Assistant of the Borough of Manville, effective May 1, 2023. No healthcare or pension benefits are included.

Borough of Manville,

Richard M. Onderko, Mayor

**Borough of Manville**  
**Resolution #2023-92**

**Approval of Fire Department Member- A. Mohammed**

**WHEREAS**, Mohammed Akeel has applied to become a member of the Manville Fire Department; and

**WHEREAS**, all required criminal history background checks and fingerprinting has been completed; and

**WHEREAS**, in accordance with Ordinance #2014-1153, the Mayor and Council must approve, by Resolution, membership to the Fire 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 Akeel Mohammed is approved as a member of the Manville Fire Department.

Borough of Manville,

Richard M. Onderko, Mayor

**Borough of Manville**  
**Resolution #2023-93**  
**Authorization to Hire Temporary Seasonal DPW Employee**

**WHEREAS**, the Public Works Department has the need to hire a temporary seasonal employee due to summer vacation schedules and increase workload; and

**WHEREAS**, any temporary seasonal employee hired will be part-time with a maximum of 29 hours per week; and

**WHEREAS**, the Borough Administrator supports the recommendation of the DPW Director to hire a qualified candidate to serve in the position of temporary seasonal DPW employee; 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 Director of Public Works is hereby authorized:

1. To hire a qualified candidate as temporary, seasonal part-time employee for the Public Works Department at the rate of \$15 per hour, for 29 hours per week, effective April 25, 2023.

Borough of Manville,

Richard M. Onderko, Mayor

**Borough of Manville**  
**Resolution #2023-94**  
**Authorization to Promote DPW Road Maintenance to Equipment Operator- J. Bonczak**

**WHEREAS**, there is a vacancy due to retirement within the Public Works Department that must be filled in order to bring the DPW staff team to its full staffing complement; and

**WHEREAS**, the Director of Department of Public Works advised the Administrator and the Public Works Committee of the need to fill this position and discussed promoting an existing employee from the level of Road Maintenance to that of Equipment Operator; and

**WHEREAS**, John Bonczak submitted his application for the position and meets all the necessary requirements for the position; and

**WHEREAS**, Mr. Bonczak was interviewed by the DPW Director and the DPW Director discussed his recommendation to promote Mr. Bonczak with the Borough Administrator and the Policy, Planning, and Personnel Committee of the Governing Body who agree Mr. Bonczak to be the most qualified and best candidate for the promotion.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey that John Bonczak be promoted to Heavy Equipment Operator at an hourly rate of \$39.19 per/hour and in continued accordance with the terms of the 2020-2023 Agreement between the Borough of Manville and Teamsters Local Union No. 469 for DPW Workers.

**NOW, THEREORE BE IT FURTHER RESOLVED**, this promotion will become effective May 1, 2023.

Borough of Manville,

Richard M. Onderko, Mayor

**Borough of Manville**  
**Resolution #2023-95**

**Authorization to Promote DPW Road Maintenance to Equipment Operator- R. Mroz**

**WHEREAS**, there is a vacancy due to retirement within the Public Works Department that must be filled in order to bring the DPW staff team to its full staffing complement; and

**WHEREAS**, the Director of Department of Public Works advised the Administrator and the Public Works Committee of the need to fill this position and discussed promoting an existing employee from the level of Road Maintenance to that of Equipment Operator; and

**WHEREAS**, Ronald Mroz submitted his application for the position and meets all the necessary requirements for the position; and

**WHEREAS**, Mr. Mroz was interviewed by the DPW Director and the DPW Director discussed his recommendation to promote Mr. Mroz with the Borough Administrator and the Policy, Planning, and Personnel Committee of the Governing Body who agree Mr. Mroz to be the most qualified and best candidate for the promotion.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey that Ronald Mroz be promoted to Heavy Equipment Operator at an hourly rate of \$39.19 per/hour and in continued accordance with the terms of the 2020-2023 Agreement between the Borough of Manville and Teamsters Local Union No. 469 for DPW Workers.

**NOW, THEREORE BE IT FURTHER RESOLVED**, this promotion will become effective May 1, 2023.

Borough of Manville,

Richard M. Onderko, Mayor

## OFFICIAL REPORTS

A/

## NEW BUSINESS

A/

## COMMUNICATIONS

A/ Reminder: Borough Administrator reminds elected officials to file financial disclosure forms by 4/30

## COMMITTEE REPORTS AND COUNCIL COMMENTS

Department of Public Works: Council President Lukac reported status, updates. No Council action was required or taken.

Policy, Planning & Personnel: Chairman Skirkanish reported status, updates. No Council action was required or taken.

Public Safety: Councilwoman Madak had no report. No Council action was required or taken.

Buildings & Grounds: Councilman Agans had no report. No Council action was required or taken.

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

Finance: Due to Chairman DeVito's meeting absence, Borough Administrator Caminiti provided a brief report and timeline for budget introduction. No Council action was required or taken.

## MAYOR'S COMMENTS

Mayor Onderko reported on State Aid and efforts to secure funds for emergency response vehicles, warehouse developments in Hillsborough, and flood-damaged home elevations. 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.**

1. Maria Janucik, 720 E. Frech St.: commented on an OPRA request submitted, RMC certification, and parking at Valerie Villas. No Council action was needed 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 8:02 p.m.

ATTEST:

GP Caminiti  
Acting Borough Clerk