

**MINUTES OF THE REORGANIZATION MEETING
OF THE
BOROUGH OF MENDHAM
MAYOR AND COUNCIL**

CALL TO ORDER

Mayor Henry called the January 4, 2018 Reorganization Meeting of the Mayor and Council to order at 7:30 p.m. in the Mendham Borough Firehouse, 24 East Main Street, Mendham, New Jersey.

WELCOME

Mayor Henry welcomed everyone in attendance and thanked the Mendham Fire Department for allowing the use of the Firehouse for the 2018 Reorganization Meeting. He further thanked Jeanne Pugsley for her assistance in the absence of a Borough Clerk in helping to prepare for the Reorganization Meeting, and further thanked Penny Andrus for coordinating the reception to be held after the meeting.

Mayor Henry thanked Councilwoman Glassner, Personnel Committee Chair, for her efforts in retaining a temporary acting Municipal Clerk while the Personnel Committee completes the recruitment process for a permanent Municipal Clerk and thanked Robin Kline for her service to the Borough.

Mayor Henry acknowledged Morris County Freeholder Christine Myers, who also was in attendance.

FLAG SALUTE

Mayor Henry led the Pledge of Allegiance.

OPENING STATEMENT

Adequate notice of this meeting of the Mayor and Council of the Borough of Mendham was published in the *Daily Record* and *Observer Tribune*, and was posted on the Phoenix House bulletin board in accordance with the Open Public Meetings Act.

INVOCATION

Mayor Henry announced that Father Michael Drury, Police, Fire and EMS Chaplain, was not able to attend tonight's meeting due to a seasonal illness.

Mayor Henry proceeded with administration of the oaths of office.

OATHS OF OFFICE

Councilman Brad Badal

Mayor Henry noted that this evening, Brad begins his fourth term as a member of the Borough Council. As a 25-year resident of the Borough, he mentioned that Brad has a deep interest in serving the community. He has coached soccer and Little League teams and has served as President for both the Mendham and West Morris Soccer Club. Mayor Henry further mentioned that he has served on essentially all of the council sub committees and noted that his biggest accomplishment as a Councilman was negotiating an agreement with the Sisters of Christian Charity to use their facility as an emergency shelter. The agreement was finalized just three months prior to New Jersey suffering major damage and long-term power outages and allowed many of us to secure meals and take hot showers during the aftermath of Sandy. Brad lives with his wife Christin and their son, J.R., on Mountainside Road.

Mayor Henry congratulated Councilman Badal on his re-election and administered the oath of office.

Councilman John Andrews

Mayor Henry reported that John W. Andrews begins his second, three-year term on the Borough Council. John is a 22-year resident of the Borough and is known around town as somebody who is willing to help where ever and whenever he can. Mayor Henry mentioned that John is a very active member of the Mendham Borough First Aid Squad and the Pastime Club. A proud veteran of the United States Marine Corp, John chairs our Public Safety Committee and operated Pastime Improvements, a very successful

home improvement business in the area. He and his wife, Suzanne, live on Birch Street.
Mayor Henry congratulated Councilman Andrews on his re-election and administered the oath of office.

Fire Chief Michael Bruin

Mayor Henry noted that Chief Bruin gets sworn in this evening for a third consecutive term, fourth in total as the Chief for the Mendham Borough Fire Department. He said that Mike has proven himself to be a great leader in the fire department and like many of those, has deep roots in the community, having grown up on Phoenix Drive and now living across the street from me on Sterling Avenue, with his wife Barbara and four sons. Mayor Henry mentioned that Mike's success as a businessman in the landscaping design business has served him well as Chief, particularly maintaining a great working relationship with the Mayor and Council.

Mayor Henry thanked Mr. Bruin for his years of volunteer service to the Mendham Fire Department and administered the oath of office.

Borough Administrator Joyce Bushman

Mayor Henry reported that tonight marks the debut of the new Borough Administrator, Joyce Bushman. Joyce, who officially starts her employment with the Borough this coming Monday, comes to the Borough from the Columbus, Ohio area where she spent 20 years in Municipal Administration as the City Manager in Pinkerington, Ohio and the Deputy Chief of Staff for Internal Operations in the Columbus, Ohio Mayors office. A graduate of Ohio State University, Joyce holds Master Degrees in Public Administration and Regional Planning from OSU. Mayor Henry noted that he felt very lucky to have secured Joyce as our next administrator since her strong, extensive experience and fresh perspective from outside New Jersey will greatly benefit Mendham Borough. Joyce resides in Mendham Borough with her husband Mike and looks forward to serving the town where she lives.

Mayor Henry welcomed Ms. Bushman, who he has appointed as the new Borough Administrator with the consent of the Borough Council and administered the oath of office.

First Aid Squad Captain James Cillo

Mayor Henry stated that tonight, a familiar name and a guy who we all know and love, retired Chief of Police and lifelong Borough resident Jim Cillo, will be sworn in as Captain of the Mendham Borough First Aid Squad. Mayor Henry stated that Jim truly symbolizes what community service means, having risen through the ranks of the Mendham Borough Police Department to be the Chief, a former member of the Borough Council and a longtime member of the first aid squad. He further mentioned that he has personally seen and, is thankful for, Jim's dedication at first aid calls at 3:00 a.m. and tending to elderly members of the community in a very caring and sensitive manner.

Mayor Henry thanked Mr. Cillo for his many years of service to the community and administered the oath of office.

ROLL CALL

- Mayor Neil Henry
- Councilman John Andrews
- Councilman John Andrus
- Councilman Brad Badal
- Councilwoman Christine Serrano Glassner
- Councilman David Sharkey
- Councilman Stanley Witczak, III

Also present were:

- Fred Semrau, Borough Attorney
- Joyce Bushman, Borough Administrator
- Robin Kline, Acting Borough Clerk

ELECTION OF COUNCIL PRESIDENT

Councilman Badal nominated Councilman Andrus for Council President.
Second: Councilman Witczak

Discussion: None.

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzak

Opposed: None
Abstain: None
Absent: None

There being no additional nominations, Councilman Andrus was elected Council President.

ADOPTION OF COUNCIL BY-LAWS

BE IT RESOLVED Mayor and Council of the Borough of Mendham, Morris County, New Jersey, that the By-Laws of the Council of the Borough of Mendham be adopted as the rules for proceeding and debate by the Borough Council.

Motion to approve: Councilman Andrews
Second: Councilwoman Glassner

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzzak

Opposed: None

Abstain: None

Absent: None

APPOINTMENT OF COUNCIL STANDING COMMITTEES

<u>Committee</u>	<u>Chairman</u>	<u>Members</u>
Finance	Council President Andrus	Councilman Badal Councilwoman Glassner
Public Safety	Councilman Andrews	Council President Andrus Councilman Badal
Recreation	Councilman Witzzak	Councilman Andrews Councilman Sharkey
Public Works/Utilities	Councilman Badal	Councilwoman Glassner Councilman Witzzak
Land Use	Councilman Sharkey	Council President Andrus Councilman Witzzak
Personnel	Councilwoman Glassner	Councilman Andrews Councilman Sharkey

Motion to approve: Councilwoman Glassner

Second: Councilman Badal

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzzak

Opposed: None

Abstain: None

Absent: None

SCHEDULE OF MEETINGS

BE IT RESOLVED that the Borough Council Regular Meetings shall be held on the first and third Thursday of each month, except as noted in the Scheduled Regular Meetings of Borough Council 2018 for the months of January, July and August when only one meeting will be held. All meetings will begin at 8:00 p.m.

Motion to approve: Council President Andrus

Second: Councilman Andrews

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzzak

Opposed: None

Abstain: None

Absent: None

BE IT RESOLVED that regularly scheduled meetings of the Mayor and Council be held at the Garabrant Center, 4 Wilson Street, Mendham, NJ. Any exceptions will be advertised or noticed in accordance with the Open Public Meetings Act.

Motion to approve: Councilman Witzzak

Second: Councilman Andrews

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzzak

Opposed: None

Abstain: None

Absent: None

BE IT RESOLVED that the 2019 Reorganization Meeting will be held on Thursday, January 3, 2019 at 7:00 p.m. at the Mendham Borough Firehouse, 24 East Main Street, Mendham, NJ. Any exceptions will be advertised or noticed in accordance with the Open Public Meetings Act.

Motion to approve: Councilman Andrews

Second: Councilman Sharkey

Discussion: None

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzzak

Opposed: None

Abstain: None

Absent: None

APPOINTMENT OF BOROUGH OFFICIALS

Term of Office (One Year Term) 01/01/2018 to 12/31/2018

Administrator	Joyce Bushman
Chief Financial Officer/Treasurer	Susan Giordano
Deputy Treasurer	Jeanne Pugsley
Administrative Secretary	Jeanne Pugsley
Public Utilities Clerk	Karen Bellamy-Orgera
Deputy Tax Collector	Karen Bellamy-Orgera
Tax Search Officer	Karen Ferrone
Assessment Search Officer	
Tax Assessor Secretary	Penny Andus
Purchasing Agent	Joyce Bushman
Public Agency Compliance Officer	Jeanne Pugsley
Civil Rights Officer	
Construction Code Technical Assistant	Carolyn Mazzucco
Police Department Secretary	Jennifer Price
	Christine Carter
Fire Official	Craig Bellamy
Construction Official, Fire, Building,	
Subcode Official/Inspector and Plumbing Inspector	Russell Heiney
Plumbing/mechanical Subcode Inspector	Craig Smith
Electrical Subcode Official/Inspector	Robert Smith
Public Works Superintendent	Jeff Cooper
WRF Superintendent	Douglas Wright
Land Use Coordinator	Carolyn Mazzucco
Zoning Officer	Neil Schetelick

OTHER APPOINTMENTS

Planning Board

Class I:	(Four Year Term - 12/31/18)	Neil Henry, Mayor
Class II:	(One Year Term -12/31/18)	Joyce Bushman
Class III:	(One Year Term - 12/31/18)	David Sharkey, Borough Council

Regular Members: (Four Year Term - 12/31/21) Paul Cascais
Keith Kay
Alternate II: (Two Year Term – 12/31/19) [Open]

Board of Adjustment

Regular Member: (Four Year Term - 12/31/21) Steve Peralta
Bob Ritger
Alternate II: (Unexpired Term – 12/31/19) [Open]

Board of Health

Regular Member: (Three Year Term -12/31/20) Paula D.Amato
Alternate I: (Two Year Term - 12/31/19) Nancy Rodriguez
Alternate II: (Unexpired Term - 12/31/18) Laura Montenegro

Environmental Commission

Regular Member: (Three Year Term - 12/31/20) David Sharkey
Regular Member: (Three Year Term -12/31/20) [Open]
Alternate II (Two Year Term -12/31/19) [Open]

Open Space and Farm Land Preservation Committee

Regular Member: (Three Year Term - 12/31/20) Eric Arena
Council Representative:(One Year Term - 12/31/18) John Andrus
Alternate II: (Three Year Term -12/31/20) [Open]

Historic Preservation Commission:

Regular Member: (Four Year Term -12/31/21) Kristen Berkinsky
Alternate I (Two Year Term — 12/31/19) Jessica Reilly
Alternate II: (Unexpired Term -12/31/18) [Open]

Curator and Historian

(One Year Term - 12/31/18) Charles Topping

Safety Committee

(One Year Term -12/31/18) Joyce Bushman
Jeff Cooper
Doug Wright

Police

Police, Fire, EMS Chaplain:(One Year Term – 12/31/18) Father Michael Drury

Fire

Fire Chief: (One Year Term – 12/31/18) Michael Bruin
Deputy Fire Chief: (One Year Term – 12/31/18) Christopher Nelson
Assistant Fire Chief: (One Year Term – 12/31/18) Greg Wiatroski

Community Development Revenue Sharing Committee

Representative Appointed by Mayor: Charles Topping
Representative Appointed by Council: Joyce Bushman
Representative Alternate: Jeff Cooper

Recreation Committee

Regular Member: (Three Year Term – 12/31/20) Ned Panfile
Nancy Rodriguez
Council Representative (One Year Term – 12/31/18) Stanley Witczak
Director (One Year Term – 12/31/18) Bruce DiBisceglie
Secretary (One Year Term – 12/31/18) Penny Andrus

Motion to approve: Councilman Andrews

Second: Councilman Sharkey

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witczak

Opposed: None

Abstain: None

Absent: None

RESOLUTIONS

Resolution #01-18 Temporary General Appropriations Budget 2018

Motion to approve: Councilman Andrews

Second: Councilman Sharkey

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witczak

Opposed: None

Abstain: None

Absent: None

Resolution #02-18 Temporary Utility Appropriations Budget 2018

Motion to approve: Councilman Andrews

Second: Councilwoman Glassner

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witczak

Opposed: None

Abstain: None

Absent: None

Resolution #10-18 Fletcher Library Trust

Motion to approve: Councilwoman Glassner

Second: Councilman Badal

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witczak

Opposed: None

Abstain: None

Absent: None

Resolution #11-18 Andrew Fletcher Three Fields Memorial Trust

Motion to approve: Councilman Badal

Second: Councilman Witczak

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witczak

Opposed: None

Abstain: None

Absent: None

CONSENT AGENDA

RESOLUTIONS #03-18 to #09-18 AND RESOLUTIONS #12-18 to #25-18

Items on the Consent Agenda are considered routine and will be acted upon by the Borough Council by a single vote unless a member of the public, the Borough Council or the Mayor request that an item be removed and considered separately.

Resolution #03-18: Interest Rate and Penalties on Delinquent Taxes and Sewer Fees

Resolution #04-18: Authorization of Tax Collector to Hold Tax Lien Sale

Resolution #05-18: Designation of Depositories for Borough Funds for 2018

Resolution #06-18: Authorization of Tax Collector to Sewer Fees and Other Charges and Fees in the Amount of \$10.00 and Under

Resolution #07-18: Voucher Signatures

Resolution #08-18: Designation of Newspapers

Resolution #09-18: Legal Notices

Resolution #12-18: Professional Service – Municipal Attorney

Resolution #13-18: Professional Service – Municipal Auditor

Resolution #14-18: Professional Service – Municipal Engineer

Resolution #15-18: Professional Service – Labor Attorney

Resolution #16-18: Professional Service – Municipal Bond Counsel

Resolution #17-18: Professional Service – Municipal Special Counsel

(School Board Affairs)

- Resolution #18-18: Professional Service – Municipal Public Defender
- Resolution #19-18: Professional Service – Municipal Prosecutor
- Resolution #20-18: Professional Service – Risk Manager
- Resolution #21-18: Public Agency Compliance Officer Appointment
- Resolution #22-18: Affirmation of Civil Rights Policy
- Resolution #23-18: Emergency Management Council Appointment
- Resolution #24-18: Authorization of Application for the Assistance to Firefighter Grant (FEMA)

Resolution #25-18: Appointing Acting Borough Clerk

Motion to approve: Councilman Witzzak

Second: Councilman Sharkey

Discussion: None.

Roll Call:

In favor: Andrews, Andrus, Badal, Glassner, Sharkey, Witzzak

Opposed: None

Abstain: None

Absent: None

MAYOR'S MESSAGE TO THE CITIZENS OF THE BOROUGH

2017 will be known as a rebuilding year as far as Borough Staff is concerned. In February, our DPW Superintendent of 10 years left to join a bigger town. We were fortunate enough to have hired Jeff Cooper as our new DPW Superintendent. Jeff has fit in well and quickly earned the respect of the Mayor and Council as well as his staff at the DPW. Our former administrator announced his retirement in September and the search started to find his replacement. As previously mentioned, the search resulted in Joyce Bushman, a very qualified municipal manager from the Columbus, Ohio area. I am happy to announce that after the completion of successful medical examinations, I will be appointing later this month, with the consent of the Borough Council, Sgt. John Camoia to become the next Chief of Police for the Borough of Mendham. John successfully finished #1 in the examination process and has truly displayed his leadership ability, serving as our Officer in Charge since February. John has earned the right to be our next Chief and is the right person to lead our police department. In December, our former Borough Clerk made a sudden departure for a similar position in Morristown. Councilwoman Glassner and her personnel committee have screened resumes and will commence the interview process this weekend. Several promising resumes have been received and it is my hope to have a new clerk in place by early February. All of our staff and members of the Borough Council have pulled together to pick up the slack created by vacancies in key positions and for this, I am truly thankful. Our town planner announced his move into a full-time job with the Township of Mount Olive and a replacement for him will need to be located and appointed during Q1 of 2018. With these personnel changes, I believe a solid foundation has been put in place to offer improved services and greater efficiencies to the residents of Mendham Borough.

2018 will have its challenges. Councilwoman Glassner and her Economic Development team will be busy identifying opportunities for our local businesses; A balanced budget will need to be drafted, introduced and adopted and recommended by Councilman Andrus and his finance committee. Councilman Badal and his DPW Committee will work closely with Mr. Cooper to maximize our road paving program, Councilman Andrews will be busy working closely with Administrator Bushman and Chief Designee Camoia to continue to explore shared police services with neighboring communities, Councilman Sharkey will serve as liaison to the Planning Board and will have an active role in the potential hearing of an application for a new Dunkin Doughnuts on Main Street, and Councilman Witzzak will be working on the planning of a possible food truck festival to be held in Borough Park this summer.

I will be working with Administrator Bushman to identify and prepare implementation on key efficiency improvement to assist in our day to day operations. These will include, but will not be limited to, assessing inter department software which can automate all aspects of a municipal operation, software that will automate the tracking of Vacation, Sick and Personal Time, outside management of Special Police Details and the identification of additional shared services with our neighboring communities.

In closing, I would like to say that a Mayor is only as good as the people he surrounds himself with. I would like to acknowledge all our staff and many volunteers for the time they give to make Mendham Borough the fine community for which it is known for.

A special thanks to Borough Attorney Fred Semrau for his years of loyal service to me as Mayor. Fred has helped me navigate the borough through, and eliminate, many legal challenges we faced over the last two years. Unless you're the guy who has complete responsibility of an organization, which a Mayor has, it is difficult to appreciate the time and effort that goes into providing balanced, effective and impartial leadership that is critical in leading a municipal government and a governing body through some of these tough legal spots which in this case were very unique to the Borough of Mendham but not necessarily to many municipalities throughout the state. Fred helped me hold a steady and sensible approach to solving these issues which potentially saved the taxpayers a significant amount of tax dollars.

The state of Mendham Borough is in good hands and we are poised to have another successful year in all areas of our local government.

Thank you again for attending this evening.

OLD/NEW BUSINESS

None.

PUBLIC COMMENT

Mayor Henry opened the meeting to the public for comments.

Mr. Tom Vitale expressed his thanks to Mayor Henry and to each of the Borough Council members for their dedicated and thoughtful service to the community and wished everyone a happy New Year.

Seeing no one else wishing to be heard, Mayor Henry closed the public comment portion of the meeting.

ADJOURNMENT

Having no other business to be conducted, on a motion duly made by Councilman Andrews, seconded by Councilman Sharkey, and unanimously carried by a voice vote, the meeting was adjourned at 8:15 p.m.

The next Regular Meeting of the Mayor and Council will convene on Thursday, January 18, 2018 at 8:00 p.m. at the Garabrant Center, 4 Wilson Street, Mendham, New Jersey.

Respectfully Submitted:

Robin R. Kline, MAS, RMC
Acting Borough Clerk
BOROUGH OF MENDHAM