

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

CALL TO ORDER

The January 7, 2014 Reorganization Meeting of the Mayor and Council was called to order by Mayor Neil Henry at approximately 7:00 PM in the Mendham Borough Fire House, 24 East Main Street, Mendham, New Jersey.

FLAG SALUTE

Mayor Henry asked for a moment of meditation followed by 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 Observer Tribune or Morris County Daily Record. Notice was posted on the Phoenix House bulletin board in accordance with the Open Public Meetings Act.

INVOCATION

Father Mike Drury, Police, Fire and EMS Chaplain did the Invocation.

Welcome

Mayor Henry thanked the Fire Department for the use of the room and welcomed everyone. The Mayor recognized all the elected officials present and thanked them for coming. The Mayor then proceeded with the meeting.

OATHS OF OFFICE

Mayor Henry highlighted the involvement in local government of Councilwoman Daly and Councilman Sharkey.

The Clerk administered the Oath of Office to Councilwoman Daly and Councilman Sharkey.

ATTENDANCE

Mayor Neil Henry
Councilman Louis Garubo
Councilman Brad Badal
Councilman Stanley Witczak
Councilman John Andrus
Councilman David Sharkey
Councilwoman Veronica Daly

ELECTION OF COUNCIL PRESIDENT:

Councilman Witczak nominated Councilman Sharkey for Council President
Second by Councilman Andrus
Mayor Henry asked for other nominations.
There were no other nominations.

Roll Call - the vote was as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Opposed: None

Absent: None

BOROUGH COUNCIL PROCEDURE:

BE IT RESOLVED by the 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 in the Borough Council.

Motion to approve the Borough Council Procedures was made by Councilman Witczak

Second by Councilman Andrus

Roll Call - the vote was unanimous as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Opposed: None

Absent: None

Abstain: None

2014 STANDING COMMITTEES:

Mayor:

Committee

Chairman

Members

| | | |
|------------------------|--------------------|---|
| Finance | Councilman Andrus | Councilman Badal Councilman Witczak |
| Public Safety | Councilman Badal | Councilman Witczak Councilman Garubo |
| Recreation | Councilman Garubo | Councilwoman Daly Councilman Sharkey |
| Public Works/Utilities | Councilman Witczak | Councilman Sharkey Councilman Garubo |
| Land Use | Councilman Sharkey | Councilwoman Daly Councilman Andrus |
| Personnel | Councilwoman Daly | Councilman Andrus Councilman Badal |

Motion to approve the Standing Committees was made by Councilman Andrus
Second by Councilman Garubo

Roll Call - the vote was unanimous as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Opposed: None

Absent: None

Abstain: None

SCHEDULE OF MEETINGS:

BE IT RESOLVED that the Borough Council Regular Meetings shall be held on the first and third Monday of each month, except when those Mondays fall on a legal or Borough holiday, at which times, meetings will be held on the Tuesday following, except as noted in the Scheduled Regular Meetings of Borough Council-2014 for the months of January, July and August when only one meeting will be held. An additional meeting is scheduled for **Monday, December 24, 2014**. All meetings will begin at **8:00 P.M.**

Motion to approve the schedule of meetings was made by Councilman Andrus
Second by Councilman Sharkey

Roll Call - the vote was unanimous as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Opposed: None

Absent: None

Abstain: None

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

Motion to approve the location of the regularly scheduled meetings was made
by Councilman Garubo

Second by Councilwoman Daly

Roll Call - the vote was unanimous as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Opposed: None

Absent: None

Abstain: None

BE IT RESOLVED that the 2015 Reorganization Meeting will be held on Thursday, **January 1, 2015 at 1:00 PM** at the Mendham Borough Fire House, 24 East Main Street, Mendham, New Jersey. Any exceptions will be advertised or noticed in accordance with the Open Public Meetings Act.

Motion to approve the 2015 Reorganization Meeting date was made by Councilwoman Daly
Second by Councilman Badal

Roll Call - the vote was unanimous as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Absent: None

Abstain: None

APPOINTMENTS - MENDHAM BOROUGH OFFICIALS

Term of Office: (One Year Term) (01/01/14-12/31/14)

| | |
|--|------------------------------|
| Administrator | Ellen Sandman |
| 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 | Donna Cummins |
| Assessment Search Officer | Maureen Massey |
| Tax Assessor Secretary | Helen Cleary |
| Purchasing Agent | Ellen Sandman |
| Public Agency Compliance Officer | Jeanne Pugsley |
| Civil Rights Officer | Maureen Massey |
| Construction Code Technical Assistant | Patricia Fischer |
| Construction Official | Russell Heiney |
| Police Department Secretary | Pamela Andrus/Cynthia Delane |
| Fire Official | Craig Bellamy |
| Construction Official, Fire, Building Subcode Official/Inspector and Plumbing Inspector | Russell Heiney |
| Plumbing/Mechanical Sub-Code Inspector | Craig Smith |
| Electrical Subcode Official/Inspector | Robert Smith |
| Deputy Fire Inspector | Edward Tencza |
| Public Works Superintendent | Kenneth O'Brien |
| WRF Superintendent | Douglas Wright |
| Land Use Coordinator | Margot Kaye |
| Zoning Officer | Patricia Fischer |

OTHER APPOINTMENTS:

2014 OTHER APPOINTMENTS:

Planning Board:

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|-----------------|---------------------------|--|
| Regular Member: | (Four Year Term-12/31/17) | Paul Cascais Cristin Issacson |
| Class II: | (One Year Term-12/31/14) | Ellen Sandman |
| Class III: | (One Year Term-12/31/14) | David Sharkey (Council Liaison) |
| Alternate I: | (Unexpired Term-12/31/14) | David Sprandel |
| Alternate II: | (Two Year Term-12/31/15) | To Be Determined |

Board of Adjustment:

| | | |
|-----------------|---------------------------|--------------------------------|
| Regular Member: | (Four Year Term-12/31/17) | Steve Peralta Robert Ritger |
| Alternate II: | (Two Year Term-12/31/15) | Anthony Germinario |

Board of Health:

| | | |
|-----------------|----------------------------|--------------------------------|
| Regular Member: | (Three Year Term-12/31/16) | Helen Cleary Melanie Miller |
| Alternate I: | (Two Year Term-12/31/15) | Dr. Richard Winne |
| Alternate II: | (One Year Term-12/31/14) | Linda Brower |

Environmental Commission:

| | | |
|-----------------|----------------------------|---|
| Regular Member: | (Three Year Term-12/31/16) | Adam Slutsky Paul Cascais Laurie Felber |
| Alternate II | (Two Year Term-12/31/15) | Marian Mundy |

Open Space and Farm Land Preservation Committee:

| | | |
|------------------------|----------------------------|---------------------------------|
| Regular Member: | (Three Year Term 12/31/16) | Peter Barry William DeBuvitz |
| | (Unexpired Term 12/31/15) | Keith McNair |
| Council Representative | (One Year Term-12/31/14) | John Andrus |
| Alternate I: | (Two Year Term-12/31/15) | To Be Determined |
| Alternate II: | (One Year Term-12/31/14) | To Be Determined |

Historic Preservation Commission:

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|-----------------|--|-------------------------------------|
| Regular Member: | (Four Year Term-12/31/17) (Unexpired Term-12/31/15) | Carol Jones Curl John Dannenbaum |
| Alternate I: | (Two Year Term-12/31/15) | To Be Determined |

Curator and Historian: (One Year Term-12/31/14) Charles Topping

Shade Tree Committee:

Member: (One Year Term-12/31/14) Dave Sharkey
Member: (One Year Term-12/31/14) Ellen Sandman
Advisor: (One Year Term-12/31/14) Ken O'Brien

Police, Fire, EMS Chaplain: (One Year Term-12/31/14) Father Michael Drury

Police Matron: (One Year Term-12/31/14) Koleen Kelly
Anna Ravo
Noreen Staples
Renee Arezzi
LouAnn Finlay

Police - School Crossing Guards: (One Year Term
(12/31/14) Renee Arezzi
Patricia Studer
Wayne LeBlond
Kathleen Lilieholm
Leo Kenny
(Substitute) Maura Schupack

Fire Wardens: (One Year Term-12/31/14) Robert Collins
Willard Bergman
Joseph Grassi
Gerard Dolan
John Deighan
Benjamin Jenkins

Community Development Revenue Sharing Committee: (One Year Term
12/31/14)

Appointed by Mayor - Representative Charles Topping
Appointed by Council - Representative Ellen Sandman
Alternate Member Ken O'Brien

Fire Chief: Chris Nelson

Recreation Committee:

Regular Members: (Three Year Term 12/31/16) Kevin Lanahan
Amy Johanson

Alternate I: (Three Year Term 12/31/16) Brett Raimondo

Alternate II: (Two Year Term 12/31/15) Richard Grayson

Council Representative (One Year Term-12/31/14) **Louis Garubo**

Director (One Year Term-12/31/14) Bruce DiBisceglie

Secretary (One Year Term-12/31/14) Helen Cleary

Mayor:

Appointment of Borough Officials and Other Appointments for 2014.

Motion to approve the 2014 Appointment of Borough Officials was made by Councilman Badal
Second by Councilman Witczak
Roll Call - the vote was unanimous as follows:
In favor: Badal, Witczak, Andrus, Sharkey, Daly, Garubo
Opposed: None
Absent: None
Abstain: None

The following Resolutions are Minute Book Attachments:

#1-14 Temporary General Appropriations Budget 2014

Motion to approve Res. #1-14 was made by Councilman Badal
Second by Councilman Andrus
Roll Call - the vote was unanimous as follows:
In favor: Witzcak, Andrus, Sharkey, Daly, Garubo, Badal
Opposed: None
Absent: None
Abstain: None

#2-14 Temporary Utility Appropriations Budget for 2014

Motion to approve Res. #2-14 was made by Councilman Andrus
Second by Councilman Sharkey
Roll Call - the vote was unanimous as follows:
In favor: Andrus, Sharkey, Daly, Garubo, Badal, Witzcak
Opposed: None
Absent: None
Abstain: None

#10-14 Fletcher Library Trust

Mayor Henry read aloud Resolution #10-14
Motion to approve Res. #10-14 was made by Councilman Garubo
Second by Councilman Sharkey
Roll Call - the vote was unanimous as follows:
In favor: Sharkey, Daly, Garubo, Badal, Witzcak, Andrus
Opposed: None
Absent: None
Abstain: None

#11-14 Andrew Fletcher Three Fields Memorial Trust

Mayor Henry read aloud Resolution #11-14
Motion to approve Res. #11-14 was made by Councilman Garubo
Second by Councilwoman Daly
Roll Call - the vote was unanimous as follows:
In favor: Daly, Garubo, Badal, Witzcak, Andrus, Sharkey
Opposed: None
Absent: None
Abstain: None

Consent Agenda: (Resolutions #3-14 to #9-14 AND #12-14-#24-14)

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.

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|--------------------|---|
| Resolution #3-14: | Interest Rate and Penalties on Delinquent Taxes and Sewer Fees |
| Resolution #4-14: | Authorizing Tax Collector to Hold Tax Lien Sale |
| Resolution #5-14: | Designation of Depositories for Borough Funds for 2014 |
| Resolution #6-14: | Canceling Overpayment or Underpayment of Taxes and Sewer Fees in the Amount of \$10.00 or Under |
| Resolution #7-14: | Voucher Signatures |
| Resolution #8-14: | Designation of Newspapers |
| Resolution #9-14: | Legal Notices |
| | ++++ |
| Resolution #12-14: | Professional Service - Municipal Attorney |
| Resolution #13-14: | Professional Service - Municipal Auditor |
| Resolution #14-14: | Professional Service - Municipal Engineer |
| Resolution #15-14: | Professional Service- Labor Attorney |

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|--------------------|--|
| Resolution #16-14: | Professional Service - Municipal Bond Counsel |
| Resolution #17-14: | Professional Service - Municipal Special Counsel (COAH –Affordable Housing and General Legal Services) |
| Resolution #18-14: | Professional Service - Municipal Special Counsel (School Board Affairs) |
| Resolution #19-14: | Professional Service - Municipal Public Defender |
| Resolution #20-14: | Professional Service - Municipal Prosecutor |
| Resolution #21-14: | Professional Service- Municipal Planner |
| Resolution #22-14: | Appointing Public Agency Compliance Officer |
| Resolution #23-14: | Appoint OEM Coordinator |
| Resolution #24-14: | Appointing Emergency Management Council |

Motion to approve the Consent Agenda was made by Councilwoman Daly

Second by Councilman Badal

Roll Call - the vote was unanimous as follows:

In favor: Badal, Witczak, Andrus, Sharkey, Daly, Garubo

Opposed: None

Absent: None

Abstain: Councilman Witczak recused himself from approval of Resolution #23-14.

Resolutions: (Individual Roll Call Vote):

Resolution #25-14 Appointment of Judge Charles Bowkley, Esq.

Motion to approve Res. #25-14 was made by Councilman Badal

Second by Councilman Garubo

Roll Call - the vote was unanimous as follows:

In favor: Sharkey, Garubo, Badal, Witczak, Andrus

Opposed: None

Absent: None

Abstain: Councilman Witczak recused himself from approval of Resolution #24-14.

**Resolution #26-14 Appoint Administrator Ellen Sandman-Authorized Signature
Municipal Court Funds**

Motion to approve Res. #26-14 was made by Councilman Garubo

Second by Councilman Andrus

Roll Call - the vote was unanimous as follows:

In favor: Badal, Witczak, Andrus, Sharkey, Daly, Garubo

Opposed: None

Absent: None

Abstain: None

Oath of Office: The Clerk administered the Oath of Office to:

Fire Chief, Chris Nelson

First Aid Captain, Jim Hendren

OEM Coordinator, Nicholas Witczak

Open Space Presentation: Open Space Members George Connelly and William DeBuvitz, thanked and recognized Administrator Sandman, DPW Superintendent Ken O'Brien and Atty. Fred Semrau for their assistance in the completion of Tranquility Garden.

Mayor Henry thanked Scout Matt Marino for his contribution to the completion of Tranquility Garden. The Mayor also thanked Tom Berenbak the Borough's past OEM Coordinator for his service to the Borough.

MAYOR'S MESSAGE TO THE CITIZENS OF THE BOROUGH

Minute Book Attachment-The Mayor read a prepared speech.

Mayor Henry read proclamation from the Mayor and Council and presented Diana Callahan with a painting of the Phoenix House. The Mayor and Council thanked Land Use Coordinator Diana Callahan for her years of service and offered best wishes in her retirement.

OLD/NEW BUSINESS: **Motion:** Approval of a raffle license application-Minutemen Sports Club
Motion to for approval of raffle license application for the Minutemen Sports Club was made by Councilman Witczak

Second by Councilman Sharkey

Roll Call - the vote was unanimous as follows:

In favor: Garubo, Badal, Witczak, Andrus, Sharkey, Daly

Opposed: None

Absent: None

Abstain: None

PUBLIC COMMENT:

Atty. Semrau complimented Diana Callahan on her diligence and professional skills and noted that she always looked out for the Borough's best interest. He continued by saying that she will be missed and again complimented her professionalism.

APPROVAL OF VOUCHERS: There was no bill list for approval.

ADJOURNMENT:

There being no further business scheduled for the consideration of the Borough Council at this time, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 8:15P.M., next to convene at a Regular Meeting on January 20, 2014 at 8:00 P.M. at the Garabrant Center, 4 Wilson Street, Mendham, New Jersey 07945.

Respectfully submitted,

Maureen Massey, RMC, CMC
Borough Clerk