

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

**CALL TO ORDER**

The January 3, 2011 Reorganization Meeting of the Mayor and Council was called to order by Mayor Neil Henry at approximately 7:30 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.

Mayor Henry noted and thanked noted guests in the audience.

**INVOCATION**

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

**OATHS OF OFFICE**

The Clerk administered the Oath of Office to Mayor Neil Henry which will be marking his second term in office.

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

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

**ATTENDANCE**

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

Absent: None

**Welcome**

- Proclamation David Murphy
- Proclamation Barbara Nelson-First Aid Squad

Mayor Henry read and presented proclamations to David Murphy and Barbara Nelson and personally thanked them for all their years of service.

**ELECTION OF COUNCIL PRESIDENT:**

Councilman Andrus nominated Councilman Garubo for Council President  
Second by Councilman Witczak  
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

Abstain: 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 amended, as the rules for proceeding and debate in the Borough Council.

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

**2011 STANDING COMMITTEES:**

**Mayor:**

**Committee**

**Chairman**

**Members**

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

Motion to approve the Standing Committees was made by Councilwoman Daly  
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-2011 for the months of January, July and August when only one meeting will be held. An additional meeting is scheduled for **Tuesday, December 27, 2011**. All meetings will begin at **8:00 P.M.**

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

Second by Councilman Witczak

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 2012 Reorganization Meeting will be held on Saturday, January 1, 2012 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 2012 Reorganization Meeting date was made by Councilman Garubo

Second by Councilman Badal

Roll Call - the vote was unanimous as follows:

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

Opposed: None

Absent: None

Abstain: None

#### **APPOINTMENTS - MENDHAM BOROUGH OFFICIALS**

##### **Term of Office: (One Year Term) (01/01/11-12/31/11)**

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	Emily Wood
Construction Official	Russell Heiney
Police Department Secretary	Pamela Andrus/Noreen Staples
Fire Official	Craig Bellamy
Fire Sub-Code Official & Building Sub-Code Official	Russell Heiney
Plumbing/Mechanical Sub-Code Official	Craig Smith

**APPOINTMENTS - MENDHAM BOROUGH OFFICIALS: (Cont'd.)**

Electrical Sub-Code Official	Kevin Fleming
Deputy Fire Inspector	Edward Tencza
Public Works Superintendent	Ken O'Brien
WRF Superintendent	Douglas Wright
Land Use Coordinator	Diana Callahan
Zoning Officer	Geoff Price

**OTHER APPOINTMENTS:**

**Planning Board:**

Regular Member:	(Four Year Term-12/31/14)	Mayor Neil Henry, Jr. Frances Kopcsik
Class II:	(One Year Term-12/31/11)	Ellen Sandman
Class III:	(One Year Term-12/31/11)	David Sharkey (Council Liaison)
Alternate I:	(Two Year Term-12/31/12)	Jennifer Gemberling

**Board of Adjustment:**

Regular Member:	(Four Year Term-12/31/14)	Michael Palestina Richard Smith
	(Unexpired Term-12/31/13)	Robert Ritger
Alternate I :	(Unexpired Term-12/31/12)	John McCarthy
Alternate II:	(One-Year Term-12/31/11)	TBD

**Board of Health:**

Regular Member:	(Three Year Term-12/31/13)	Dr. Richard Winne Linda Brower
Alternate I:	(Two Year Term-12/31/12)	Robert Collins, Sr.

**Environmental Commission:**

Regular Member:	(Three Year Term-12/31/13)	Adam Slutsky Paul Cascais Laurie Felber
Alternate I:	(Two Year Term-12/31/12)	Anthony Perrone
Alternate II:	(Unexpired Term-12/31/11)	Andy Carpenter

**Open Space and Farm Land Preservation Committee:**

Regular Member:	(Three Year Term-12/31/13)	Peter Barry
	(Unexpired Term-12/31/12)	William DeBuvitz
		David Sprandel
Council Representative	(One Year Term-12/31/11)	John Andrus
Alternate I:	(Two Year Term-12/31/12)	TBD
Alternate II:	(One Year Term-12/31/11)	TBD

**Historic Preservation Commission:**

Alternate II:	(Two Year Term-12/31/12)	Susan Carpenter
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<b><u>Curator and Historian:</u></b>	(One Year Term-12/31/11)	Charles Topping
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**Shade Tree Committee:**

Member: (One Year Term-12/31/11)	Dave Sharkey
Member: (One Year Term-12/31/11)	Ellen Sandman
Advisor: (One Year Term-12/31/11)	Ken O'Brien

<b><u>Police, Fire, EMS Chaplain:</u></b>	(One Year Term-12/31/11)	Father Michael Drury
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<b><u>Police Matron:</u></b>	(One Year Term-12/31/11)	Koleen Kelly Anna Ravo Noreen Staples
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<b><u>Police - School Crossing Guards:</u></b>	(One Year Term) (12/31/11)	Mary Lalier Patricia Studer Wayne LeBlond Rocco Romano Leo Kenny
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<b><u>Fire Wardens:</u></b>	(One Year Term-12/31/11)	Robert Collins Willard Bergman Joseph Grassi Gerard Dolan John Deighan Benjamin Jenkins
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**Community Development Revenue Sharing Committee : (One Year Term)  
(12/31/11)**

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

<b><u>Fire Chief:</u></b>	Michael Bruin
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**Recreation Committee:**

Regular Members:	(Term Ends 12/31/13)	Kevin Lanahan
	(Unexpired Term 12/31/11)	Amy Johanson
	(Unexpired Term 12/31/12)	Jacke Schram
		John Andrews
		Marcy Kwiatkowski
		Richard Vallachi
Council Representative	(One Year Term-12/31/11)	Louis Garubo
Alternate I:	(Three Year Term 12/31/2013)	Robin Holleran
Alternate II:	(Term Ends 12/31/12)	TBD
Director	(One Year Term-12/31/11)	Bruce DiBisceglie
Secretary	(One Year Term-12/31/11)	Helen Cleary

Motion to approve the 2011 appointments was made by Councilman Sharkey  
Second by Councilman Andrus  
Roll Call - the vote was unanimous as follows:  
In favor: Witczak, Andrus, Murphy, Carr, Garubo  
Opposed: None  
Absent: None  
Abstain: None

The Clerk administered the Oath of Office:  
Mendham Borough Administrator Ellen Sandman  
Mendham Borough Fire Chief Michael Bruin  
Mendham Borough First Aid Squad Captain Paula Oswald

### **RESOLUTIONS:**

#### **The following Resolutions are Minute Book Attachments:**

##### **#1-11 Temporary General Appropriations Budget 2011**

Motion to approve Res. #1-11 was made by Councilman Garubo  
Second by Councilman Daly  
Roll Call - the vote was unanimous as follows:  
In favor: Andrus, Sharkey, Daly, Garubo, Badal, Witczak  
Opposed: None  
Absent: None  
Abstain: None

##### **#2-11 Temporary Utility Appropriations Budget for 2011**

Motion to approve Res. #2-11 was made by Councilman Daly  
Second by Councilman Garubo  
Roll Call - the vote was unanimous as follows:  
In favor: Sharkey, Daly, Garubo, Badal, Witczak, Andrus  
Opposed: None  
Absent: None  
Abstain: None

##### **#10-10 Fletcher Library Trust**

Mayor Henry read aloud Resolution #10-11

Motion to approve Res. #10-11 was made by Councilman Badal  
Second by Councilman Witczak  
Roll Call - the vote was unanimous as follows:  
In favor: Daly, Garubo, Badal, Witczak, Andrus, Sharkey  
Opposed: None  
Absent: None  
Abstain: None

**#11-11 Andrew Fletcher Three Fields Memorial Trust**

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

**Consent Agenda: (Resolutions #3-11 to #9-11 AND #12-11-#21-11)**

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 #3-11:	Interest Rate and Penalties on Delinquent Taxes and Sewer Fees
Resolution #4-11:	Authorizing Tax Collector to Hold Tax Lien Sale
Resolution #5-11:	Designation of Depositories for Borough Funds for 2011
Resolution #6-11:	Canceling Overpayment or Underpayment of Taxes and Sewer Fees in the Amount of \$10.00 or Under
Resolution #7-11:	Voucher Signatures
Resolution #8-11:	Designation of Newspapers
Resolution #9-11:	Legal Notices
Resolution #12-11:	Professional Service - Municipal Attorney
Resolution #13-11:	Professional Service - Municipal Auditor
Resolution #14-11:	Professional Service - Municipal Engineer
Resolution #15-11:	Professional Service - Labor Attorney
Resolution #16-11:	Professional Service - Municipal Bond Counsel
Resolution #17-11:	Professional Service - Municipal Special Counsel (COAH –Affordable Housing and General Legal Services)
Resolution #18-11:	Professional Service - Municipal Special Counsel (School Board Affairs)
Resolution #19-11:	Professional Service - Municipal Public Defender
Resolution #20-11:	Professional Service - Municipal Prosecutor
Resolution #21-11:	Appointing Public Agency Compliance Officer
Resolution #22-11:	Appointment-Mendham Borough-OEM Coordinator

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

**MAYOR'S MESSAGE TO THE CITIZENS OF THE BOROUGH**

Minute Book Attachment

**OLD/NEW BUSINESS:** There was one item of new business. Due to the date of the next regular scheduled meeting, and in order for the Borough not to incur interest, the Borough Tax Collector requested that this resolution be considered for adoption at this meeting.

**Resolution #23-11 – Appeal Refund-B1401/L65**

Motion to approve Res. #23-11 was made by Councilman Andrus  
Second by Councilman Garubo  
Roll Call - the vote was unanimous as follows:  
In favor: Witczak, Andrus, Sharkey, Daly, Garubo, Badal  
Opposed: None  
Absent: None  
Abstain: None

**PUBLIC COMMENT:** None

**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 8:00 P.M., next to convene at a Regular Meeting on January 17, 2011 at 8:00 P.M. at the Garabrant Center, 4 Wilson Street, Mendham, New Jersey 07945.

Respectfully submitted,

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Maureen Massey, RMC, CMC  
Borough Clerk