

**BOROUGH OF MENDHAM**  
**REORGANIZATION MEETING OF THE MAYOR AND COUNCIL**  
**JANUARY 3, 2025, 7:00PM**  
**MENDHAM FIREHOUSE**  
**MINUTES**

**1. CALL TO ORDER**

Mayor Serrano Glassner called the January 3, 2025, Reorganization Meeting of the Mayor and Council to order at 7:00 p.m. in the Fire House, 24 E. Main Street, Mendham, New Jersey.

**2. FLAG SALUTE AND MOMENT OF SILENCE**

Mayor Serrano Glassner led a moment of silence and proceeded with the Pledge of Allegiance.

**3. OPEN PUBLIC MEETINGS ACT STATEMENT**

Mayor Serrano Glassner read the statement regarding the Open Public Meetings Act.

**4. INVOCATION**

Father Mike Drury performed the Invocation.

**5. STATEMENT OF DETERMINATION OF THE MORRIS COUNTY BOARD OF CANVASSERS**

Mayor Serrano Glassner read the statement regarding the November 5, 2024, General Election results.

**6. ADMINISTRATION OF THE OATHS OF OFFICE – ELECTED OFFICIALS**

Senator Anthony Bucco administered the Oath of Office to:

- Matthew Bruin, Mendham Borough Council
- Alexandra Henry Traut, Mendham Borough Council

Assemblywoman Aura Dunn administered the Oath of Office to:

- Jon Alperin, Captain for the Mendham First Aid Squad
- Gregory Wiatroski, Fire Chief for the Mendham Borough Fire Department

**7. ROLL CALL**

Mayor Christine Serrano Glassner  
Council Member Althoff  
Council Member Bruin  
Council Member Henry Traut  
Council Member Kelly  
Council Member Russo  
Council Member Sullivan

**8. MAYOR'S WELCOME**

Mayor Serrano Glassner read her welcome statement and recognized guests and elected officials.

**9. MAYOR'S SERVICE AWARDS**

Mayor Serrano Glassner presented and read proclamation for the following individuals;

Father Mike Drury, Borough Chaplin  
Wayne Leblond, Borough of Mendham  
Joseph Carangelo, West Morris Mendham High School Recreation Committee Liaison  
Kristin Ackerman, West Morris Mendham High School Recreation Committee Liaison  
Dunkin Donuts  
Wicker Basket

**10. HOLIDAY HOME DECORATING CONTEST WINNER**

Mayor Serrano Glassner announced the Holiday Home decorating contest winner, Michael Rotella, 6 Florie Farm RD

**11. NOMINATION AND ELECTION OF COUNCIL PRESIDENT FOR CALENDAR YEAR 2025**

*(Nomination and Election to be made by Council motion)*

The Mayor asked for a nomination for the Council President for 2025, Council Member Kelly nominated Neil Sullivan and motion was seconded by Member Althoff. All members were in favor.

**12. APPOINTMENT OF COUNCIL STANDING COMMITTEES FOR CALENDAR YEAR 2025**

*(Mayoral appointments with Council approval pursuant to Article V of the Council By-Laws)*

**Finance Committee**

James Kelly, Chair                                      Will Russo                                      Alexandra Henry Traut

**Public Safety Committee/Board of Health Liaison**

Marilyn Althoff, Chair                                      James Kelly                                      Neil Sullivan

**Recreation and Parks Committee/School Boards Liaison**

Matthew Bruin, Chair                      Marilyn Althoff                      James Kelly

**Personnel Committee/Volunteer Projects Liaison**

Will Russo, Chair                      Marilyn Althoff                      Matthew Bruin

**Public Works & Utilities**

Neil Sullivan, Chair                      Matthew Bruin                      Alexandra Henry Traut

**Land Use Committee**

Alexandra Henry Traut, Chair                      Neil Sullivan                      Will Russo

**Affordable Housing Committee**

Mayor Christine Serrano Glassner                      James Kelly                      Alexandra Henry Traut

**13. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

**Appointments to the Board of Health (Council motion required)**

Name	Position	Term Expires
Ken Lordy	Regular Member	12/31/2025
Laura Montenegro	Regular Member	12/31/2025
John Nosta	Regular Member	12/31/2026
Merry Leblond	Regular Member	12/31/2025
Tom Day	Regular Member	12/31/2025
	Alternate Member	12/31/2025
	Alternate Member	12/31/2025

**Appointments to the Recreation Committee**

*(Members appointed by the Mayor with the advice and consent of the Borough Council)*

*(Council Motion Required)*

Name	Position	Term Expires
Tim McChesney	Regular Member	12/31/2027
Rob D’Urso	Regular Member	12/31/2025
Ned Panfile	Regular Member	12/31/2026
Kevin Lanahan	Regular Member	12/31/2025
Dianne Ackerman	Regular Member	12/31/2025
Nick Niemczyk	Alternate Member	12/31/2026
Vacant	Alternate Member	12/31/2026

**Appointments to the Environmental, Open Space & Shade Tree Committee (ECOSST)**

*(Mayoral appointments)*

Name	Position	Term Expires
Darren D'Agostino	Shade Tree	12/31/2025
Tim Foerster	Shade Tree	12/31/2027
Lawrence Morris	Shade Tree	12/31/2027
Vacant	Shade Tree Alternate I	
Ted Metzler	Environmental Commission	12/31/2026
Marian Mundy	Environmental Commission	12/31/2026
Eric Arena	Environmental Commission	12/31/2027
Jacquelyn Herrick	Environmental Commission	12/31/2027
Dave Tracy	Environmental Commission – Alternate I	12/31/2025
	Joint Land Use Board Member	12/31/2025

**Appointments to the Historic Preservation Commission** *(Mayoral appointments)*

Name	Position	Term Expires
Dan Encin	Class A	12/31/2025
Mark Tosso	Class B	12/31/2028
Scott Van Arsdale	Class C	12/31/2026
Addie Shafran	Class C	12/31/2028
Nancy Rodrigues	Class C	12/31/2025
Ryan Mullany	Alternate Member	12/31/2025
Jennifer Cass	Alternate Member	12/31/2026

**Appointments to the Joint Land Use Board** *(Mayoral appointments)*

Name	Position	Term Expires
Christine Serrano Glassner	Class I	Concurrent with office
Joyce Bushman	Class II	12/31/2025
Alexandra Henry Traut	Class III	12/31/2025
Richard Smith	Class IV	12/31/2028
David Sprandel	Class IV	12/31/2027
Joseph D'Urso	Class IV	12/31/2027
Jim Molnar	Class IV	12/31/2027
John Egerter	Class IV	12/31/2025
Marrie Rose Garbacz	Class IV	12/31/2027
Keith Kay	Alternate I	12/31/2026
James Barker	Alternate II	12/31/2026
Richard Pace	Alternate III	12/31/2025
Jim Chambers	Alternate IV	12/31/2026

**Council Appointment of Class III Member to the Joint Land Use Board** *(Council motion required)*

Alexandra Henry Traut Class III – Council Member 12/31/2025

**Appointments to the Hometown Heroes Banner Committee for Calendar Year 2025**

Five members appointed by the Mayor; one member must be an elected official. Membership preference is given to U.S. military veterans and family members.

*(Mayoral appointments)*

Name	Position	Term Expires
James Cillo	Member	12/31/2025
James Laughlin	Member	12/31/2025
Patricia Serrano	Member	12/31/2025
Herb Korte	Member	12/31/2025
John W. Andrews	Member	12/31/2025

**Appointments to the Morris County Community Development Revenue Sharing Advisory Committee (CDRS Committee) *(Mayoral Appointment)***

Name	Position	Term Expires
Joseph D'Urso	Representative	12/31/2025
Beatrice Mastracchio	Representative	12/31/2025

**Appointment to Mayor's Ad Hoc Local Economic Development Committee *(Mayoral Appointment)***

Name	Position	Term Expires
Jay Grant	Regular Member	12/31/2025

**Appointment to Local Historian *(Mayoral Appointment)***

Name	Position	Term Expires
Bud Murphy	Regular Member	12/31/2025

**14. APPOINTMENT OF OFFICIALS - COUNCIL APPOINTMENTS *(Made by Council motion)***

**Appointment of Captain of the Mendham Borough First Aid Squad for Calendar Year 2025**  
(In accordance with §22-3 of the Code of Mendham Borough)

Jon Alperin

**Appointment of Fire Official/Fire Marshal for the Borough of Mendham for Calendar Year 2025**  
(In accordance with §106-5 of the Code of Mendham Borough)

Thomas Ryan

**15. APPOINTMENT OF OFFICIALS - MAYORAL APPOINTMENTS**

**Appointment of Fire Chief for the Mendham Borough Fire Department for Calendar Year 2025**  
(Chapter 20, §20-2 of the Code of Mendham Borough; 1-year appointment)

Gregory Wiatroski

**Appointment of Emergency Management Office Coordinator and Deputy Coordinator for the Borough of Mendham**

(N.J.S.A. Appendix A: 9-33 et seq. and Directive 22 Issued by the State Office of Emergency Management)

Continuing 3-year appointment from January 2024. Term of office ends 12/31/2027

Mayor Christine Serrano Glassner  
John Andrews

**Appointment of Deputy Municipal Emergency Management Coordinators for the Borough of Mendham for Calendar Year 2025**

(N.J.S.A. Appendix A: 9-33 et seq. and Directive 22 Issued by the State Office of Emergency Management)

William Craig, Mendham Borough Public Safety Director  
Patrick McNichol, Mendham Borough Police Officer in Charge  
Pete Hafemeister, Mendham Borough Department of Public Works Superintendent  
Jon Alperin, Mendham First Aid Squad Captain  
Gregory Wiatroski, Mendham Fire Department Chief

**Appointment of Officials to the Municipal Emergency Management Council for the Borough of Mendham for Calendar Year 2025**

(N.J.S.A. Appendix A: 9-41, as amended)

Mendham Borough OEM Coordinator - Chair Mendham Borough Mayor  
Borough Administrator  
Department of Public Works Superintendent  
Mendham Borough Public Safety Director  
Mendham Borough Police Officer in Charge  
Mendham Borough Fire Chief  
Mendham Borough First Aid Captain  
Bernard's Township Health Department Representative  
West Morris Regional High School District Representative  
Mendham Borough Board of Education Representative

Mayor Serrano Glassner asked for a motion to approve the appointments.

Motion to Approve: Council Member Kelly  
Second: Council Member Bruin  
Ayes: Sullivan, Althoff, Bruin, Henry Traut, Kelly, Russo  
Nays: None  
Abstain: None

16. **RESOLUTIONS – ADMINISTRATIVE** *(Council will take action by a single motion and vote unless a member requests that an item be removed and considered separately)*

- #001-2025 RESOLUTION ADOPTING THE BY-LAWS OF THE BOROUGH COUNCIL FOR CALENDAR YEAR 2025
- #002-2025 ANNUAL SCHEDULE OF BOROUGH COUNCIL MEETINGS FOR CALENDAR YEAR 2025
- #003-2025 RESOLUTION AUTHORIZING DESIGNATION OF NEWSPAPERS FOR CALENDAR YEAR 2025
- #004-2025 RESOLUTION AUTHORIZING ADOPTION OF THE PERSONNEL POLICIES & PROCEDURES MANUAL
- #005-2025 RESOLUTION AFFIRMING THE POLICY OF THE BOROUGH OF MENDHAM TO TREAT THE PUBLIC, EMPLOYEES, PROSPECTIVE EMPLOYEES, APPOINTEES, VOLUNTEERS AND CONTRACTORS IN A MANNER CONSISTENT WITH ALL APPLICABLE CIVIL RIGHTS LAWS AND REGULATIONS FOR CALENDAR YEAR 2025
- #006-2025 RESOLUTION REAFFIRMING MENDHAM BOROUGH’S WELCOMING NATURE AND SHARED VALUES FOR THE PROTECTION OF THE CONSTITUTIONAL, CIVIL, AND HUMAN RIGHTS FOR ALL CITIZENS

Mayor Serrano Glassner asked for a motion to approve.

Motion to Approve: Council Member Bruin  
Second: Council Member Russo  
Ayes: Sullivan, Althoff, Bruin, Henry Traut, Kelly, Russo  
Nays: None  
Abstain: None

17. **RESOLUTIONS – FISCAL MANAGEMENT** *(Council will take action by a single motion and vote unless a member requests that an item be removed and considered separately)*

- #007-2025 RESOLUTION AUTHORIZING INTEREST RATE AND PENALTIES ON DELINQUENT PROPERTY TAX PAYMENTS AND DELINQUENT SEWER UTILITY PAYMENTS FOR CALENDAR YEAR 2025
- #008-2025 RESOLUTION AUTHORIZING THE TAX COLLECTOR TO HOLD A TAX LIEN SALE IN CALENDAR YEAR 2025
- #009-2025 RESOLUTION CANCELING OVERPAYMENT OR UNDERPAYMENT OF TAXES, SEWER FEES AND OTHER CHARGES AND FEES IN THE AMOUNT OF \$10.00 OR LESS FOR CALENDAR YEAR 2025

- #010-2025 RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR CALENDAR YEAR 2025
- #011-2025 RESOLUTION DESIGNATING MUNICIPAL DEPOSITORIES FOR PUBLIC MONIES AND OTHER FUNDS COLLECTED FOR CALENDAR YEAR 2025
- #012-2025 RESOLUTION AUTHORIZING CHECK AND VOUCHER SIGNATURES FOR CALENDAR YEAR 2025
- #013-2025 RESOLUTION ADOPTING THE FEE AND RATE SCHEDULE FOR CALENDAR YEAR 2025
- #014-2025 RESOLUTION TO ESTABLISH A PETTY CASH FUND AND CHANGE FUNDS FOR CALENDAR YEAR 2025
- #015-2025 TEMPORARY CURRENT FUND OPERATING BUDGET FOR CALENDAR YEAR 2025
- #016-2025 TEMPORARY SEWER FUND OPERATING BUDGET FOR CALENDAR YEAR 2025

Mayor Serrano Glassner asked for a motion to approve.

Motion to Approve: Council Member Henry Traut  
 Second: Council Member Kelly  
 Ayes: Sullivan, Althoff, Bruin, Henry Traut, Kelly, Russo  
 Nays: None  
 Abstain: None

**18. RESOLUTIONS – OFFICIAL APPOINTMENTS (Council will take action by a single motion and vote unless a member requests that an item be removed and considered separately)**

- #017-2025 RESOLUTION APPOINTING CERTAIN OFFICIALS AND EMPLOYEES FOR CALENDAR YEAR 2025
- #018-2025 RESOLUTION APPOINTING ERICK MESIAS, CFO AS COMMISSIONER AND PEGGY TIMONEY, PERSONNEL COORDINATOR AS ALTERNATE COMMISSIONER TO THE MORRIS COUNTY JOINT INSURANCE FUND FOR CALENDAR YEAR 2025
- #019-2025 RESOLUTION DESIGNATING LAUREN MCBRIDE AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR CALENDAR YEAR 2025
- #020-2025 RESOLUTION APPOINTING JOYCE BUSHMAN AS QUALIFIED PURCHASING AGENTS FOR CALENDAR YEAR 2025
- #021-2025 RESOLUTION APPOINTING LISA SMITH AS THE BOROUGH’S MUNICIPAL HOUSING LIAISON



**#022-2025 RESOLUTION OF THE BOROUGH OF MENDHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING THE ESTABLISHMENT OF AN AFFORDABLE HOUSING ADVISORY SUBCOMMITTEE**

Mayor Serrano Glassner asked for a motion to approve.

Motion to Approve: Council Member Bruin  
Second: Council Member Althoff  
Ayes: Sullivan, Althoff, Bruin, Henry Traut, Kelly, Russo  
Nays: None  
Abstain: None

**19. RESOLUTIONS – PROFESSIONAL SERVICE AGREEMENTS (Council will take action by a single motion and vote unless a member requests that an item be removed and considered separately)**

**#023-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO DORSEY AND SEMRAU LLC FOR MUNICIPAL ATTORNEY SERVICES**

**#024-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO NISIVOCIA LLC FOR MUNICIPAL AUDITING SERVICES**

**#025-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO BOSWELL ENGINEERING, INC. FOR MUNICIPAL ENGINEERING SERVICES**

**#026-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO JAMES R. WANCHO, P.E. OF PAULUS, SOKOLOWSKI AND SARTOR, LLC IN CONNECTION WITH THE BOROUGH OF MENDHAM WATER RECLAMATION FACILITY**

**#027-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO CLEARY, GIACOBBE, ALFIERI, JACOBS LLC FOR MUNICIPAL LABOR ATTORNEY SERVICES**

**#028-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO HAWKINS, DELAFIELD AND WOOD, LLC FOR MUNICIPAL BOND COUNSEL SERVICES**

**#029-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO SKYLANDS RISK MANAGEMENT, INC. FOR MUNICIPAL RISK MANAGEMENT SERVICES**

- #030-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO J. CALDWELL & ASSOCIATES, LLC FOR MUNICIPAL PLANNER SERVICES
  
- #031-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO STORMWATER COMPLIANCE SOLUTIONS, LLC FOR NJDEP STORMWATER PERMITTING COMPLIANCE CONSULTING SERVICES
  
- #032-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO MOREHOUSE ENGINEERING, INC. FOR GENERAL SUPPORT OF THE SCADA SYSTEM AT THE WATER RECLAMATION FACILITY
  
- #033-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO PAULUS, SOKOLOWSKI & SARTOR, LLC FOR INTERIM S-3 LICENSED WASTEWATER OPERATOR AT THE BOROUGH’S WATER RECLAMATION FACILITY
  
- #034-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO ACTION DATA SERVICES FOR PAYROLL AND ACCOUNTING SERVICES
  
- #035-2025 RESOLUTION AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO HOUSING PARTNERSHIP AND APPOINTING HOUSING PARTNERSHIP AS ADMINISTRATIVE AGENT TO ADMINISTER THE NJ UHAC REGULATIONS
  
- #036-2025 RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO SUPERIOR OFFICE SYSTEMS FOR OFFICE COPIERS AND SUPPLIES THROUGH PEPPM TECHNOLOGY BIDDING AND PURCHASING PROGRAM A NATIONAL COOPERATIVE PURCHASING PROGRAM PURSUANT TO N.J.S.A. 52:34-6.2, ET AL

Mayor Serrano Glassner asked for a motion to approve.

Motion to Approve: Council Member Althoff  
 Second: Council Member Sullivan  
 Ayes: Sullivan, Althoff, Bruin, Henry Traut, Kelly, Russo  
 Nays: None  
 Abstain: None

**20. MAYOR’S MESSAGE**

Mayor Serrano Glasser gave her message all of the Borough’s accomplishments in 2024 and thanked staff

for their hard work.

### **PUBLIC COMMENTS**

Mayor Serrano Glassner opened public comment.

Seeing and hearing no one wishing to be heard, Mayor Serrano Glassner closed public comment.

### **ADJOURNMENT**

Having no further business to conduct, Mayor Serrano Glassner asked for a motion to adjourn the meeting.

Motion to Approve: Council Member Althoff  
Second: Council Member Russo  
Ayes: Sullivan, Althoff, Bruin, Henry Traut, Kelly, Russo

Meeting adjourned at 7:47p.m.

The next regular meeting of the Mendham Borough Mayor and Council will convene on January 17, 2025, at 7:00 PM in the Garabrant Center, 4 Wilson Street, Mendham.

Respectfully Submitted:

*Lauren McBride*  
Acting Borough Clerk  
Borough of Mendham