

MINUTES OF THE
REORGANIZATION MEETING
OF THE MAYOR AND COUNCIL
JANUARY 5, 2019

THE REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MANVILLE, COUNTY OF SOMERSET, STATE OF NEW JERSEY, WAS HELD ON JANUARY 5, 2019 IN THE BOROUGH HALL OF THE BOROUGH OF MANVILLE, 325 NORTH MAIN STREET, MANVILLE, NEW JERSEY AT 11:00 A.M.

Mayor Onderko welcomed everyone to the 90th Annual Reorganization meeting, and called the meeting to order.

Mayor Onderko requested that the Clerk read the Election Statement for Municipal Offices:

“A statement of the determination of the Board of Canvassers of Somerset County, New Jersey, relative to an election held in the County of Somerset on November 6, 2018 for the election of the following mentioned officers in the Borough of Manville:

Two (2) Three-Year Borough Council seats
The said board does determine that

Patricia Zamorski
Michele Magnani

were duly elected to the Borough Council.

I do hereby certify that the foregoing is a true, full, and correct statement of determination of the Board of Canvassers of Somerset County, New Jersey. In witness whereof, I have hereunto set my hand this 15th day of November, 2018.

County of Somerset
/s/ Steve Peter, County Clerk
/s/ Anthony DeCicco,
Chairman County Board of Canvassers

Mayor Onderko administered the Oath of Office to Councilwoman Michele Magnani. Congresswoman Bonnie Watson Coleman administered the Oath of Office to Councilwoman Patricia A. Zamorski.

Mayor Onderko requested that the Clerk read the Open Public Meetings Act Statement.

“This meeting is being held in compliance with the ‘OPEN PUBLIC MEETINGS ACT’, because adequate notice of this meeting has been provided by notifying the Courier News and the Star Ledger, and by posting notice of such meeting in the Borough Hall on a bulletin board reserved for such announcements and by filing of said notice with

the Borough Clerk of the Borough of Manville. Formal Action may be taken at this meeting.”

Mayor Onderko requested that Clerk call the Roll:

MAYOR RICHARD ONDERKO
COUNCILMAN JOSEPH A. LUKAC, III
COUNCILWOMAN MICHELE MAGNANI
COUNCILMAN PHILIP E. PETRONE
COUNCILMAN RON SKIRKANISH
COUNCILMAN STEPHEN SZABO--ABSENT
COUNCILWOMAN PATRICIA A. ZAMORSKI

Also Present:

THADDEUS R. MACIAG, ESQ. BOROUGH ATTORNEY
ANDREA WARDROP, BOROUGH ADMINISTRATOR
MARK PELTACK, CHIEF OF POLICE
PAMELA BOREK, BOROUGH CLERK

SALUTE TO THE FLAG AND MOMENT OF SILENCE

Mayor Onderko asked that the moment of silence be dedicated to all Law Enforcement Personnel who were killed in the line of duty this year.

INVOCATION

Rev. Stanislaw Slaby of Christ the Redeemer Church gave the Invocation.

ACKNOWLEDGEMENT OF DIGNITARIES

Mayor Onderko acknowledged the Dignitaries present: State Senator Christopher “Kip” Bateman, former Mayor Joseph Patero, former Mayor Rudy Nowak, former Mayor of Rocky Hill Ed Zimmerman, Freeholder Brian Gallagher, Freeholder Patricia Walsh, and Freeholder Brian Levine, Somerset County Democratic Chair Peg Shaffer, Assemblyman Roy Friedman, Assemblyman Andrew Zwicker, Somerset County Clerk Steve Peter, South Bound Brook Mayor Chris Shoffner, former Councilman Mark Gregor, former Councilwoman Dayna Camacho, former Councilman Mike Kassik, and Congresswoman Bonnie Watson Coleman, Freeholder Shanel Robinson, and former Councilman Ed Komorski.

Councilman Petrone asked the Mayor if he knew of anyone serving on the Council who is not a resident of Manville. He stated he had recently been approached by several residents of Manville as well as neighboring towns who state there is a member of the council who does not physically reside in the Borough. Mayor Onderko stated he was not aware and it will need to be researched. Borough Attorney stated it was a question

of domicile and not residency. Councilman Petrone stated he wants to see this issue investigated by the Somerset County Prosecutors Office and Councilman Skirkanish as Chairman of the Manville Democratic Party agreed.

PUBLIC PORTION

Mayor Onderko opened the Pubic Portion for anyone wishing to offer comments.

Joe Paterno—Congratulated the newly elected council members and thanked the Borough Council for their dedication and time to serving the Borough of Manville. He stated he was sworn in as Mayor 50 years ago and was the youngest Mayor elected at 36 years old.

Ruth Slovik, 1321 Green St.,--Wanted to thank the Mayor and Council for serving the people of Manville and to represent the variety of people who reside in the Borough.

NEW JERSEY STATE STATUES AND ROBERTS RULES OF ORDER, newly revised 11th Edition

Mayor Onderko requested a motion to adopt New Jersey State Statutes and Robert's Rules of Order, newly revised 11th Edition. Councilman Skirkanish made a motion to restore the By-Laws to which Mayor Onderko stated that could be discussed at a later date.

Councilman Lukac, seconded by Councilwoman Magnani, made a motion to adopt New Jersey State Statutes and Robert's Rules of Order, newly revised 11th Edition.

ROLL CALL: AYES: LUKAC, MAGNANI, PETRONE, SKIRKANISH, ZAMORSKI
ABSENT: SZABO

STANDING COMMITTEES FOR 2019:

FINANCE

Councilman Skirkanish, Councilman Szabo, Councilman Lukac

POLICY, PLANNING, PERSONNEL

Councilwoman Magnani, Councilman Lukac, Councilman Skirkanish

PUBLIC WORKS

Councilman Lukac, Councilman Petrone, Councilwoman Zamorski

PUBLIC SAFETY, FIRE, POLICE, RESCUE, EMERGENCY MANAGEMENT

Councilwoman Zamorski, Councilman Petrone, Councilman Szabo

PUBLIC BUILDINGS AND GROUNDS

Councilman Petrone, Councilwoman Magnani, Councilman Skirkanish

PROGRESS AND DEVELOPMENT

Councilman Szabo, Councilwoman Zamorski, Councilwoman Magnani

MAYOR'S PROFESSIONAL APPOINTMENTS

Mayor Onderko stated that all Mayor's Professional Appointments will be held over for thirty days out of respect for Councilman Szabo's absence.

PRESIDENT OF COMMON COUNCIL

Mayor Onderko requested a nomination for Council President. Councilwoman Magnani seconded by Councilman Lukac nominated Councilman Szabo for Council President for 30 days. Councilman Petrone, seconded by Councilwoman Zamorski nominated Councilman Ron Skirkanish for Council President.

Mayor Onderko requested a roll call on nomination of Councilman Szabo for Council President. Borough Attorney Maciag clarified this would require 4 votes under N.J.S.A. 40A-60:3.

ROLL CALL: AYES: LUKAC, MAGNANI
NO: PETRONE, SKIRKANISH, ZAMORSKI
ABSENT: SZABO

Mayor Onderko requested a roll call on nomination of Councilman Skirkanish for Council President. Borough Attorney Maciag clarified this would require 4 votes under N.J.S.A. 40A-60:3.

ROLL CALL: AYES: PETRONE, SKIRKANISH, ZAMORSKI
NO: LUKAC, MAGNANI
ABSENT: SZABO

Borough Attorney Maciag clarified this would require 4 votes under N.J.S.A. 40A-60:3. He stated under this statute since the required votes wasn't received the Mayor can use his mayoral appointment for Council President. Mayor Onderko asked if there were any other nominations for Council President. When no one answered Mayor Onderko appointed Councilwoman Michele Magnani as Council President.

JOINT LAND USE BOARD

Mayor Onderko requested that the Council name a Class 3 Council Member to the Joint Land Use Board.

Councilwoman Magnani seconded by Councilman Lukac nominated Councilman Lukac to the Joint Land Use Board.

ROLL CALL: AYES: LUKAC, MAGNANI,
NO: SKIRKANISH, PETRONE, ZAMORSKI
ABSENT: SZABO

Since, the vote did not pass Mayor Onderko asked if there were any other nominations. With no other nominations Mayor Onderko stated that nomination will remain open at this time.

Mayor Onderko requested a nomination from Council for a Solid Waste Advisory Committee Member for a one-year term.

Since there were no recommendations Mayor Onderko stated that nomination would be carried over to the next meeting.

FIRE DEPARTMENT

Fire Chief:	Joe Barilla
Deputy Fire Chief:	Robert Kostowskie, Jr.
Assistant Fire Chief:	Ken Skirkanish

Mayor Onderko asked that the Fire Chiefs come forward to be sworn in and he administered the Oath of Office to the Fire Chiefs.

RESOLUTIONS BY CONSENT

Mayor Onderko requested a motion to adopt Resolution #2019-1 through #2019-12.

Council President Szabo, seconded by Councilman Skirkanish, made a motion to adopt Resolution #2019-1 through #2019-12.

ROLL CALL: AYES: LUKAC, MAGNANI, PETRONE, SKIRKANISH, ZAMORSKI
ABSENT: SZABO

Resolution #2019-1 2019 Meeting Dates of Mayor and Council

WHEREAS, it is necessary that the Mayor and Borough Council fix the time and place for holding Regular Meetings during the ensuing year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council that the REGULAR MEETINGS of the Governing Body of the Borough of Manville, County of Somerset, during the ensuing year of 2019, shall be held as follows:

January 14th
January 28th
February 11th
February 25th
March 11th
March 25th
April 8th
April 22rd
May 13th
May 28th
June 10th
June 24th
July 15th
August 12th
September 9th
September 23rd
October 14th
November 11th
November 25th
December 16th

All meetings shall be held in the MANVILLE MUNICIPAL COURTROOM, 325 North Main Street, Manville, New Jersey, at **7:00 p.m.** unless otherwise stipulated by Mayor and Borough Council.

ALL SPECIAL MEETINGS shall be called at the request of the Mayor and/or any adjournments or CONTINUATION MEETINGS shall be called the day set by motion duly adopted by said Borough Council to continue said meeting.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution # 2019-2
Depositories for Borough of Manville**

WHEREAS, N.J.S.A. 40A:5-14 mandates that the Governing Body of a municipal corporation, shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies, banks or trust companies having their places of business in the State and organized under the laws of the United States and this State.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that:

- 1) Fulton Bank of New Jersey, North Main Street, Manville, NJ 08835
- 2) TD Bank, 452 Union Avenue, Bridgewater, NJ 08835
- 3) Peapack Gladstone Bank, Bridgewater, NJ 08835
- 4) Investor's Savings Bank, Somerset & North Brunswick, New Jersey

Be and are hereby designated as depositories for the Borough of Manville for the year ending December 31, 2019.

FURTHERMORE, prior to the deposit of any municipal funds in the afore-mentioned depositories, said entity shall file, with the Borough Treasurer, a statement indicating that the bank is insured under the Government Units Deposit Protection Act (R.S. 17:9-41).

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution # 2019-3
Tax Sewer Delinquent Rate**

WHEREAS, N.J.S.A. 54:4-67 governs the interest rates charged on delinquent Tax and Water/Sewer Utility payments.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that the interest rates charged on delinquent Tax and Water/Sewer Utility payments shall be eight percent (8%) for the first \$1,500.00 of delinquency and eighteen percent (18%) thereafter, for the year 2019.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Manville Tax Collector and the Manville Utility Collector.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution #2019-4
Penalty on Tax Sale Certificate**

WHEREAS, N.J.S.A. 54:5-61 relating to the amount of penalty to be charged on a tax sale certificate has been amended to read as follows:

“When taxes, interest and costs shall be in excess of \$200.00, but less than \$5,000.00, a two percent (2%) penalty on any amount due shall be charged. When taxes, interest and costs shall exceed the sum of \$5,000.00, such additional sum shall be equal to four percent (4%) of such amount paid and when that sum exceeds \$10,000.00 such additional sum paid shall be equal to six percent (6%) of such amount paid. This section shall also apply to all existing tax sale certificates held by municipalities on the effective date of this act.”

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that under N.J.S.A. 54:4-61, the Tax Collector of the Borough of Manville is authorized to charge, on a tax sale certificate, a

two percent (2%) penalty on any amount due in excess of \$200.00 but less than \$5,000.00; a four percent (4%) penalty on any amount due in excess of \$5,000.00 but less than \$10,000.00; and a six percent (6%) penalty on any amount due in excess of \$10,000.00. These penalties are to be applied to all municipal held tax sale certificates as well as those which may be acquired by the municipality as a result of future tax sales.

FURTHERMORE, a copy of this resolution shall be forwarded to the Tax Collector.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution # 2019-5
Uncollected Tax/Utility Payments**

WHEREAS, N.J.S.A. 40A:5-17-1 allows the Tax/Utility Collector to cancel tax/utility balances and/or tax/utility overpayments in the amount of \$10.00 or less that remain uncollected at the close of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that the Tax/Utility Collector of the Borough of Manville, is hereby authorized to cancel all tax receivables of \$10.00 or less and all utility receivables of \$5.00 or less for the year 2019.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution # 2019-6
Department Heads**

WHEREAS, it is legally essential that heads of various departments be responsible and sign for the receipt of material or the performance of any services on behalf of the Borough of Manville.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that the following heads of departments and other officials shall be and are responsible for the receipt of any merchandise shipped or performance of services delivered to the Borough of Manville, within their area of responsibility:

ADMINISTRATOR
CLERK
CHIEF OF POLICE
DIRECTOR OF PUBLIC WORKS

CHIEF FINANCE OFFICER
TAX/UTILITY COLLECTOR
FIRE CHIEF
FIRE SUPERINTENDENT
ZONING OFFICER
RECREATION DIRECTOR
TAX ASSESSOR

FURTHERMORE, that the above named are to affix the date showing when and where the said merchandise was received or the services performed; in the event of a discrepancy in the materials received or services performed, the Department Head is to report the same to the Chairman of the Committee in charge of the Department and the Purchasing Agent.

FURTHERMORE, the Borough Clerk is hereby authorized to send a copy of this resolution to the above named Department Heads.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution # 2019-7
SED Business**

WHEREAS, the Borough of Manville has declared that the opportunity for all Socially and Economically Disadvantaged (SED) business concerns should exist for free entry into business, growth and exposure; and

WHEREAS, the Borough must ensure that a fair proportion of the Borough's total purchases and contracts for construction, property supplies and services, etc. be placed with SED businesses. The policy hereby declared by the Borough of Manville shall not be inconsistent with the Set-Aside Act for SED businesses, N.J.S.A. 52:32-17, et. seq., Local Public Contract Law; N.J.S.A. 40A:11-41, et. seq., and the N.J. Wastewater Trust Act; N.J.S.A. 58:11-B-1, et. seq.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey to implement this action and serve as a sponsor for these activities, the Governing Body hereby appoints the Borough Clerk to serve as "Public Agency Compliance Officer."

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Pamela Lyons, Administrator of the Office of Equal Opportunity Public Contracts Assistance, N.J.D.E.P.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution # 2019-8
Official Newspapers for Borough of Manville**

BE IT RESOLVED by the Mayor and Council of the Borough of Manville, County of Somerset, State of New Jersey that:

- 1) The Courier News
- 2) The Star Ledger

Be and are hereby designated as official newspapers for the Borough of Manville for the year ending December 31, 2019.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution #2019-9
2019 Temporary Budget Appropriations**

WHEREAS, N.J.S. 40A:4-19 provides for the adoption of a temporary budget for the period between January 1 and the adoption of the annual budget; and

WHEREAS, 26.25% of the total Current & Sewer appropriations for the year 2018, exclusive of Public Assistance, Municipal Debt, and Capital Improvement Fund is \$3,256,495.13.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Manville that the following appropriations shall be added to the Temporary Budget for the year 2019:

Account Name	Account Type	Amount
Administrative & Executive	S&W	\$38,823.75
	O/E	\$13,125.00
Mayor & Council	S&W	\$8,662.50
	O/E	\$656.25
Financial Administration	S&W	\$13,623.75
	O/E	\$4,593.75
Assessment of Taxes	S&W	\$23,257.50
	O/E	4,200.00
Collection of Taxes	S&W	\$17,718.75
	O/E	\$3,412.50
Audit Services	O/E	\$16,603.13
Legal Services	O/E	\$38,981.25

Engineering	O/E	\$11,812.50
Public Buildings & Grounds	O/E	\$22,443.75
Planning Board	O/E	\$5,355.00
Municipal Clerk	S&W	\$5,643.75
Elections	O/E	\$787.50
Group Insurance for Employees	O/E	\$263,025.00
Other Insurance Premiums	O/E	\$59,981.25
Workers Compensation	O/E	\$63,656.25
Fire Department	O/E	\$38,456.25
Police Department	S&W	\$891,450.00
	O/E	\$29,137.50
Emergency Management Service	S&W	\$2,756.25
	O/E	\$7,087.50
Public Works Department	S&W	\$269,587.50
	O/E	\$164,062.50
Department of Health	S&W	\$13,650.00
	O/E	\$2,651.25
Property Maintenance	S&W	\$12,075.00
	O/E	\$656.25
Recreation	S&W	\$44,493.75
	O/E	\$10,500.00
Uniform Fire Safety Act	S&W	\$17,285.63
	O/E	\$6,365.63
DCRP	O/E	\$2,625.00
Uniform Construction Code	S&W	\$34,860.00
	O/E	\$3,150.00
Shade Tree Commission	O/E	\$1,575.00
First Aid Insurance Payment	O/E	\$10,500.00
Celebration of Public Events	O/E	\$918.75
Contribution to Senior Center	O/E	\$2,100.00
Utilities – Gasoline & Fuel	O/E	\$152,475.75
Rental Agreements	O/E	\$5,512.50
Social Security	O/E	\$56,175.00
P.E.R.S.	O/E	\$74,812.50
P.F.R.S.	O/E	\$206,193.75
State Unemployment	O/E	\$10,500.00
LOSAP	O/E	\$3,675.00
Contingency	O/E	\$262.50
Interlocal Agreements	O/E	\$89,643.93
Contributions to Youth Services	O/E	\$26.25
Blood Borne Pathogens	O/E	\$26.25
Total		\$2,781,610.32

CURRENT FUND – DEBT SERVICE

Bond Principal	O/E	\$485,000.00
Bond Interest	O/E	\$156,000.00

Somerset County Improv. Auth	O/E	\$21,262.50
Total		\$662,262.50

SEWER UTILITY

Salaries & Wages	S&W	\$53,103.75
Other Expenses	O/E	\$23,625.00
SRVSA – Treatment Costs	O/E	\$320,074.91
Insurance, Other	O/E	\$27,562.50
Group Insurance for Employees	O/E	\$30,318.75
Electric	O/E	\$9,187.50
Gas	O/E	\$656.25
Social Security	O/E	\$10,356.15
Total		\$474,884.81

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

Resolution #2019-10

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
“Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964”**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, hereby state that they have complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution #2019-11
Table of Organization**

WHEREAS, the Mayor and Council wish to adopt an updated version of the formal Table of Organization (originally created in 2005), which establishes a Chain of Command to be followed by all employees.

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 attached updated Table of Organization is hereby adopted and a copy of same shall be provided to all employees.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

**Resolution #2019-12
Duties of Six Standing Committees of the Manville Council**

WHEREAS, the Mayor and Council of the Borough of Manville wish to establish the duties of the following Six Standing Committees:

- **FINANCE COMMITTEE:**

The **FINANCE COMMITTEE** shall have primary responsibility for the following described activities and matters:

A. Recommend policy governing the administration, practices, procedures and records of the following:

1. The Borough Administrator /Clerk and the Administrator / Clerk's Office
2. The Tax Collector and the Collector's Office
3. The Treasurer and the Treasurer's Office
4. The Tax Assessor and the Assessor's Office
5. Water and Sewer Billing and Collections
6. Insurance coverage (excluding Health, Death and Worker's Compensation)
7. Budget preparation.
8. Audit
9. Employee contract negotiations

B. Review foreclosure action, and subsequent administration and disposition of property acquired by the Borough under foreclosure of Tax Title Liens.

C. Coordination of departmental budgets; the preparation of budgetary figures relating to the activities above mentioned; the final preparation, explanation and continuing supervision of the entire Municipal Budget.

D. Maintenance, review, revision and all other matters pertaining to General Liability / Blanket Insurance coverage of the Borough.

E. Review and revision of the accounting system of the Borough, including procedures relating to the purchasing and receiving of supplies and services.

F. Serving as the liaison between the Council and the Registered Municipal Accountant and with any other body or organization on fiscal matters.

• **POLICY, PLANNING AND PERSONNEL COMMITTEE:**

The **POLICY, PLANNING AND PERSONNEL COMMITTEE** shall have primary responsibility for the following described activities and matters:

A. Except for Mayoral appointments authorized by law, recommend hiring (with the exception of Police) within the Borough of Manville. Review resumes submitted for job vacancies. It may, at its discretion, interview candidates. The committee will consider the recommendations of the Borough Administrator and/or Department Head(s), and present its findings and recommendations to Council for approval.

B. Creation of a flexible hiring practice, policy, and procedure relating to the needs of a particular vacancy.

C. In the event of an opening for the Administrator's position, if the Mayor's appointment is not confirmed, responsibility to search, interview, and recommend candidates. Final candidates may be interviewed by full Council.

D. Recommend setting policy governing the administration, practices, procedures and records of all employees of the Borough, except the Police Department, including the maintenance of the Policies and Procedures / Personnel Handbook.

E. Shall serve as the liaison between the Council and various governmental agencies. It shall serve as liaison with Borough Department Heads and/or union representatives of Borough employees pertaining to personnel matters, except in matters which are the primary responsibility of the PUBLIC SAFETY COMMITTEE.

F. Specific areas of responsibility are identified below:

1. Review and recommend non-contract employee salaries.
2. Working Conditions
3. Employee benefits, including but not limited to:
 - a. Hospitalization
 - b. Pension Rights
 - c. Sick Time

- d. Vacation and Vacation Pay
- e. Overtime
- f. Insurance (excluding general liability/blanket policies)
- g. Grievances
- 4. Coordination and policy making of all administration between Borough Departments.

G. RECREATION:

Recommend policy governing the administration, practices, procedures, and records of the following:

- 1. The Recreation Director and duly appointed officers of the Borough Recreation Committee.

H. COMMUNITY RATING SYSTEM PROGRAM:

- 1. Shall review the Borough Administrator / Certified Floodplain Manager's work related to the annual review and recertification of the Community Rating System (CRS) program and the full cycle reviews as required by FEMA.
- 2. Shall advise on the appointments of the Program for Public Information relative to CRS Activity 330 on Public Outreach to include (1) Chairperson for PPI (public official), (2) Borough Floodplain Manager, (3) Insurance Professional, (4) three (3) public volunteers.
- 3. Shall report the results of the CRS Program to Council on the annual review/recertification process and the full cycle review performed by FEMA.

• **BUILDINGS AND GROUNDS COMMITTEE:**

The **PUBLIC BUILDINGS AND GROUNDS COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend setting policy governing the administration, practices, procedures and records regarding the supervision of the construction, maintenance, and repair of all municipally owned buildings and grounds, including street and other municipal lighting.
- B. Review the Office of Code Enforcement and its officials. Appointment of a committee member as liaison to said office.
- C. Serving as the liaison between the Council and such other agencies or associations concerned with the current property or future acquisitions of property the Borough via any buyout program offered by the government at the local, state or federal level.

D. Providing for the supervision and control of all existing parking lots including entrances and exits; regulate the traffic flow in said lots, control the maintenance of all existing parking lots including their lighting and posting of proper signs; conduct studies and submit recommendations regarding the control and improvement of all lots and for the acquisition of any additional parking lots.

E. Recreation Activities:

1. The staffing of all parks and playgrounds and recommendations for the maintenance and improvements to such parks and playgrounds.
2. Oversight of recreation activities sponsored or conducted by the Borough, including seasonal programs.
3. The committee shall appoint a committee member to serve as liaison and attend the meetings of the Recreation Committee.

• **PUBLIC SAFETY COMMITTEE:**

The **PUBLIC SAFETY COMMITTEE** shall have primary responsibility for the following described activities and matters:

A. Recommend policy governing the administration, practices, procedures and records of Police, Fire, First Aid and Emergency Management.

Police

1. The Police Department and its activities, including all of its personnel, such as members of the Department, Special Police, Constables, and School Crossing Guards.
2. Highway traffic and safety and all matters relating to parking regulations, including on-street and off-street parking.
3. Regulatory signs directing the flow of traffic, including the location, design and specification thereof.
4. Recommendations concerning the granting of licenses and the inspection of licensed premises and persons as designated by the Council from time to time.
5. Serving as the liaison between the Council and the Municipal Court, Somerset Regional Animal Shelter and all organizations or agencies dealing with public safety or juvenile delinquency.
6. Responsibility for the enforcement of all local ordinances and police regulations.

Fire

1. Recommend setting policy governing the administration, practices, procedures, and records of the Borough Volunteer Fire Departments in conjunction and in cooperation with the Fire Chief, his Assistant Chiefs and the Fire Board of Engineers regarding fire activities.

2. Supervision of all equipment used for the fighting of fires.
3. Responsibility for the enforcement of all rules and ordinances governing the Fire Department.
4. Serves as liaison between Council and the Fire Department.
5. Appointment of a committee member to serve as liaison and to attend the meetings of the Board of Engineers.

First Aid and Rescue Squad

1. Serving as liaison between the Council and the volunteer First Aid and Rescue Squad to address the needs of the Borough on a day-to-day basis, as well as in times of emergencies.
2. Recommend of all equipment to be purchased by the Borough for use by volunteer First Aid and Rescue Squad.

Office of Emergency Management

1. Serving as liaison between the Council and the Office of Emergency Management agency of the Borough to address the needs of the Borough on a day-to-day basis, as well as in times of emergencies.
2. Review all equipment purchased by the Borough for use by volunteer Office of Emergency Management.
3. Coordination of the above in conjunction and cooperation with the duly appointed Borough Director of the Office of Emergency Management.
4. Oversight review of the Civilian Emergency Response Team (CERT).

• PUBLIC WORKS COMMITTEE:

The **PUBLIC WORKS COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend policy governing the administration, practices, procedures, and records of the Department of Public Works, and Borough Engineer.

Street Department

1. Road construction, reconstruction, improvement, maintenance, cleaning and street openings.
2. Construction and maintenance of sidewalks and curbs.
3. Maintenance of vehicles and other mechanical equipment as assigned.
4. Storm water collection and regulations.
5. Cutting of grass and weeds on roads or municipal property as assigned.
6. Garbage and solid waste collection.
7. Director of Public Works and his staff.
8. The planting, removal and/or replacement of shade trees within the municipality.

9. Serving as the liaison between the Council and the State and County Departments pertaining to streets and roads (except in traffic matters).

Sewer Utility

1. Construction and maintenance of sanitary sewers, pump stations, force mains and manholes.
2. Maintenance of vehicles and other mechanical equipment as assigned to the Sewer Utility.

Borough Engineer

- A. Review and recommend the activities of the Borough Engineer.

- **PROGRESS AND DEVELOPMENT COMMITTEE:**

The **PROGRESS AND DEVELOPMENT COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Contact Committee for redevelopment; review and handle requests for new businesses wishing to come to Manville.
- B. Public Relations – Provide prospective new businesses with proper contacts for zoning and planning approval and where to obtain applications. Relay any pertinent requests to the Mayor and Council pertaining to the new establishment.
- C. Transportation -- Attend any meetings, both inside and outside the Borough, in order to enhance public transportation stops in Manville.
- D. Business association -- Liaison to local Manville business association. The Committee shall appoint a committee member to serve as liaison and attend any meetings of the active association in Manville.
- E. Environmental -- Liaison to the Environmental Commission; assume responsibility for any environmental hazards pertaining to the Borough. The Committee shall appoint a committee member to serve as liaison and attend the meetings of the Environmental Commission.
- F. Responsible for assisting in all grants, including Community Block Grants.
- G. Annual reassessment program for the Borough.
- H. Review and make recommendations regarding newly drafted land development and land use/zoning ordinances.

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 above described duties of the Six Standing Committees is hereby adopted.

Borough of Manville
/s/ Richard M. Onderko, Mayor

ALL PRESENT IN FAVOR PER ROLL CALL

COMMUNITY RECOGNITION AWARDS

Mayor Onderko presented the Extra Effort Award to Tim and Tara Kenyon for their hard work and effort towards Manville receiving the Sustainable Jersey Bronze Certification. This was a big undertaking for the town and was the first time the Borough of Manville had been recognized by Sustainable Jersey. Mayor Onderko commented the Borough received the award at the League of Municipalities Conference and also received the Rookie of the Year award. He stated having this recognition will help Manville receive extra grants in the future. He commented Manville is usually associated with serious flooding and it is nice to be recognized for green infrastructure, rain gardens, and rain barrels to hold back storm water. Mayor Onderko thanked Tim and Tara Kenyon and said they make Manville proud.

Tara Kenyon stated they were very excited to be a part of the Manville Green Team. She feels the success of the green Team is due to the partnerships the Green Team has established with other community organizations and members of the Council. She encouraged anyone interested to work with the Green Team and stressed we all need to work together to make Manville a better place. Tim Kenyon stated the Green Team was a good opportunity for him and Tara to get involved with the Community.

Mayor Onderko presented the Community Spirit Award to Jill and Jorge Rodriguez for their hard work with the Manville Rocks group. He stated they are bringing joy and happiness to the members of our community. Mayor Onderko read comments made by social media about how much the community appreciates what they are doing for the Borough of Manville.

Mayor Onderko presented a recognition award to the Manville Arts Council, President Heather Ball accepted on behalf of the Manville Arts Council. Mayor Onderko stated the Manville Arts Council is doing a lot of good for our town. They recently sponsored a Bright Lights Contest during the Holidays which engaged the community and was able to raise \$1,400 for the Manville Arts Council. Mayor Onderko presented a small token of appreciation for Heather Ball, Amy Hardwick Olsen, and Karen McDermott.

Heather Ball stated the mission of the Arts Council is to bring the community together through the arts. They also sponsor a two week Art Expo at the Library which is open to all NJ artists. Mayor Onderko presented the Manville Arts Council a donation in the amount of \$3,000 which President Heather Ball accepted on behalf of the Manville Arts Council.

COMMENTS BY COUNCIL MEMBERS

Councilman Philip Petrone thanked everyone for attending and congratulated the newly elected Councilwomen. He stressed the Council would work hard this year and work together. He again thanked everyone for coming and God Bless America.

Councilman Ron Skirkanish wished everyone a Healthy and Happy New Year. He thanked all the honored guests and residents for attending this morning. He welcomed Patti Zamorski to the Council. He stated it was 2019 which means a new year and new beginnings. He stressed the importance of continuing the accomplishments made in 2018. He stated he most proud of the 8 lots recently sold in the Claremont section, that is currently zoned for 20 townhouses. When completed it will generate an anticipated tax revenue of \$230,000. He stated the importance of construction projects and the current Royal Farms project. He would like to get Manville incorporated with other towns and construction projects especially on Main St. He stressed the need to be able to work together to market Manville properly to attract a developer who will see the potential of Manville. Once again, Councilman Skirkanish wished everyone a Happy New Year.

Councilwoman Michele Magnani stated she thanked those for bringing her back to the council and feels she still has a lot of work to do here. She stated when she ran in 2015, her goal was to make a difference in Manville's future and improve the quality of life. Three years later she is proud to say the education in government has given her the knowledge and understanding of how a town should be run. She commented the importance of having to make tough decisions to be fiscally responsible. She stated Manville's future is important to her and she would like to see it become revitalized where people want to raise a family. Councilwoman Magnani stated she hopes to develop a 5 year plan for flood property buy outs. She would to continue working with the state rehabilitation program for revitalization of Main St. She is proud the people of Manville thought well of her to bring her back for another 3 years. Councilwoman Magnani asked for guidance, promised to serve under God and her country, and hopes to always make the people of Manville proud of her.

Councilman Joseph Lukac welcomed all dignitaries to Manville. He congratulated Patti Zamorski on her election win and Michele Magnani on her re election win. He stated he was looking forward to working together as a team. He stressed the importance of remembering our veterans. Lastly, he wished everyone a good year ahead.

Councilwoman Patti Zamorski welcomed everyone to the Reorganization meeting. She thanked her family for their love and support during the election. She thanked Congresswoman Bonnie Watson Coleman for swearing her in and Democratic Chairwoman Peg Shaffer for attending. She stated it was a great honor being elected to the Council. As a lifelong resident she takes great pride in our community. Councilwoman Zamorski promised to do her very best and work with Mayor Onderko and fellow council members to make Manville a great place to live. She stressed there is a lot of work ahead and it will be critical to work together to do right by the residents of Manville. She was excited at the opportunity of serving as Councilwoman and wished everyone a Happy and Healthy New Year.

MAYOR'S ANNUAL ADDRESS

Mayoral Address – January 5, 2019

I would like to welcome everyone again to the 90th reorganization meeting for the Borough of Manville. Our **90th Anniversary celebration** will be underway this year. We were incorporated as a Borough on April 18th, 1929. I'm looking forward to a special year as we celebrate our 90th year. I will try to keep my remarks brief.

Make no mistake about it. **2018 was another good year for our Borough.** We encountered no major flooding from any named hurricanes. Let's hope this trend continues well into the future as climate change is upon us.

Beginning with some of the highlights of 2018: our budget cycle was focused on keeping any tax increase **under a 2% hard cap** and we were successful in doing so even with the execution of a **\$1.5 million-dollar capital program** to replace aging vehicles and equipment even while encountering the loss of ratables from Blue Acres buyouts.

I am proud to report our **budget surpluses** year over year continue to grow and show that **the leadership team** of this Borough is doing an **excellent job** on controlling any unnecessary expenditures. I would like to thank all employees for this attention and especially our Borough Administrator Andrea Wardrop. In 2012 year ending, we had a budget surplus of only \$215,000. In 2017 year ending, the surplus hit \$748,000. An increase of over \$500,000! In 2010 we were at ten million \$10,000,000 in outstanding bond debts. We have been focused on paying down our debt. Year end 2018 our debt level is 5.4 million which includes the \$1.5 million-dollar recent bond offering. Almost a **50% reduction**. This isn't financial magic, these figures are the result of hard work and making tough decisions. Coming from a long career in Corporate finance and producing profit and loss statements, these figures and trends make me extremely happy.

So, our **debt level is headed down**, and **budget surpluses are up**. A financial direction we can all approve of for our Borough. This past April, we received **an A1 rating from Moody's Credit Agency**. The Agency attributed the good rating to the Borough's financial management and low debt which reflects the Borough's continued **strong commitment to fiscal responsibility**.

With a new Governor, Governor Phil Murphy, pledging to legalize recreational marijuana within his first 100 days in office, this council acted in a **unanimous, bipartisan** manner to ban the sales of the product anywhere within our Borough by ordinance. I'm proud to say we were the **first town in Somerset County** to do so. We are a two square mile Borough that felt it just doesn't fit within our borders. There are major social issues with promoting a recreational drug as something **positive** for our youth since there are so many **adverse effects** being reported in states that have already legalized. The new edible product line is troubling with high THC contents that will be extremely difficult to keep these products out of the hands of our youth.

Now after one year, legalization of recreational marijuana still hasn't passed into law and **I hope it never passes**. I believe as more evidence and statistics are reported out of other states that have already legalized, most NJ residents will realize the associated tax revenues just are **not** worth it and will **not** cure the fiscal problems of the state of NJ. And recreational legalization of this drug puts one's personal safety at risk too.

Marijuana related traffic deaths are up 151% since the state of Colorado legalized marijuana in 2014. Why take the risk here in NJ, the most densely populated state in our country for a few extra tax dollars? The safety of our residents should be put ahead of any potential tax revenues from legalization.

During 2018, we also had 3 senior police officers retire, Captain Mark Sniscak, Det. Sgt. Ron Gazaway and Sgt Jeff Petrone and I wish them long and healthy retirements after so many years of keeping us safe here in Manville.

We attained **Tree City USA status** and celebrated our second annual Arbor Day celebration at our library. A Big Thank you – to our Shade Tree Commission.

In May, we installed **the Chair of Honor** in our council chambers as a constant reminder to the price of our freedoms we all enjoy no matter what one's political views are – liberal or conservative, Republican, Democrat or Independent. Over 93,000 Americans remain missing in action. Our veterans are very special to us here in Manville. I'll say more on that later.

We held our second annual **National Night Out** event in August for the community to come out and meet and greet our first responders. The event helps foster police and community partnerships. I would like to thank our law enforcement personnel for keeping us all safe and for their commitment to our Borough. We also have the best fire, rescue and OEM volunteers in Somerset County to be proud of. Some have been serving us for over 50 years!

We recently achieved **“bronze level” certification** for the first time ever with **Sustainable Jersey**. Thank you to the Sustainable Manville team for getting us on the map and for the recognition. We were even awarded the “rookie of the year” award for all our efforts by Sustainable Jersey in Atlantic City.

We **sold Borough owned property** in December next to old Rustic Mall site for residential development and worked on a new redevelopment plan for that area including sections of our Main Street. **The road diet for our Main Street** is in the design phase to help improve pedestrian safety and to slow traffic down. Unfortunately, construction won't be for another 2 years until designs are finalized.

Our Borough website is in the process of an upgrade and redesign to improve navigation and content. The **Manville's News** was published by the Borough every month during 2018 and have been posted on-line. The newspaper continues to be very well received to help keep everyone informed of our work efforts and town activities.

The **transparency** it provides is well worth the efforts on everyone's part who help produce the newspaper. And we launched the **official Borough Facebook page** to leverage social media in keeping our residents informed so please like us on Facebook.

Looking ahead to 2019, some major goals are:

- 1.) The council **will adopt a new redevelopment plan for the old Rustic Mall** site. After nearly 20 years, its time for development to begin.
- 2.) A full review cycle will begin of our work efforts from participating in the **FEMA Community Rating System** to help lower flood insurance premiums further. We currently get a 15% rate discount and are targeting 20 to 25% levels. Our residents living in our flood zones deserve a break on flood insurance costs that have increased significantly year over year.

- 3.) And most importantly keep any **2019 municipal property tax** increase to a minimum to stabilize the municipal tax burden homeowners pay. This year I will
- 4.) Also address the municipal revenue loss due to continued Blue Acres buyouts with our representatives in Trenton and Somerset County. We recently adopted a 5-year acquisition plan and updated our 5-year hazard mitigation plans with Somerset county OEM. This is all to make Manville **more storm resilient** and transform our flood plains back to their natural state. Since 1999, we have removed **150 homes** from our tax rolls which equates to a significant loss in tax revenues. Today, we have 12 more homes pending demolition. As homes come down, all remaining residents pick up the additional tax burden and that is simply unfair and unacceptable for the long term.

The **number one issue** in our state is the continuing property tax crisis.

Recently, Trenton solved the school funding issue with providing more aid to underfunded districts like Manville's. Now we need to address getting our fair share of municipal aid for a town like ours, one that is hit hard by flooding.

I tell everyone, we are not a normal town. We simply cannot continue to raise property taxes and ask for more from our residents as we remove homes from our tax rolls. I would like to thank Assemblyman Roy Frieman for our recent meeting last month to discuss a path forward for Manville to help keep Manville affordable and for Manville to get its fair share of municipal funding given the circumstances we face with 800 homes still at significant flood risk today. Senator Kip Bateman and Assemblyman Frieman and Zwicker were instrumental in helping make get more school funding in 2018. Thank you!

It has also been recently reported more people have moved out of NJ than any other state in our nation last year. I'm not surprised. However, there is some good news out of Trenton. Senate President Stephen Sweeney recently stated there is a path forward for NJ that fixes fiscal problems and restores economic growth, **but tax increases are not part of the solution. And I couldn't agree more! Property taxes are too high in NJ and we can surely use some relief here in Manville.**

In closing, putting partisan politics aside, I am of the opinion we had a **very good 2018 in this Borough**. It was a year filled achievements and memorable events. We will continue the progress in **2019** to keep Manville as a community that others are jealous of **starting with our outstanding community spirit**.

Our community spirit was on full display on Saturday, December 15th, 2018, as our local cemetery participated in our **nation's Wreath's Across America Day** for the first time. We have over 1,200 veterans buried at Sacred Heart Cemetery, some killed in action from WWII and Vietnam. Over 1300 wreaths were laid so that every veteran's grave got one. The outpouring of support for our veterans speaks volumes to the character of this Borough. I would like to thank Father Stan for allowing us to sign up Sacred Heart Cemetery as a Wreath's Across America official participating location.

Two to three hundred local residents turned out that day, including our Boy Scouts and Girl Scouts troops, to participate in the mission to **“Remember – Honor – and Teach”**. Everyone left the cemetery feeling extremely proud to be an American by honoring our heroes laid to rest there. A video drone captured the event and can be viewed from our Borough’s Facebook page. A special thank you to Manville resident Bob Kita for putting the video together. Check it out. The video captures this historic day for our community. May God bless our veterans.

I’m optimistic 2019 will be another very good year for our Borough. Please pray to keep the hurricanes away this upcoming season and thank you for attending today’s reorganization meeting. I would like to wish everyone a happy and healthy New Year!
Mayor Richard M. Onderko

BENEDICTION

Rev. Stanislaw Slaby thanked the Mayor and Council for their achievements and stated he will pray for the success of their plans and wished God’s blessing on all of us. He invited the public to 100th Anniversary Mass on March 10th at Sacred Heart Church. He gave a blessing to everyone present and wished everyone a Happy New Year!

ADJOURNMENT

Mayor Onderko requested a motion to adjourn the 2019 Reorganization meeting.

A motion was made by Councilman Skirkanish, seconded by Councilman Lukac to adjourn the 90th Annual Reorganization Meeting.

All present were in favor.

ATTEST:



Pamela Borek, Borough Clerk