

**118<sup>th</sup>**  
**REORGANIZATION MEETING OF THE MAYOR & COUNCIL**  
**BOROUGH OF WESTWOOD, NEW JERSEY**  
**COMMUNITY CENTER**  
**55 JEFFERSON AVENUE**  
**JANUARY 3<sup>rd</sup>, 2012**

**1. CALL TO ORDER:**

Borough Clerk Hughes calls the 118<sup>th</sup> Reorganization Meeting of the Mayor and Council to order at 7:00 PM and reads the Open Public Meetings Law Statement: "This meeting which conforms with the OPEN PUBLIC MEETINGS LAW, CHAPTER 231, PUBLIC LAWS OF 1975, is a regular Borough Council meeting. Notices have been filed with our local official newspapers and posted on the Municipal Bulletin Board".

**2. FLAG SALUTE AND INVOCATION:**

Westwood Police Reserves presents the colors.

**3. MAYOR-ELECT:**

John Birkner, Jr. administered his Oath of Office as Mayor for a four year term by Judge Alan Karch. Term expiring 12/31/15

**4. COUNCILMEMBERS - ELECT:**

Councilmember-Elect Waneck is administered her Oath of Office as Member of the Council for a three year term by Judge Karch. Term expiring 12/31/14.

Councilmember-Elect Sciara is administered his Oath of Office as Member of the Council for a three year term by Judge Karch. Term expiring 12/31/14.

**5. ROLL CALL**

Borough Clerk Hughes calls the Roll:

Mayor Birkner

Councilmember Grefrath

Councilmember Miller

Councilmember Phayre

Councilmember Quinn

Councilmember Sciara

Councilmember Waneck

Borough Administrator Hoffmann

Borough Clerk Hughes

**6. APPOINTMENT/ RE-APPOINTMENT OF MUNICIPAL JUDGE**

Resolution #12-1: Appointment of Municipal Judge

Motion:                      Second:

Roll Call:

**7. APPOINTMENT OF BOROUGH PROFESSIONALS**

Mayor Birkner announces the following appointments:

Borough Attorney

Resolution #12-2: Appointment of Borough Attorney

Motion:                      Second:

Roll Call:

Borough Engineer

Resolution #12-3: Appointment of Borough Engineer

Motion: Second:

Roll Call:

Councilmember tenders the motion that all the following Professional appointments be confirmed, via Resolution #12-4. Councilmember seconds the motion. Roll Call:

<b>Position</b>	<b>Firm</b>	<b>Designee</b>
Borough Auditor	Lerch, Vinci & Higgins	Gary Vinci, RMA
Risk Manager	Burton Agency	Robert Kanwisher
Public Defender		Christopher Leyden, Esq.
Prosecutor		Edward G. Johnson, Esq.
Bond Counsel	Gluck & Walrath, LLP	Christopher Walrath, Esq.
Labor Attorney	Wiss & Bouregy	Raymond Wiss, Esq.
In-Rem Attorney	Pellegrino & Feldstein, LLC	Michael Pellegrino, Esq.
Comm. Appraiser	McNerney & Associates	Robert McNerney
Resid. Appraiser	Appraisal Systems, Inc.	Rick DelGuercio
Consultant	G. Dietrich Preserv. Consult.	Gregory Dietrich

**8. MAYOR’S DESIGNATION OF COUNCIL COMMITTEE ASSIGNMENTS FOR 2012**

Mayor Birkner announces the following Council Committee appointments for 2012:

<b>COMMITTEE</b>	<b>COMMITTEE CHAIR</b>	<b>MEMBER</b>
Finance, Admin. & Cap. Projects	William Phayre	Cynthia Waneck
Fire & Ambulance	John J Sciara	Robert Miller
Police & Emergency Mgt.	Robert Miller	John J Sciara
Land Use	Ingrid Quinn	Peter Grefrath
Public Properties	Cynthia Waneck	William Phayre
Health & Recreation	Peter Grefrath	Ingrid Quinn

**9. SELECTION OF COUNCIL PRESIDENT FOR 2011**

>Resolution #12-5: Nomination of 2012 Council President:

Councilmember nominates Councilmember as President of the Borough Council for the year 2012. Councilmember seconds the nomination.

Roll Call:

**10. PUBLIC FORUM:**

**11. BUDGET MEETINGS:**

Mayor Birkner announces that a schedule of Budget Meetings will soon be published in the official Borough newspaper and posted on the Municipal Bulletin Board.

**12. CONSENT AGENDA**

Mayor Birkner announces that the Resolutions listed on the Consent Agenda will be enacted with one motion. Copies of all Resolutions are available to any person upon request. Any Councilmember wishing to remove any Resolution(s) to be voted upon may do so at this time and said Resolution(s) will be moved and voted upon separately. Motion to adopt resolution #12-6 through #12-29 Motion: Second: Roll Call:

	<b><u>Resolution Titles</u></b>
12-6	OFFICIAL ELECTRONIC MEDIA
12-7	TEMPORARY BUDGET
12-8	MAYOR AND COUNCIL MEETING SCHEDULE FOR 2012

12-9	DEPOSITORIES OF FUNDS
12-10	AUTHORIZATION OF PAYMENT SIGNATORIES FOR 2012
12-11	FACSIMILE SIGNATURES ON CHECKS
12-12	ESTABLISHMENT OF INT. RATES ON DELINQUENT TAXES & ASSESS.
12-13	ADOPTION OF PETTY CASH & CREDIT CARD POLICIES
12-14	ESTABLISHMENT OF PETTY CASH FUND
12-15	ESTABLISHMENT OF PETTY CASH FUND FOR RECREATION
12-16	ESTABLISHMENT OF PETTY CASH FUND FOR PUBLIC ASSISTANCE
12-17	DEPOSITORY OF ATTENDANCE RECORDS
12-18	APPOINTMENT OF ASSESSMENT SEARCH OFFICER
12-19	APPOINTMENT OF TAX SEARCH OFFICER
12-20	MAGISTRATE'S ORDER DESIGNATING VIOLATIONS CLERK
12-21	APPOINTMENT TAX ASSESSOR / ATTORNEY - TAX APPEALS
12-22	2012 MUNICIPAL HOLIDAYS
12-23	OFFICIAL BOROUGH NEWSPAPERS
12-24	\$20.00 CHARGE FOR PAYMENTS MADE WITH INSUFFICIENT FUNDS
12-25	\$5.00 CHARGE FOR TAX ACCOUNT REPORTS TO SEARCH COMPANIES
12-26	TAX SALE COSTS
12-27	CASH MANAGEMENT PLAN 2012
12-28	MUTUAL AID – PASCACK VALLEY FIRE DEPARTMENTS
12-29	RE-APPOINTMENT OF TAX COLLECTOR

**13. ANNUAL APPOINTMENTS AND DESIGNATIONS TO VARIOUS MUNICIPAL OFFICES:**

Robert Hoffmann – Affirmative Action Compliance Official, B-MED, B-MEL & JIF Official

Karen Hughes - Assessment Search Officer, Local Ethics Official

Denise Holmes - Deputy Borough Clerk

Letitia Candeloro - Court Administrator

Elizabeth Kraus - Deputy Court Administrator

Rick Woods - Recycling Coordinator, Clean Community Coordinator

Sharon Blehl - Right-To-Know Coordinator, Bloodborne Pathogens Coordinator

Stefanie Stokes – Tax Search Officer

James Gines - Borough Historian

Mayor Birkner invites all appointees to the dais. Judge Alan Karch administers the Oaths of Office.

**14. APPOINTMENTS TO VARIOUS BOARDS**

Mayor Birkner announces the following appointments.

Board of Health

Louise Cue, 3 Yr. Term, Expiring 12/31/14

Donna Bott, 3 Yr. Term Expiring 12/31/14

Sabrina Johnston, 3 Yr. Term Expiring 12/31/14

Jane Concato, Alt. #1, 2 Yr. Term, Expiring 12/31/13

Councilmember Peter Grefrath (Council Liaison)

Recreation Advisory Board

Heidi Catalano, 3 Yr. Term, Expiring 12/31/14

Michael Griffin, 3 Yr. Term, Expiring 12/31/14

Don Smith, Unexp. Term, Expiring 12/31/12

John Toale, Alt. #1, Unexp. Term, Expiring 12/31/13

Councilmember Peter Grefrath (Council Liaison)

Heritage Society

Councilmember Peter Grefrath (Council Liaison)

Historic Commission Board

Peter von Bradsky, Class C, 4 Yr. Term, Expiring 12/31/15

Donald Rubin, Class C, 4 Yr. Term, Expiring 12/31/15

David Hohmann, Class B, 4 Yr. Term Expiring 12/31/15

Gregory Dietrich, Class A, Term Expiring 12/31/15

Councilmember Robert Miller (Council Liaison)

Safety Committee - (Annual Appointments)

Sgt. Matt McClutchy, Safety Delegate

Richard Woods, Alternate Delegate

Linda Aiello, Member

Darren Blankenbush, Member

Gary Buchheister, Member

Barbara Constantine, Member

Raymond Herr, Member

Sylvia Kokowski, Member

Denise Holmes, Member

Christine Compesi, Member

Jack Sauer, Member

Martha Urbiel, Member

Robert Hoffmann, Member/Borough Administrator

Local Assistance Board

Michael J. Tozzoli, 4 Yr. Term, Expiring 12/31/15

Councilmember William Phayre (Council Liaison)

Technology Committee

Councilmember William Phayre (Council Liaison)

Westwood Parking Authority

Matthew Foley, 5 Yr. Term, Expiring 12/31/16

Councilmember William Phayre (Council Liaison)

Shade Tree Committee

Christopher Leyden, 5 Yr. Term, Exp. 12/31/16

Councilmember Ingrid Quinn (Council Liaison)

Zoning Board of Adjustment

Vernon McKoy, 4 Yr. Term, Expiring 12/31/15

Eric Oakes, 4 Yr. Term, Expiring 12/31/15

Matthew Ceplo, Unexp. Term, Alt. #1, Expiring 12/31/12

Guy Hartman, Alt. #2, 2 yr. Term, Expiring 12/31/13

Councilmember Ingrid Quinn (Council Liaison)

Environmental Advisory Committee

Michael Pessolano, 3 Yr. Term, Expiring 12/31/14

Yash Risbud, 3 Yr. Term, Expiring 12/31/14

Kevin Brennan (Student member, 1 yr. term) Expiring 12/31/12

Conor Odell (Student member, 1 yr. term) Expiring 12/31/12  
Councilmember John J Sciara (Council Liaison)

Library Board of Trustees

Diana Bedoya, 5 Yr. Term, Expiring 12/31/16  
Brian Lieberman, 5 Yr. Term, Expiring 12/31/16  
Council President Cynthia Waneck, Mayor's Alternate, Annual Expiring 12/31/12  
Council President Cynthia Waneck (Council Liaison)

Website Committee

Council President Cynthia Waneck (Council Liaison)

Planning Board

William Martin, Class II Annual Appt, Exp. 12/31/12  
Thomas Constantine, Class IV, 4 Yr. Appt, Exp. 12/31/15  
Anne Costello, Alt. 1, 2 Yr. Appt, Exp. 12/31/13  
Councilmember Ingrid Quinn, Class III (Council Liaison)

**15. SWEARING IN OF ALL APPOINTEES**

Council President tenders the motion to accept all appointees noted above.  
Councilmember seconds the motion. Roll Call:  
Mayor Birkner invites all appointees to the dais. Judge Alan Karch administers the Oaths of Office.

**16. APPOINTMENT AND SWEARING IN OF POLICE RESERVES**

Mayor Birkner invites the 2012 Police Reservists to the dais to be administered their Oaths of Office.

Mayo Credle, Capt.	Damon Vincenty
John Brobson, Lt.	Ann Keenan
Michael Amoruso, Sgt.	Kenroy Morrison
Michael Gill	Donna Heil
Shawn Yates	Elena Pietrocco
Arnold Luna	Joseph Latino
Shaun Walsh	Brian Considine

Sgt. Matthew McClutchey, Liaison Officer

**17. OATHS OF OFFICES, AMBULANCE CORPS OFFICIALS**

Mayor Birkner invites Captain Bonnie Costello to the dais to be sworn into office by Judge Karch.

Mayor invites 1<sup>st</sup> Lt. Nicole Mohr and 2<sup>nd</sup> Lt. Barbara Constantine to the dais to be administered their Oaths of Office by Judge Karch.

**18. OATHS OF OFFICE, FIRE DEPARTMENT OFFICIALS**

Mayor Birkner invites 2012 Fire Chief Jaymee Hodges, Deputy Chief James C. Mawdsley, Sr. Captain James Voorhis, Captain William Haffler, 1<sup>st</sup> Lt. Kevin Woods, 2<sup>nd</sup> Lt. Michael Griffin, 3<sup>rd</sup> Lt. Brian Kronewitter and 4<sup>th</sup> Lt. Nick McGavin to the dais to be administered their Oaths of Office by Judge Karch.

**19. PRESENTATION OF AWARDS**

Presentation to Outgoing Fire Chief Christopher Kelley  
Mayor Birkner presents a certificate to Fire Chief Kelley

Presentation to Robert Murin, Police Reserves

Mayor Birkner and Captain Credle make a presentation to Robert Murin.

Volunteer Emergency Services Hall of Fame:

Mayor Birkner makes the following presentations, Volunteer Fire Department, Volunteer Ambulance Corps. and Police Reserves, in acknowledgement of their induction into the Volunteer Emergency Services Hall of Fame.

Each of these recipients was nominated by their peers in recognition of outstanding service.

20. **MAYOR'S REMARKS**

21. **BENEDICTION**

22. **ADJOURNMENT**

*Agenda subject to change*