

**TOWNSHIP OF MENDHAM
TOWNSHIP COMMITTEE
WORKSHOP MEETING**

DATE: Saturday, January 27, 2024
TIME: 10:30AM – WORKSHOP
LOCATION: Emergency Services Building
1 Cherry Lane, Second Floor
Brookside, NJ

ROLL CALL

Ms. Duarte	Present
Mr. Monaghan	Present
Ms. Moreen	Absent
Ms. Spirig	Absent
Mayor Neibart	Present

Also, present:
Mr. Jason Gabloff, Township Administrator
Karen Orgera, Acting Township Clerk
Mr. John M. Mills, Esq.

SALUTE TO THE FLAG-LED BY MAYOR NEIBART

STATEMENT OF ADEQUATE NOTICE- READ BY MAYOR NEIBART

Adequate Notice of this meeting of the Township Committee of the Township of Mendham was given as required by the Open Public Meetings Act as follows: Notice was given to the Observer Tribune and Daily Record on January 18, 2024. Notice was posted on the bulletin board in the Township offices and notice was filed with the Township Clerk.

STAFF/TEAM BUILDING WORKSHOP

Scott Holzhauer, Tax Assessor shared with the Township Committee on what his role is for Mendham Township and explained the various functions on the department and explained what his assistant Pam Weiner does for the Tax Assessor and her importance to the department. Pam Weiner was unable to attend the workshop, but Mr. Holzhauer read a prepared write-up on Ms. Weiner’s behalf. Mr. Gabloff, Township Administrator and Finance Officer shared what Ms. Weiner provides for her accounts payable role.

Lydia Blide, Tax Collector shared with the Township Committee her role for Mendham Township. As Tax Collector, Ms. Blide also provides Human Resources and does payroll. Ms. Blide provides invaluable services to the Township Residents.

Nancy Shay, part-time administrative assistant, and clerk to the Department of Public Works shared with the Township Committee her day-to-day role and provides help to other departments as needed. Nancy works with the Acting Township Clerk to prepare agendas for meetings and logs OPRA requests after they are processed by the Acting Township Clerk.

Len Perre, Construction Official shared with the Township Committee his role as well as being Zoning Officer for Mendham Township. Mr. Perre oversees various sub code inspectors. The construction office is a very active department and relies on Beth Foley, Technical Assistant, to facilitate the day-to-day operations.

Beth Foley, Technical Assistant to the Construction Official and Planning Board secretary shared her roles with the Township Committee. Ms. Foley shared how active the construction department is and the number of permits that are handled daily. Ms. Foley commented that being the Planning Board secretary she runs meetings and creates minutes from those meetings and facilitates getting packages together for the members.

Lieutenant Bittman shared with the Township Committee all the roles and responsibilities he provides to the Police Department. Lt. Bittman commended the work performed by Toni Gallicchio provides to the Department. Each officer within the department provides valuable service and has a great team to provide service to the Township. Sergeant Ambrosi also provided feedback to the Township Committee with what Lt. Bittman shared and the Township Police Department has extensive training.

David Guida, Recreation Director shared with the Township Committee what has been accomplished since he has been with Mendham Township and how many programs are now offered through the Recreation Department. Mr. Guida looks forward to enhancing the Recreation programs being offered to the residents and senior community.

Dave Read, Superintendent of Public Works shared all the work the DPW does around the Township. His crew of employees, while some are new to Public Works, are a great team and take care of 80 miles of road. The new stormwater regulations will make efforts more difficult and not having an onsite mechanic is difficult when there are breakdowns of equipment. Mr. Read provides exceptional service to the Township and is readily available when called to help in any situation.

Wendy Parrinello, Secretary to the Board of Health, Board of Adjustment as well as the Townships social media and website coordinator was unable to attend in person. Mr. Gabloff explained to the explain the various tasks Ms. Parrinello handles each day. Animal licensing is very busy during the months of January and February when renewals are due. Ms. Parrinello also has provided assistance to the Acting Clerk, when needed for conducting Township Committee meetings.

Karen Orgera, Acting Township Clerk and Vital Statistics Registrar, shared with the Township Committee all the various tasks and responsibilities in the Clerk's office. Besides running Committee meetings and crafting minutes for the Township Committee, Ms. Orgera serves the residents with their needs. Ms. Orgera as also helped other departments when needed. Sometimes, the job requires after-hours appointments to help accommodate the residents. Reliable and effective communication is of critical importance to facilitate her responsibilities.

Jason Gabloff, Township Administrator and Chief Financial Officer, shared with the Township Committee all of the roles and responsibilities that affect the day-to-day operations of the Township which can be ever changing. Mr. Gabloff handles a large volume of work, including responding to emails and phone calls and preparing all budget documents and revenue accounts for the Township.

OPEN TO THE PUBLIC

Mayor Neibart opened for public comment.

Seeing and hearing no one wishing to be heard, Mayor Neibart asked for a motion to close public comments.

Motion to close public comment period was made by Mr. Monaghan and seconded by Ms. Duarte, with all members present voting in favor, no one opposed.

ADJOURN

Having no further business to conduct, a motion to adjourn was made by Ms. Duarte; seconded by Mr. Monaghan, with all members present voting in favor, no one opposed.

The regular meeting of the Mendham Township Committee was adjourned at 1:30 PM.

Respectfully submitted,

Distributed: 02/09/2024

Approved: 02/12/2024

Karen Orgera
Acting Township Clerk
TOWNSHIP OF MENDHAM