

**Pennsauken Township Committee  
Reorganization Agenda**

**January 5, 2024**

**Pennsauken Country Club @ 6:30 pm**

- A) Meeting will be called to order by Municipal Clerk
- B) Salute to the Flag and a Moment of Silence
- C) Announcement of Compliance with “Senator Byron M. Baer Open Public Meetings Act” In accordance with Chapter 231, Public Law, 1975, Open Public Meeting Act, specifying the time and date as January 5, 2024, at 6:30 P.M. was sent to the RETROSPECT and the COURIER POST, posted in the Municipal Building and on the Township of Pennsauken website. In addition, a copy of this notice has been, available to the public and is on file in the Office of the Municipal Clerk and published on December 1, 2023, in the Retrospect and the Courier Post
- D) Consideration of/and possible actions on any request for electronic participation. For this Reorganization meeting we have not received any request in the office of the Clerk. This meeting is being streamed live on YouTube.
- E) General Acknowledgement of Dignitaries and/or VIPs in attendance.  
**Remarks from outgoing Mayor Vince Martinez**
- F) Certification of Election by Municipal Clerk, designating, Vince Martinez, Patrick Olivo and Nicole Roberts as the successful candidates for the Office of Township Committee.

- 1. Vince Martinez will be sworn in by Mayor Emeritus Jack Killion
- 2. Patrick Olivo will be sworn in by Deputy Speaker of the NJ State Assembly – Emeritus Jack Conner followed by **brief remarks from Committeeman Olivo**
- 3. Nicole Roberts will be sworn in by Mayor Emeritus Jack Killion followed by **brief remarks from Committeewoman Roberts**

**G) Roll Call**

Committeewoman Rafah \_\_\_\_\_ Committeeman DiBattista \_\_\_\_\_ Committeeman Olivo \_\_\_\_\_ Committeeman Martinez \_\_\_\_\_ Committeewoman Roberts \_\_\_\_\_

**H) Municipal Clerk to announce – The floor is open for nominations of Mayor**

Nomination: \_\_\_\_\_ second: \_\_\_\_\_

Municipal Clerk to ask for any other nominations, if none

Close floor to nominations: \_\_\_\_\_ second: \_\_\_\_\_

Municipal Clerk to announce the floor is officially closed for nominations

**The Following Resolutions (01-02) Will Be Considered for Adoption Individually**

**2024:01** Resolution Designating \_\_\_\_\_ as the Mayor of the Township of Pennsauken for 2024

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman Rafah \_\_\_\_\_ Committeeman DiBattista \_\_\_\_\_ Committeeman Olivo \_\_\_\_\_ Committeeman Martinez \_\_\_\_\_ Committeewoman Roberts \_\_\_\_\_

**Swearing in of New Mayor - Oath of Office will be administered by Chris Orlando, Esq.**

**Brief remarks from the New Mayor**

**Mayor to announce – the floor is open for nominations for Deputy Mayor**

Nomination: \_\_\_\_\_ second: \_\_\_\_\_

**\*\*\* After asking for any other nominations, and hearing none Mayor’s announcement the floor is officially closed for nominations**

Close floor to nominations: \_\_\_\_\_ second: \_\_\_\_\_

**2024:02 Resolution Designating \_\_\_\_\_ as Deputy Mayor of the Township of Pennsauken for 2024**

**Motion To Adopt: \_\_\_\_\_ Second: \_\_\_\_\_**

**Roll Call Vote:**

Committeewoman Rafah \_\_\_\_\_ Committeeman Olivo \_\_\_\_\_ Committeeman Martinez \_\_\_\_\_ Committeeman Roberts \_\_\_\_\_ Mayor DiBattista \_\_\_\_\_

Swearing in of the New Deputy Mayor - Oath of Office will be administered by Mayor Emeritus Jack Killion

**Brief remarks from the New Deputy Mayor**

**The Following Resolutions (03-04) Will Be Considered for Adoption Individually**

**2043:03 Appointing the Municipal Administrator (Tim Killion)**

**Motion To Adopt: \_\_\_\_\_ Second: \_\_\_\_\_**

**Roll Call Vote:**

Committeewoman Roberts \_\_\_\_\_ Committeeman Olivo \_\_\_\_\_ Committeeman Martinez \_\_\_\_\_ Deputy Mayor Rafah \_\_\_\_\_ Mayor DiBattista \_\_\_\_\_

**2024:04 Resolution authorizing temporary appropriations pending final adoption of the 2024 Budget**

**Motion To Adopt: \_\_\_\_\_ Second: \_\_\_\_\_**

**Roll Call Vote:**

Committeewoman Roberts \_\_\_\_\_ Committeeman Olivo \_\_\_\_\_ Committeeman Martinez \_\_\_\_\_ Deputy Mayor Rafah \_\_\_\_\_ Mayor DiBattista \_\_\_\_\_

**The Following Resolutions (05-13) Will Be Considered for Adoption by Consent Agenda**

**2024:05 A Resolution of the Township of Pennsauken appointing a Municipal Attorney Pursuant to The Statute Established for the appointment of same Pursuant To N.J.S.A. 40A: 9-139 (Parker McCay)**

**2024:06 Resolution appointing the following Professionals to Pennsauken Township for the year 2024**

**Municipal Auditors (Bowman & Company)**

Reorganization – January 5, 2024

Broker of Records for the Employee Benefit Program  
**(Connor, Strong & Buckelew)**

Conflicts/Special Counsel for The Township of Pennsauken  
**(Brown Connery and Timothy Higgins, Attorney at Law)**

Municipal Consulting Engineers  
**(T & M Associates and Remington Vernick)**

Consulting Environmental Engineers  
**(Remington Vernick; T & M Associates and CME Associates)**

Insurance Broker **(Connor Strong & Buckelew)**

Labor Counsel **(Brown & Connery)**

Municipal Bond Counsel **(Parker McCay)**

Rent Stabilization Attorney **(David Luthman)**

Township Physician **(Concentra)**

Workers Compensation Legal  
**(Capehart Scatchard and Brown & Connery)**

**2024:07** A Resolution of the Township of Pennsauken providing for the employment of A Chief Prosecutor for The Municipal Court in Accordance With N.J.S.A. 2B: 12-27 And N.J.S.A. 2B: 25-4(f)

Chief Prosecutor - **Timothy Higgins**

**2024:08** A Resolution of The Township of Pennsauken providing for the employment of an Assistant Prosecutor for The Municipal Court in Accordance With N.J.S.A. 2B: 12-27 And N.J.S.A. 2B: 25-4(f)

Assistant Prosecutor – **Dave Luthman**

**2024:09** A Resolution of The Township of Pennsauken providing for the employment of a Public Defender for The Municipal Court in accordance with N.J.S.A. 2B:24-3

Co-Public Defender - **Jason Sunkett**

**2024:10** A Resolution of The Township of Pennsauken providing for the employment of An Assistant Public Defender for The Municipal Court in accordance with N.J.S.A. 2B:24 -3

Co-Public Defender – **Charles Wigginton**

**2024:11** Authorizing the Township Administrator to Enter into a Professional Services Contract with the following:

Computer Network – I.T. Services. **(E3IT)**

Computer Network I.T. Services for the Pennsauken Police Department  
**(Oceanwatch Computer Group, Inc.)**

Financial Advisor to the Township **(ACACIA)**

Professional Services of Extraordinary Unspecifiable Services Public Relations Consultant **(Frank Sinatra)**

Real Estate Broker for the Township of Pennsauken **Eric Strohm** of Garden State Property Group

**2024:12** A Resolution of the Township of Pennsauken authorizing an Extraordinary, Unspecifiable Service Contract for Animal Control Officer (**NJ Animal Control LLC**)

**2024:13** A Resolution Appointing Municipal Humane Law Enforcement Officer(s) for the Township of Pennsauken, County of Camden, State of New Jersey (**NJ Animal Control, LLC and Sgt. Craig Adair**)

**Motion To Adopt:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolutions (14-20) Will Be Considered for Adoption by Consent Agenda**

**2024:14** Resolution Authorizing the Appointment of Senior Affairs Coordinators (**Amy Schmalbach and Pamela Scott-Forman**)

**2024:15** Resolution Authorizing the Appointment of a Tax Searcher(s) (**Leigha Bogdanowicz and Patricia Huerta**)

**2024:16** Resolution Authorizing the Appointment of a Municipal Treasurer (**Walt Nicgorski**)

**2024:17** Appointing of a Qualified Purchasing Agent (**Elizabeth Peddicord**)

**2024:18** Resolution of the Township of Pennsauken Reappointing a Court Administrator (**Meagan Perez**)

**2024:19** Designating a Recycling Coordinator (**Anthony Feriozzi**)

**2024:20** Public Agency Compliance Officer (**Pamela Scott-Forman**)

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolutions (21-23) Will Be Considered for Adoption Individually**

**2024:21** Designating a Township Program Officer for the 2024 Safe Neighborhoods Program (**Chief Phil Olivo**)

**Motion To Adopt:**\_\_\_\_\_ **Second:**\_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**2024:22** Resolution Re-Appointing **Dennis Archible** as a Member of the Sewerage Authority

**2024:23** Resolution Re-Appointing **Greg Schofield** as a Member to the Sewerage Authority

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman \_\_\_\_\_ Committeeman \_\_\_\_\_ Committeeman \_\_\_\_\_ Deputy Mayor \_\_\_\_\_ Mayor \_\_\_\_\_  
Roberts \_\_\_\_\_ Olivo \_\_\_\_\_ Martinez \_\_\_\_\_ Rafeh \_\_\_\_\_ DiBattista \_\_\_\_\_

**The Following Resolutions (24-25) Will Be Considered for Adoption by Consent Agenda**

**2024:24** Resolution Authorizing the Appointment of a Deputy Chief to the Fire Department (**John N. Clark**)

**2024:25** Resolution Authorizing the Appointment of a Fire Marshal of the Township of Pennsauken for the year 2024 (**Steven R. Schwegel**)

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman \_\_\_\_\_ Committeeman \_\_\_\_\_ Committeeman \_\_\_\_\_ Deputy Mayor \_\_\_\_\_ Mayor \_\_\_\_\_  
Roberts \_\_\_\_\_ Olivo \_\_\_\_\_ Martinez \_\_\_\_\_ Rafeh \_\_\_\_\_ DiBattista \_\_\_\_\_

**The Following Resolutions(26-33) Will Be Considered for Adoption by Consent Agenda**

**2024:26** Resolution naming **Bassma Jarbouh** the Mayor’s Liaison to the Library

**2024:27** Resolution reappointing **Robert Fisher-Hughes** as a full member to the Library Board

**2024:28** Resolution reappointing **Elwood Martz** as a Member to the Zoning Board of Adjustment of the Township of Pennsauken

**2024:29** Resolution appointing **Brandon Horsey** as an Alternate Member to the Zoning Board of Adjustment of the Township of Pennsauken

**2024:30** Resolution appointing **Brandon Greenday** as an Alternate Homeowner member to the Rent Stabilization Board

**2024:31** Resolution reappointing **Nicholas Pasamihalis** as a Landlord Member to the Rent Stabilization Board

**2024:32** Resolution reappointing **Allen Calloway** as the Tenant Member to the Rent Stabilization Board

**2024:33** Appointing School Crossing Guards for the Year 2024 (**see resolution for list**)

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman \_\_\_\_\_ Committeeman \_\_\_\_\_ Committeeman \_\_\_\_\_ Deputy Mayor \_\_\_\_\_ Mayor \_\_\_\_\_  
Roberts \_\_\_\_\_ Olivo \_\_\_\_\_ Martinez \_\_\_\_\_ Rafeh \_\_\_\_\_ DiBattista \_\_\_\_\_

**The Following Resolutions (34-37) Will Be Considered for Adoption by Consent Agenda**

**2024:34** Resolution appointing **Vincent Martinez**, Committeeman to the Pennsauken Board of Health

**2024:35** Resolution appointing **Patrick Olivo**, Committeeman to the Pennsauken Board of Health

**2024:36** Resolution appointing **John Dymond**, Tax Assessor to the Pennsauken Board of Health

**2024:37** Resolution appointing **Ana Matos** as Alternate #2 Member of the Pennsauken Township Board of Health

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolutions (38-42) Will Be Considered for Adoption by Consent Agenda**

**2024:38** Resolution adopting Rules of the Township Committee for the year 2024

**2024:39** Designating The Retrospect and The Courier Post as the Official Newspapers of Pennsauken Township Committee 2024

**2024:40** Authorizing the Twp. Administrator to Issue and sign checks in the absence of the Township Clerk

**2024:40** Authorizing the Township Administrator to sign checks in the absence of the Chief Financial Officer

**2024:42** Authorizing an Officer of the Municipal Court to sign checks  
(**Meagan Perez /Authorized Designee**)

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolutions (43-46) Will Be Considered for Adoption Individually**

**2024:43** Authorizing payment of Petty Cash to the Department of Financial Administration

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**2024:44** Authorizing payment of Petty Cash to the Pennsauken Police Department

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**2024:45** Authorizing payment of Petty Cash to the Pennsauken Police Department (Detective Division)

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**2024:46** Authorizing payment of Petty Cash to the Pennsauken Country Club

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolutions (47-49) Will Be Considered for Adoption by Consent Agenda**

**2024:47** Cash Management Plan of the Township of Pennsauken, in the County of Camden, State of New Jersey

**2024:48** Designating the Depository for Funds of Payroll Account (Republic Bank)

**2024:49** Fixing amounts on bonds for certain officers and employees

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolutions (50-61) Will Be Considered for Adoption by Consent Agenda**

**2024:50** Authorizing Assessor, Deputy Assessor or Assessor's Attorney to File and/or sign appeals

**2024:51** Fixing the rate of interest to be charged on delinquent taxes

**2024:52** Authorizing the Tax Collector to sign Tax Office checks and authorizing the Township Administrator to sign Tax Office checks in her absence

**2024:53** Authorizing cancellation of Property Taxes under New Jersey Statute 40A:5-17.1

**2024:54** A Resolution authorizing 2024 Electronic Tax Sale

**2024:55** A Resolution authorizing a fee for mailing Tax Sale notices

**2024:56** A Resolution authorizing issuance of duplicate Tax Sale certificate(s)

**2024:57** A Resolution authorizing service charge on returned checks for insufficient funds

**2024:58** Resolution authorizing the Tax Collector to cancel small balances

**2024:59** Authorizing execution of Grant and Loan Agreement for master authorization (Authorizes Administrator to file for NJ and Federal grants/loans)

**2024:60** Authorizing the administrator to execute mortgage documents

**2024:61** Authorizing refund of overpayments of Emergency Medical Services Fees

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman    Committeeman    Committeeman    Deputy Mayor    Mayor  
Roberts \_\_\_\_\_    Olivo \_\_\_\_\_    Martinez \_\_\_\_\_    Rafeh \_\_\_\_\_    DiBattista \_\_\_\_\_

**The Following Resolution (62) Will Be Considered for Adoption Individually**

**2024:62** Resolution Granting A Place-to-Place Transfer of liquor License 0427-32-020-012 Manvi, LLC (High Spirits Discount Liquors)

**Motion To Adopt:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Roll Call Vote:**

Committeewoman	Committeeman	Committeeman	Deputy Mayor	Mayor
Roberts _____	Olivo _____	Martinez _____	Rafeh _____	DiBattista _____

**The Following are Mayoral Appointments to various Board and Commissions.**

**Mayor Appointments 2024**

**Ana Matos** as Deputy Clerk to the Township of Pennsauken

**Shakir Ali** as Class I Member Mayor’s Liaison to the Planning Board of the Township of Pennsauken

**Bill Lunemann** as Class II Member to the Planning Board of the Township of Pennsauken

**Committeeman Patrick Olivo** as Class III Member to the Planning Board of the Township of Pennsauken

**Greg Hannah** as Alternate #1 to the Planning Board - unexpired term through 2025

**Hannan Rafeh** as Alternate #2 to the Planning Board – unexpired term through 2025

**Beverly Burris** (Planning Board Rep) Environmental Commission 3-year term

**Chuck Deiwert** as Alternate #1 Environmental Commission 2-year term

**Chad Holliday** as Environmental Chair 1 year

**Chuck Deiwert** as Alternate #1 Shade Tree Commission 2-year term

**I) Mayor and Township Committee's Department Responsibilities**

**Mayor – Marco DiBattista**

Administrative & Executive  
Finance  
Country Club  
Senior Affairs

**Deputy Mayor - Jessica Rafeh**

Economic Development  
Public Events  
Public Works

**Committeeman Vince Martinez**

Public Safety Director  
Parks & Recreation  
Youth Programming

**Committeeman Patrick Olivo**

Buildings & Property Maintenance  
Planning Board  
Zoning Board



**Committeewoman Nicole Roberts**

Library

Environmental Commission

Shade Tree Commission

Pennsauken Historical Society

**J) Public Comment**

**K) Adjournment**

**Motion To Adjourn:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**All in Favor Yea:** \_\_\_\_\_ **Nay:** \_\_\_\_\_

**Time:** \_\_\_\_\_