

# Welcome to a Meeting of the Bernards Township Committee

There are more than five people seated at the dais. Who are they and what is their role?

The Twp Administrator, Bruce McArthur, is responsible for the proper financial administration of the municipality and provides the necessary assistance in the prompt day-to-day management of the administrative affairs of the Township Committee. He also coordinates activities of the various departments within the municipality and gives assistance in planning and supervising the execution of the Township Committee work in those areas where a continuous and sustained effort is required.

The Township Attorney, John Belardo, is the legal adviser to the Township Committee and to all departments except as may be otherwise provided by ordinance.

The Municipal Clerk/Assistant Administrator, Denise Szabo, is the secretary to the municipal corporation and governing body, administrative officer of elections and licensing, and the records manager for the Township. In the absence or temporary disability of the Administrator she acts in his behalf.

The Engineer, Tom Timko, performs such duties as are prescribed by general law and ordinance and in addition prepares plans, and designs and specs for public works and improvements in the township, provides technical and engineering advice to other township departments, oversees the zoning enforcement function.



**John Carpenter, Mayor**  
[jcarpenter@bernards.org](mailto:jcarpenter@bernards.org)  
 Term Expires 12/31/20  
 BRFC #1 & Rescue Liaison  
 HR & Finance Subcommittee  
 Insurance Fund Committee  
 Library Board  
 Local Emergency & Flood Mitigation Comm.  
 Police Subcommittee  
 SC Solid Waste Advisory Council  
 Sewerage Authority



**John Malay, Deputy Mayor**  
[jmalay@bernards.org](mailto:jmalay@bernards.org)  
 Term Expires 12/31/18  
 Comm. Service Liaison  
 DPW & Eng. Subcommittee  
 Green Team  
 Insurance Fund Committee  
 LCFC & LCFA Liaison  
 Municipal Alliance Comm.  
 Parks, Pathways & Rec.  
 Planning Board  
 SC Wastewater Mgmt Adv Committee  
 Sewerage Authority  
 Shade Tree Committee

**Staff Members**

Dennis Bettler	Construction Code Official
Brian Bobowicz	Chief of Police
Donald Bogosian	Municipal Judge
Robert Raymond	Sewerage Authority Plant Superintendent
Francis Decibus	Purchasing Agent
Lucy Forgione	Health Officer
Jennifer Gander	Director, Parks-Recreation-Pool-Golf
Terri Johnson	Chief Financial Officer and Human Resource Officer
Christopher Kyriacou	Technology Director
Bruce McArthur	Twp Administrator
Ruth Lufkin	Library Director
Tom Timko	Township Engineer/Sew. Authority Admin.
Luisa de Leon	Municipal Court Administrator
Larry Millus	Director Community Service
Pat Monaco	Director of Public Works/Assistant Administrator
Dave Centrelli	Tax Assessor
Denise Szabo	Municipal Clerk/Assistant Administrator
Peggy Warren	Tax Collector



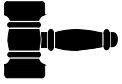
**James Baldassare, Jr.**  
 Committeeperson  
[jbaldassare@bernards.org](mailto:jbaldassare@bernards.org)  
 Term Expires 12/31/20  
 Agricultural Advisory Comm.  
 Board of Education Liaison  
 Board of Health  
 Insurance Fund Committee  
 Zoning Board Liaison



**Carol M. Bianchi, Esq.**  
 Committeeperson  
[cbianchi@bernards.org](mailto:cbianchi@bernards.org)  
 Term Expires 12/31/19  
 Charter Day Committee  
 Environmental Commission  
 Planning Board  
 Pool Commission  
 Sewerage Authority  
 SC Community Dev. Committee



**Carolyn Gaziano**  
 Committeeperson  
[cgaziano@bernards.org](mailto:cgaziano@bernards.org)  
 Term Expires 12/31/18  
 Deer Mgmt Advisory Comm.  
 DPW & Eng. Subcommittee  
 Friends of Farmstead Liaison  
 Golf Advisory Comm.  
 HR & Finance Subcommittee  
 SC Solid Waste Advisory Council  
 Sewerage Authority



## **Common Terms**

**Governing Body** – This is another name for the Township Committee. The Governing Body consists of five members elected by the public for three year terms. In our Township Committee form of government, all legislative and executive powers of the Township are the responsibility of the Township Committee, except in matters of health. The Mayor is elected by his fellow committee members at the annual re-organization meeting in January. All members have equal power and may vote on all issues.

### **Township Committee Meetings**

**Meetings** – Unless otherwise advertised, Township Committee meetings are held on the 2nd and 4th Tuesday following the first Monday of each month in the Warren Craft Meeting Room of the Municipal Building, 1 Collyer Lane, Basking Ridge, NJ 07920. Meetings are open to the public 8:00 PM, and are normally preceded by executive session at 7:30 PM. The executive session portion of the meeting is not opened to the public.

**Agenda** - An outline of the items to be discussed or acted upon at a meeting. The agenda is published to the Bernards Township website ([www.bernards.org](http://www.bernards.org)) the Friday prior to the meeting.

**Consent Agenda** - The items in a consent agenda are considered routine and have been reviewed in advance of the meeting by Committee members. In the interest of time, these items are voted upon in one encompassing motion. Any member of the Committee may request that an item be removed from the Consent Agenda and discussed separately. The items listed in the Consent Agenda are hyperlinked to published agendas.

**Closed or Executive Session** - In certain instances, the law permits meetings which are closed to the public. Minutes of these proceedings are kept and are made available to the public at such time as the matter is closed. If the Committee adjourns to executive session, the public will be asked to vacate the room.

**Rules of Order** – These are procedures which guide the conduct of a meeting. Depending on the item of business, the Governing Body may take action through passage of an Ordinance, Resolution, Motion, or simply a consensus of agreement.

**Resolution** - An act or regulation of the Governing Body which is reduced to writing and can be adopted at the same meeting it is presented.

**Ordinance** - An act or regulation of the Governing Body which is reduced to writing but cannot be adopted at the same meeting it is introduced. The law provides that a public hearing must be held to give citizens an opportunity to voice their opinion once the ordinance is introduced.



## **Frequently Asked Questions**

*How do I know in advance what items will be on the agenda?*

The agenda is published to the Bernards Township website ([www.bernards.org](http://www.bernards.org)) the Friday prior to the meeting.

*I can't make the meeting but am interested in tuning in?*

Open session meetings are aired live on Cablevision Channel 15 and Verizon Fios 35, and rebroadcasted on Fridays at 8 PM. They are also video streamed live on the township's website. Video clips of past meetings can be found on the township website by viewing the agenda for that meeting.

*Can I review the minutes of the meeting?*

Yes, minutes are available for public inspection. Open session minutes are posted on the township website ([www.bernards.org](http://www.bernards.org)). To review executive session minutes, please contact the Municipal Clerk. ([dszabo@bernards.org](mailto:dszabo@bernards.org); 908-204-3014).

*I want to speak during the public comment portion of the meeting. What is the procedure to follow?*

Public comment is accepted at all meetings of the Township Committee. Come forward to the podium and clearly state your name and address. Each speaker is limited to five minutes. The mayor has the authority to reduce or extend the five minute limit.

*How can I contact a Committee Member?*

The most reliable way to contact committee members is by e-mailing them at "[townshipcommittee@bernards.org](mailto:townshipcommittee@bernards.org)."

*Do members of the Township Committee get paid?*

Yes. 2017 annual salaries are: Mayor \$6000; committee members \$5300.