

Pennsauken Township Committee
Reorganization Agenda

January 5, 2026
Pennsauken Country Club @ 6:30 pm

- A) Meeting will be called to order by the Municipal Clerk
- B) National Anthem sung by **Zipporah Jones** a student at Pennsauken High School followed by 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, 2026, at 6:30 P.M. the notice was sent to the Retrospect and the Courier Post, 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 26, 2025, and again on January 2, 2026, in the Retrospect and the Courier Post on December 28, 2025, and on January 2, 2026.
- D) There was no request for consideration of actions on any request for electronic participation received *Please note ... This meeting and all Township Committee meetings are streamed live on YouTube.*
- E) General Acknowledgement of Dignitaries in attendance.
Remarks from outgoing Mayor Nicole Roberts
- F) Certification of Election by Municipal Clerk, designating, Nicole Roberts as the successful candidates for the Office of Township Committee.

Nicole Roberts will be sworn in by **Mayor Emeritus Jack Killion**

G) Roll Call

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

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 (1-2) Will Be Considered for Adoption Individually

2026:01 Resolution Designating **Patrick Olivo** as the Mayor of the Township of Pennsauken for 2026

Motion To Adopt: _____ Second: _____

Roll Call Vote:

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

Swearing in of New Mayor - Oath of Office will be administered by retired **Assemblyman Jack Connors.**

Brief remarks from the New Mayor – Patrick Olivo

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 for nominations: _____ second:_____

2026:02 Resolution Designating **Vince Martinez** as Deputy Mayor of the Township of Pennsauken for 2026

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Committeeman Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

Swearing in of the New Deputy Mayor - Oath of Office will be administered by **State Senator Nilsa Cruz-Perez**

Brief remarks from the New Deputy Mayor

The Following Resolutions (3-4) Will Be Considered for Adoption Individually

2026:03 Reappointing Tim Killion as the Municipal Administrator

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

2026:04 Resolution Authorizing Temporary Appropriations Pending Final Adoption of the 2026 Budget

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

**Resolutions (5-14) Will Be Considered for Adoption by Consent Agenda
Concerning Professional Appointments via Request for Qualifications**

2026:05 A Resolution of the Township of Pennsauken appointing a Municipal Attorney Pursuant to the Statute 40A: 9-139 (Parker McCay) Established for the appointment of same

2026:06 Resolution accepting the Risk Management Consultant **Tom Merchel** of the Camden County JIF

2026:07 Resolution appointing the following as professionals to Pennsauken Township for the year **2026**

Municipal Auditors (**Bowman & Company**)

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
(Remington Vernick, Environmental Resolutions, Inc., Consulting Engineer Service, and CME & Associates)

Consulting Environmental Engineers
(CME Associates)

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

Labor Counsel **(Brown & Connery)**

Municipal Bond Counsel **(Parker McCay)**

Township Physician **(Concentra)**

Workers Compensation Legal **(Brown & Connery)**

Planner **(LFB Land Planning)**

2026:08 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**

2026:09 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**

2026:10 A Resolution of The Township of Pennsauken providing for the employment of a Co-Public Defender for The Municipal Court in accordance with N.J.S.A. 2B:24-3

Co-Public Defender - **Jason Sunkett**

2026:11 A Resolution of The Township of Pennsauken providing for the employment of a Co-Public Defender for The Municipal Court in accordance with N.J.S.A. 2B:24 -3

Co-Public Defender – **Charles Wigginton**

2026:12 Authorizing the Township Administrator to Enter into a Professional Services Contract with the following:

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

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

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

2026:13 A Resolution of the Township of Pennsauken authorizing an Extraordinary Unspecifiable Service Contract for Animal Control Officer **(NJ Animal Control LLC)**

2026:14 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 Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

Resolutions (15-23) Will Be Considered for Adoption by Consent Agenda
Concerning Various Yearly Appointments

2026:15 Resolution Appointing **Kareemah Sadiq** as Tax Collector for the Township of Pennsauken

2026:16 Resolution Authorizing the Appointment of Senior Affairs Coordinators (**Amy Schmalbach and Pamela Scott-Forman**)

2026:17 Resolution Authorizing the Appointment of a Tax Searcher(s) (**Kareemah Sadiq and Patricia Huerta**)

2026:18 Resolution Authorizing the Appointment of a Municipal Treasurer (**Walt Nicgorski**)

2026:19 Resolution Appointing a Temporary Purchasing Agent (**Sinead Rider**)

2026:20 Resolution of the Township of Pennsauken Reappointing a Court Administrator (**Meagan Perez**)

2026:21 Resolution Designating a Recycling Coordinator (**Joe Scavuzzo**)

2026:22 Resolution Designation a Public Agency Compliance Officer (**Pamela Scott-Forman**)

2026:23 Resolution Authorizing the Appointment of a Fire Marshal of the Township of Pennsauken for the year 2026 (**Steven R. Schwegel**)

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

Resolutions (24-26) Will Be Considered for Adoption Individually

2026:24 Designating a Township Program Officer for the 2026 Safe Neighborhoods Program (**Chief Phil Olivo**)

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

2026:25 Resolution Re-Appointing **Marie McKenna** as a Member of the Sewerage Authority

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

2026:26 Resolution naming **Bassma Jarbough** the Mayor’s Liaison to the Library

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

Resolutions (27-31) Will Be Considered for Adoption by Consent Agenda
Concerning Appointments to the Library, Zoning and Crossing guards

- 2026:27 Resolution reappointing **Martin Slater** as a full member to the Library Board (5-year appointment – December 2030)
- 2026:28 Resolution appointing **Anthony Figueroa** as a full member to the Zoning Board of Adjustment of the Township of Pennsauken
- 2026:29 Resolution appointing **Giovanni Cirilli** as a full member to the Zoning Board of Adjustment of the Township of Pennsauken
- 2026:30 Resolution appointing **Chuck Deiwert** to the unexpired term as Alternate #2 member of the Zoning Board of Adjustments Township of Pennsauken
- 2026:31 Appointing School Crossing Guards for the Year 2026 (see resolution for list)

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

Resolutions (32-36) Will Be Considered for Adoption by Consent Agenda
Concerning Appointments to the Board of Health

- 2026:32 Resolution appointing Committee Member **Patrick Olivo**, to the Pennsauken Board of Health
- 2026:33 Resolution appointing Committee Member **Vince Martinez**, to the Pennsauken Board of Health
- 2026:34 Resolution appointing Committee Member **Kyle Schwesig**, to the Pennsauken Board of Health
- 2026:35 Resolution appointing Committee Member **Gretchen Kimbrough, RN**, to the Pennsauken Board of Health
- 2026:36 Resolution appointing **Ana Matos** as Alternate #2 Member of the Pennsauken Board of Health

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

Resolutions (37-43) Will Be Considered for Adoption by Consent Agenda
Concerning Administrative duties

- 2026:37 Resolution adopting Rules of the Township Committee for the year 2026
- 2026:38 Resolution Requiring Claimant Certifications on Certain Types of Transactions
- 2026:39 Designating the Retrospect and The Courier Post as the Official Newspapers

of Pennsauken Township Committee through March 2026

2026:40 Resolution of the Township of Pennsauken, Camden County, State of New Jersey, Designating the Location of Public Notice

2026:41 Authorizing the Township Administrator to issue and sign checks in the absence of the Township Clerk

2026:42 Authorizing the Township Administrator to sign checks in the absence of the Chief Financial Officer

2026:43 Authorizing an Officer of the Municipal Court to sign checks (**Meagan Perez /Authorized Designee**)

Motion To Adopt:_____ Second:_____

Roll Call Vote:

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

Resolutions (44-45) Will Be Considered for Adoption Individually

2026:44 Authorizing payment of Petty Cash to the Pennsauken Police Department

Motion To Adopt:_____ Second:_____

Roll Call Vote:

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

2026:45 Authorizing payment of Petty Cash to the Pennsauken Police Department (Detective Division)

Motion To Adopt:_____ Second:_____

Roll Call Vote:

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

Resolutions (46-49) Will Be Considered for Adoption by Consent Agenda Concerning Finance and Depositories

2026:46 Cash Management Plan of the Township of Pennsauken, in the County of Camden, State of New Jersey

2026:47 Designating the Depository for Funds of Payroll Account (Ocean First Bank)

2026:48 Fixing amounts on bonds for certain officers and employees

2026:49 Authorizing refund of overpayments of Emergency Medical Services Fees

Motion To Adopt:_____ Second:_____

Roll Call Vote:

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

Resolutions (50-60) Will Be Considered for Adoption by Consent Agenda Concerning the Tax Assessors office

2026:50 Authorizing Assessor, Deputy Assessor or Assessor's Attorney to File and/or sign appeals

- 2026:51** Fixing the rate of interest to be charged on delinquent taxes
- 2026:52** Authorizing the Tax Collector to sign Tax Office checks and authorizing the Township Administrator to sign Tax Office checks in her absence
- 2026:53** Authorizing cancellation of Property Taxes under New Jersey Statute 40A:5-17.1
- 2026:54** A Resolution authorizing 2026 Electronic Tax Sale
- 2026:55** A Resolution authorizing a fee for mailing Tax Sale notices
- 2026:56** A Resolution authorizing issuance of duplicate Tax Sale certificate(s)
- 2026:57** A Resolution authorizing a service charge on returned checks for insufficient funds
- 2026:58** Resolution authorizing the Tax Collector to cancel small balances
- 2026:59** Authorizing execution of Grant and Loan Agreement for master authorization (Authorizes Administrator to file for NJ and Federal grants/loans)
- 2026:60** Authorizing the Administrator to Execute Mortgage Documents

Motion To Adopt:____ **Second:**_____

Roll Call Vote:

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

Resolutions (61-63) Will Be Considered for Adoption by Consent Agenda Concerning Appointments to the Rent Stabilization Board

- 2026:61** Resolution Reappointing **Brandon Greenday** as a Homeowner Member to the Rent Stabilization Board
- 2026:62** Resolution Reappointing **Nicholas Pasamihalis** as a Landlord Member to the Rent Stabilization Board
- 2026:63** Resolution Reappointing **Bill Lunemann** as the Tenant member to the Rent Stabilization Board

Motion To Adopt:____ **Second:**_____

Roll Call Vote:

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

Resolutions (64-66) will be considered by consent agenda

- 2026:64** Resolution Retiring K-9 Dog “Titan” From the Pennsauken Police Department K-9 Unit
- 2026:65** Resolution of Approval to Submit a Grant Application and Execute a Grant Contract with the New Jersey Department of Transportation for the National Highway Roadway Improvements Project
- 2026:66** Resolution Authorizing the Township of Pennsauken, New Jersey through the Township of Pennsauken Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program to Enable the Township of Pennsauken to Request and Acquire Excess Department of Defense Equipment

Motion To Adopt:_____ Second:_____

Roll Call Vote:
Committeewoman Committeewoman Committeeman Deputy Mayor Mayor
Roberts _____ Rafeh _____ DiBattista _____ Martinez _____ Olivo _____

The Following are Mayoral Appointments for 2026

Ana Matos as Deputy Clerk to the Township of Pennsauken through December 2026

Shakir Ali as Class I Member Mayor’s Liaison to the Planning Board of the Township of Pennsauken through December 2026

Bill Lunemann as Class II Member to the Planning Board of the Township of Pennsauken through December 2026

Patrick Olivo as Class III Member to the Planning Board of the Township of Pennsauken through December 2026

Matthew McDevitt, Sr. as a Class IV Member to the Planning Board through December 2030

Beverly Burris as a Class IV Member to the Planning Board through December 2029

Melvin Little as a Class IV Member to the Planning Board through December 2029

Thomas Dority as a Class IV Member to the Planning Board through December 2029

Hanan Rafeh as a Class IV Alternate #1 Member to the Planning Board through December 2027

Chuck Deiwert as Chair Environmental Commission thru December 2026

Sue Kofoet as member to the Environmental Commission through December 2028

I) 2026 Mayor and Township Committee's Department Responsibilities

Patrick Olivo
Administrative & Executive
Finance
Planning & Zoning

Vince Martinez
Parks & Recreation
Youth Programming
Shade Tree Commission

Jessica Rafeh
Director of Public Safety
Public Events
Public Works

Marco DiBattista
Country Club
Building & Property Maintenance
Senior Affairs
Pennsauken Historical Society

Nicole Roberts

Economic Development
Library
Environmental Commission:

J) Public Comments

K) Committee Comments

L) Adjournment

Motion To Adjourn: _____ Second:_____

All in Favor Aye:_____ Nay:_____

Time:_____

AGENDA SUBJECT TO CHANGE