

JOSEPH B. BELLINA

OBJECTIVE: Executive Level Management - Government and Public Affairs

**EXPERIENCE &
KNOWLEDGE:**

Purchasing Management
Contract Negotiations
New Jersey Local Public Contracts Law/Bidding Procedures
Labor Negotiations (SOA, PBA, CWA, AFSCME)
Capital Project Management and Financing
Press/Media Relations
Budget Preparation, Control and Forecasting
Planning and Land Use
Economic Development - Business Recruitment and Retention
Grant Administration

EXPERIENCE:

Borough of Freehold, Monmouth County,
Business Administrator, January 1, 2000 to December 31, 2019.
Responsible for managing the daily operations of the local government as described below.

Purchasing - *Manage and oversee the purchasing functions as follows:*

- Prepare all bid specifications (proposals) and documents for all goods and services the Borough procures.
- Review and analyze received bids and proposals with the operating departments to determine compliance with the specifications.
- Conduct negotiations with vendors for service and construction contracts.
- Perform vendor evaluation and problem solving during contract administration.

Budgeting - *The scope of this function includes:*

- Prepare and prioritize all goals and objectives for the operating departments.
- Analyze past years' expenditures and review market trends for budget forecasting.
- Monitor current year spending through the purchasing function.
- Assist finance staff in preparation of grant applications.
- Present and justify the operating and capital budgets to the Council.

Personnel Administration - *The duties of this function include:*

- Negotiate and prepare all of the Borough's collective bargaining agreements encompassing police, white collar, blue collar, and supervisory personnel.
- Administer bargaining agreements, which include resolving all employee grievance matters and dispensing of all disciplinary cases.
- Obtain health insurance for employees.
- Process all employee transactions with the New Jersey Department of Personnel.

Capital Projects - *The responsibilities of this function include:*

- Prepare the annual capital budget and review the five year plan.
- Plan, implement, and update each project with the Mayor and Council.
- Verify and approve all payment requests submitted by contractors.
- Present and justify the capital budget to the Council.

Continued:

Other Duties and Responsibilities:

- Serve as the primary liaison between the Administration and the Council.
- Serve as the Administration's chief spokesman.
- Attend all council and committee meetings.
- Serve as the deputy municipal clerk and the administrative officer to the Planning Board.

**PREVIOUS
EMPLOYMENT:**

Employed by the Township of Hamilton, Mercer County from 1980 to 1999. Served the Township as a budget officer/analyst, buyer, and purchasing agent. Served as the Township Business Administrator from 1992 through 1999, performing the duties specified above.

**PROFESSIONAL
TRAINING:**

Qualified Purchasing Agent since 2002.
Registered Public Purchasing Official since 1981.
Completed all New Jersey State mandated course work for Registered Municipal Clerk and Finance Officer.
New Jersey Municipal Managers Association, member since 2000.

**BOARDS &
COMMISSIONS:**

Commissioner, Delaware River Joint Toll Bridge Commission, May 1996 to November 2004 (gubernatorial appointment).
Member, New Jersey League of Municipalities, Legislative Committee for Taxation and Finance, 2000-2019, chairman from 2011-2019.
Member, Local Government Advisory Board,
New Jersey Department of Personnel, May 1995 to January 2002.
Member, Board of Directors, Mercer Council on Alcoholism and Drug Addiction, 1995 to 2002.
Member, Hamilton Township Planning Board, 1992 to 1999; chairman, from 2008-2019.
Commissioner, Hamilton Fire District Number 9, 2012-2018.
Member, The Foundation of Morris Hall/St. Lawrence, Inc., 2014 to present; currently serving as chairman.
Member of Board of Directors for Morris Hall/St. Lawrence, Inc., 2018 to present.

**AFFILIATIONS &
INTERESTS:**

Robbinsville/Hamilton Rotary Club, chartered member since 1992.
Served as club president in 2010-2011.
Delaware Valley Umpires Association - New Jersey State certified umpire, 1999 to 2009.
Central Jersey Football Officials - New Jersey State certified football official, 2004 to 2009.
Lakewood BlueClaws - Official Scorer since 2004.
Major League Baseball, Philadelphia Phillies - Official Scorer, 2008-2014.

EDUCATION:

Rider College, *Lawrenceville, New Jersey*
Master of Arts Degree in the Graduate Program for Administrators.

Trenton State College, *Ewing New Jersey*
Bachelor of Science Degree in Business Administration with a minor in Management.

**HONORS &
AWARDS:**

Paul Harris Award, Robbinsville Hamilton Rotary Club, June 2008.
Honoree, New Jersey Jaycees "1995 Ten Outstanding Young Citizens of New Jersey".
Omicron Delta Epsilon, International Honor Society in Economics.