



WARREN TOWNSHIP
OPEN PUBLIC RECORDS ACT REQUEST FORM
Warren Township

Date Received: 3/27/2024
Tracking Number: OPRA-Req-24-0151

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information

Name: NJ Anonymous
Address: _____
City: _____ State: NJ Zip: _____
Telephone: _____ Fax: _____
Email: opra+request-60020-e1fc8c66@requests.opramachine.com
Preferred Delivery: E-Mail

Payment Information

Maximum Authorized Cost 0
Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual cost of material

☐ If you are requesting records containing personal information: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: _____ Date: _____

Record Request Information:

Location: _____

☐ Includes Common Law Request

I would like the listing of the duties/job responsibilities, various committees and boards they oversee/represent for all township committee members, mayor, deputy mayor

AGENCY USE ONLY:

Est. Document Cost: _____
Est. Delivery Cost: _____
Est. Extras Cost: _____
Total Est. Cost: _____
Deposit Amount: _____
Estimated Balance: _____
Deposit Date: _____

AGENCY USE ONLY:

Disposition Notes:
Custodian: If any part of request cannot be delivered in seven business days, detail reason here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY:

Tracking Information:		Final Cost:	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Bal. Due	_____
Total Pages	_____	Bal. Paid	_____

Records Provided:

Custodian Signature:

Date:



Township of Warren
Somerset County
46 Mountain Boulevard, Warren, New Jersey 07059
Tel: (908) 753-8000, Fax: (908) 757-9173



March 28, 2024

NJ Anonymous

OPRA 24-0151

Dear Sir/Madam,

The Township of Warren received your Open Public Records Act (OPRA) request on March 27, 2024. The official Records Custodian, Cathy Reese, received your OPRA request on March 27, 2024. As such, the seven (7)-business day deadline to respond to your request is April 8, 2024. This response to your request is being provided to you on the first business day after the custodian's receipt of said request.

You requested the following:

"I would like the listing of the duties/job responsibilities, various committees and boards they oversee/represent for all township committee members, mayor, deputy mayor"

Response:

I have included copies of the bylaws of the Township of Warren, regarding the duties/job responsibilities. However, this information is available on the Township Website:

<https://ecode360.com/WA4051>

Resolution 2024-002, which is also on our website, assigns the liaison positions for the Township Committee, which includes the Mayor and Deputy Mayor.

<https://www.warrennj.org/DocumentCenter/View/8579/2024-002-Mayors-Appointments-to-TC-Advice-and-Consent-PDF>

STANDING COMMITTEES:

Administration.....

Primary Liaison

Victor Sordillo

Secondary Liaison

Lisa Lontai

Includes: Township Clerk, Township Administrator, Municipal Court, Purchasing [rotates with each Mayor and Deputy Mayor]

Board of Education..... George Lazo

Vanessa Kian

Board of Health Lisa Lontai

Victor Sordillo

Construction Code Office..... George Lazo

Victor Sordillo

Engineering Victor Sordillo

Shaun Fine

Environmental Commission..... Shaun Fine

Lisa Lontai

Finance..... Vanessa Kian

Shaun Fine

Includes: Tax Assessor, Tax Collector, Finance

Fire Department Victor Sordillo

George Lazo

Historic Sites..... Shaun Fine

Vanessa Kian



**Township of Warren
Somerset County
46 Mountain Boulevard, Warren, New Jersey 07059
Tel: (908) 753-8000, Fax: (908) 757-9173**

Library	Lisa Lontai	Vanessa Kian
Planning Board	Victor Sordillo	Vanessa Kian
Police Department & OEM	Victor Sordillo	George Lazo
Public Works Department	George Lazo	Vanessa Kian
Recreation Advisory Committee.....	Lisa Lontai	George Lazo
Rescue Squad.....	Lisa Lontai	Victor Sordillo
Senior Citizens	Vanessa Kian	Lisa Lontai
Sewer Dept.....	Shaun Fine	George Lazo
Social Media.....	George Lazo	Lisa Lontai
Wagner Farm Arboretum	Lisa Lontai	Vanessa Kian
Zoning	Shaun Fine	George Lazo

Includes: Zoning Officer/Zoning Enforcement and Zoning Board of Adjustment

These records are being transmitted to you via email, as per your request. Pursuant to N.J.S.A. 47:1A-5.b., there is no cost for this request.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Township of Warren to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

Cathy Reese, RMC, Township Clerk
Township of Warren, 46 Mountain Blvd, Warren, NJ 07059
908-753-8000, creese@warrennj.org

*Township of Warren, NJ
Wednesday, March 27, 2024*

Chapter 2. Administration

§ 2-1. TOWNSHIP COMMITTEE.

§ 2-1.1. Legislative Power.

All legislative power of the Township shall be exercised by the Township Committee pursuant to law.

§ 2-1.2. Organization of Township Committee.

The Township Committee shall organize annually during the first week in January, at which time it shall elect a mayor from among its five members. The mayor shall preside at meetings of the Township Committee and perform such other duties as the Township Committee may prescribe. In the absence or disability of the mayor, the deputy mayor shall act as temporary presiding officer.

§ 2-1.3. Powers of the Mayor.

The mayor shall be chairperson of the Township Committee and shall have the power to appoint subcommittees of the Township Committee with the consent of the Township Committee. He/she shall sign and execute documents and agreements on behalf of the Township. He/she shall have the power to make proclamations concerning holidays and events of interest to the Township. He/she shall exercise the ceremonial power of the Township and every other power usually exercised by Township mayors or conferred upon him/her by law. In the absence or disability of the mayor, the deputy mayor shall act in his/her stead.

§ 2-1.4. Meetings of the Township Committee.

Notice of all meetings shall be given in accordance with the requirements of the Open Public Meetings Law, N.J.S.A. 10:4-6 et seq., as may be amended.

- a. **Regular Meetings.** The Township Committee shall meet annually within the first week in January. The committee shall annually approve and cause to be published a schedule setting forth the dates and times of all regular meetings of the Township Committee through and including the organizational meeting for the following year. The committee may thereafter dispense with or change the date and time of a regular meeting. When the time for any regular meeting of the committee falls on a legal holiday as prescribed by law, such meeting shall be held at some other hour on some other day of the week at the convenience of the committee.
- b. **Special Meetings.** A special meeting may be called at any time upon written request of a majority of the members of the Township Committee. The request and call for a special meeting shall specify the purpose of the meeting, and no business shall be transacted at any special meeting other than that specified. The call for a special meeting shall be filed with the Township clerk and shall be served upon each committee member as provided by law and such other notice shall be given as provided by law.

§ 2-1.5. Meetings; Rules of Township Committee.

All regular and special meetings of the Township Committee shall be open to the public and shall meet all the requirements of the Open Public Meetings Act. The rules of procedure to be followed and rules for the consideration of nominations submitted by the mayor and for the conduct of other business of the committee shall be provided by resolution. Where not otherwise provided, Robert's Rules of Order shall govern, and the Township Attorney shall be parliamentarian ex officio.

§ 2-1.6. Quorum.

A majority of the whole number of members of the Township Committee shall constitute a quorum, and no ordinance shall be adopted by the Township Committee without the affirmative vote of a majority of all the members of the Township Committee. If a quorum is not present one-half-hour after the appointed time for any meeting, the presiding officer or the Township clerk may declare the meeting adjourned.

*Township of Warren, NJ
Wednesday, March 27, 2024*

Chapter 2. Administration

§ 2-1.9. Execution of Certain Documents; Authorization.

All official documents on behalf of the Township requiring signature by the chief executive officer shall be executed by the mayor, or in the mayor's absence, the deputy mayor, and such execution shall be witnessed and attested to by the Township clerk. Such documents shall include, but not be limited to, ordinances, resolutions, deeds or contracts. The authorization to execute the document on behalf of the Township shall be specifically stated in a formal, written resolution adopted by the Township Committee, by a vote of a majority of those Township Committee persons comprising a quorum for purpose of conducting an official meeting.

§ 2-1.10. Election of Deputy Mayor.

Pursuant to N.J.S.A. 40A:63-b(3), the Township Committee shall have the power and authority to elect, from among its members, a deputy mayor of the committee. In the absence or disability of the mayor, the deputy mayor shall have all the powers and duties of the mayor, including the power to perform weddings, and shall serve and be known as the deputy mayor.

**TOWNSHIP OF WARREN
RESOLUTION NO. 2024-002
MAYOR'S APPOINTMENTS WITH ADVICE
AND CONSENT OF TOWNSHIP COMMITTEE**

BE IT RESOLVED that the Township Committee of the Township of Warren hereby consents to the following Mayor's appointments:

ENVIRONMENTAL COMMISSION:

Joseph Puglisi to 12/31/2026
Wayne DeFeo to 12/31/2026
Karen Kaiser to 12/31/2026
Karen Task to 12/31/2026
David Gabel to 12/31/2025

ENVIRONMENTAL COMMISSION CHAIRMAN

Wayne DeFeo to 12/31/2024

2024 TOWNSHIP COMMITTEE LIAISONS

STANDING COMMITTEES:

Administration.....

Primary Liaison

Victor Sordillo

Secondary Liaison

Lisa Lontai

Includes: Township Clerk, Township Administrator, Municipal Court, Purchasing [rotates with each Mayor and Deputy Mayor

Board of Education George Lazo

Vanessa Kian

Board of Health..... Lisa Lontai

Victor Sordillo

Construction Code Office George Lazo

Victor Sordillo

Engineering Victor Sordillo

Shaun Fine

Environmental Commission Shaun Fine

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Finance Vanessa Kian

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Includes: Tax Assessor, Tax Collector, Finance

Fire Department..... Victor Sordillo

George Lazo

Historic Sites Shaun Fine

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Library..... Lisa Lontai

Vanessa Kian

Planning Board Victor Sordillo

Vanessa Kian

Police Department & OEM..... Victor Sordillo

George Lazo

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Vanessa Kian

Recreation Advisory Committee..... Lisa Lontai

George Lazo

Rescue Squad Lisa Lontai

Victor Sordillo

Senior Citizens..... Vanessa Kian

Lisa Lontai

Sewer Dept..... Shaun Fine

George Lazo

Social Media..... George Lazo

Lisa Lontai

Wagner Farm Arboretum..... Lisa Lontai

Vanessa Kian

Zoning Shaun Fine

George Lazo

Includes: Zoning Officer/Zoning Enforcement and Zoning Board of Adjustment

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
KIAN			X			
FINE		X	X			
LAZO			X			
LONTAI	X		X			
SORDILLO			X			

I, Cathy Reese, Township Clerk of the Township of Warren, in the County of Somerset, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted at a meeting of the Township Committee held on January 4, 2024.



Cathy Reese, RMC
Township Clerk