

CONFIDENTIAL EMPLOYEES/ TITLE/ JOB DESCRIPTION

ABROSIO, CRAIG- DIRECTOR PARKS, BUILDINGS & GROUNDS

Directs maintenance of all Twp buildings and lands; enforces Twp housing and property maintenance codes

AMORUSO, LOU- DIRECTOR OF PUBLIC WORKS

Directs Twp sanitation, recycling, roads, drainage and fleet maintenance, budgeting, scheduling, grants, reporting and NJDEP compliance

ANDERSON, KENNETH- CONSTRUCTION CODE OFFICIAL

Administers the provisions for the State uniform construction code

ASAY, CINDY- ASSISTANT RECORDS MANAGER

Records retention

BENSON, JOANN- DIRECTOR OF HEALTH & HUMAN SERVICES

Administers Senior, and Animal Welfare programs

CARLISLE, ALISON- TOWNSHIP CLERK

Serves council, keeps minutes of proceedings, ordinances, resolutions, meetings as required by law

CHANKALIAN, ROBERT- TOWNSHIP ENGINEER

Advises on and oversees capital improvement projects, engineering inspection services, maintains surveys, maps for Twp public works

CHRISITE, CATHERINE- CONFIDENTIAL SECRETARY

Business Administrator's secretary, scheduling, calls, emails, other duties at discretion of BA

DILEO, CARL- TAX COLLECTOR

Administers the collection of taxes, enforces liens, certifies tax searches, and other duties prescribed by law

DINICOLA, ERICA- KENNEL AIDE

Care and maintenance of animals & animal facility

DINICOLA, MARTIN- SECURITY

Townhall security

FITZSIMMONS, KENNETH- TOWNSHIP ATTORNEY

Township legal counsel

FLANAGAN, JOANNE- MUNICIPAL COURT ADMINISTRATOR

Administers the work of the municipal court subject to statutes and court rules.

CONFIDENTIAL EMPLOYEES/ TITLE/ JOB DESCRIPTION

FROST, PATRICIA- CONFIDENTIAL SECRETARY

Law secretary; tax appeals, pleadings, discovery, ordinances, resolutions

GALLO, ALEJANDRA- ADMINISTRATIVE ASSISTANT

Finance, payroll, Pensions, Tax Reporting, IT financial software administrator

GEORGAKLIS, STACY- RECORDS MANAGER, PUBLIC INFORMATION OFFICER

Records retention, Public information officer

GUARDIAN, DONALD- BUSINESS ADMINISTRATOR

Administers over all Twp issues

GULOTTA, MARYANN- ADMINISTRATIVE ASSISTANT

Maintains GIS for PD, storm sewers, fire hydrants, zoning, SDL, snow plowing, paving

HESS, KELLIE- ASSISTANT DEPUTY CFO

Bookkeeping, Accounting, Payroll back-up

KERR, PATRICIA- ADMINISTRATIVE ASSISTANT

Payroll, Pensions, Reporting, Tax Reporting

LEWCZAK, TARA- ADMINISTRATIVE ASSISTANT

All personnel matters, compliance, grievance, labor negotiation, medical leaves, reporting, training, discipline, DER, ACA hourly

MACKIN, DANIEL- SECURITY

Townhall security

MAHONY, DANIEL- ASSISTANT BUSINESS ADMINISTRATOR, DIRECTOR OF HUMAN RESOURCES

Directs personnel matters, Assists in direction of all Twp matters

MERLINO, ANTHONY- ASSISTANT TOWNSHIP ATTORNEY

Township legal counsel

MESSINA, JILLIAN- ADMINISTRATIVE ASSISTANT

PD public information officer

MUNDY, RAYMOND- ASSISTANT TOWNSHIP ATTORNEY

Township legal counsel

OLAH, LINDA- CONFIDENTIAL SECRETARY

Law secretary; tax appeals, pleadings, discovery, ordinances, resolutions

CONFIDENTIAL EMPLOYEES/ TITLE/ JOB DESCRIPTION

POMEROY, ELIZABETH- ADMINISTRATIVE ASSISTANT

Reviews zoning applications, assists with zoning complaints, attends court on zoning issues.

REYNOLDS, DESTINY- DEPUTY MUNICIPAL CLERK

Assists Twp Clerk serving council, keeps minutes of proceedings, ordinances, resolutions, meetings as required by law

PUGLISI, ANTHONY- SECURITY

Townhall security

ROBERTS, DAVID- TOWNSHIP PLANNER

Administers zoning, redevelopment, affordable housing and all aspects of land use planning

ROBINSON, NORA- BENEFITS MANAGER

Administers health care benefits to Twp employees, retirees, and the fire districts, ACA reporting

RUDNICKI- DENISE- CONFIDENTIAL SECRETARY

Chief of Police's assistant/ secretary

SMITH, SHARON- CHIEF FINANCIAL OFFICER

Administers all financial functions, budget, financial and debt statements, bank reconciliation

SOLLY, JOHN- SECURITY

Townhall security

STAHL, ERIKA- ASSITANT TOWNSHIP PLANNER

Assists with administration of zoning, redevelopment, affordable housing and all aspects of land use and planning

TATE, JARED- DIRECTOR OF RECREATION

Directs all Twp recreational programs

VALERI, LYNDA- CONFIDENTIAL SECRETARY

Mayor's Assistant, scheduling, emails, calls, liaison to public & outside agencies, proclamations, public information officer back-up

WAHLERS, DENISE- DEPUTY CHIEF FINANCIAL OFFICER

Assists with administration of all financial functions, budget, financial and debt statements, bank reconciliation

WARTHEN, ELISA- ADMINISTRATIVE ASSISTANT

Assists with all personnel actions, data entry of seasonal hires, I9 verification, HEP B tracking, background checks, requisitions