

**AGENDA**  
**INAUGURATION & REORGANIZATION MEETING**  
**SUNDAY, JULY 1, 2018**  
**3:00 PM**  
**CHRISTIAN PENTECOSTAL CHURCH**

1. **Call to Order** ..... *Harold E. Wiener, Municipal Clerk*  
*Municipal Clerk Wiener reads the Statement of Proper Notice*  
*pursuant to the Sunshine Law.*
2. **Pledge of Allegiance**
3. **Invocation** ..... *Pastor Jerry Smith*  
*Christian Pentecostal Church*  
*Irvington, NJ*
4. **Choir** ..... *Christian Pentecostal Church Choir*  
*Christian Pentecostal Church*
5. **Certification of Election Results** ..... *Harold E. Wiener, Municipal Clerk*
6. **Introduction of Director Donald Malloy** ..... *Harold E. Wiener, Municipal Clerk*
7. **Essex County Avengers Video** ..... *Donald Malloy, Recreation & Parks*  
*Director*
8. **Introduction of the Newly Elected At-Large** ..... *Donald Malloy, Recreation & Parks*  
**Council Members** *Director*
9. **Introduction of the Honorable County Clerk** ..... *Donald Malloy, Recreation & Parks*  
**Christopher J. Durkin** *Director*
10. **Administration of Oaths of** ..... *Honorable Christopher J. Durkin*  
**Office** *Essex County Clerk*

**Presentation of Certificates of  
Election**

<b>Honorable Renee C. Burgess, Council</b>	.....	<b>Remarks</b>
<b>Member At-Large</b>	..	
<b>Honorable Charnette Frederic, Council</b>	.....	<b>Remarks</b>
<b>Member At-Large</b>	..	
<b>Honorable Dr. October Hudley, Council</b>	.....	<b>Remarks</b>
<b>Member At-Large</b>	..	

11. **Thank You Video.** ..... *Donald Malloy, Recreation & Parks*

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|---|---|
| .....   | <i>Director</i>                                       |
| <b>12. Introduction of the County Executive Joseph N. DiVincenzo, Jr.</b> | <i>Donald Malloy, Recreation &amp; Parks Director</i> |

<b>Remarks</b>	<i>Honorable Joseph N. DiVincenzo, Jr.</i>
.....	<i>Essex County Executive</i>

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| <b>13. Introduction of the Newly Elected Mayor</b> | <i>Honorable Joseph N. DiVincenzo, Jr.</i> |
| .....  | <i>Essex County Executive</i>              |

- |  |   |
|--|---|
| <b>14. Introduction of the Honorable Lt. Governor Sheila Y. Oliver</b> | <i>Donald Malloy, Recreation &amp; Parks Director</i> |
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<b>Remarks</b>	<i>Honorable Sheila Y. Oliver</i>
.....	<i>Lieutenant Governor</i>

- |   |                                   |
|---|-----------------------------------|
| <b>15. Administration of Oath of Office</b> | <i>Honorable Sheila Y. Oliver</i> |
| .....                                       | <i>Lieutenant Governor</i>        |

**Presentation of Certificate of Election**

<b>Honorable Mayor Tony Vauss</b>	<b>Remarks</b>
.....	

- |   |                                  |
|---|----------------------------------|
| <b>16. Prayer for Guidance for Newly Elected Mayor and Members of the Municipal Council</b> | <i>Reverend Reginald Pitts</i>   |
|   | <i>Solid Rock Baptist Church</i> |

- |                  |                                      |
|------------------|--------------------------------------|
| <b>17. Choir</b> | <i>CLBC Mass Choir</i>               |
|                  | <i>Christian Love Baptist Church</i> |

**18. Roll Call for New Council**

**19. Resolutions**

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|-----------------|---|
| Burgess - Jones | A. Resolution authorizing the appointment of Council President – North Ward Council Member David Lyons                          |
| Lyons - Jones   | B. Resolution authorizing the appointment of Council 1 <sup>st</sup> Vice President – Council Member At-Large Renee C. Burgess  |
| Cox - Burgess   | C. Resolution authorizing the appointment of Council 2 <sup>nd</sup> Vice President – South Ward Council Member Sandra R. Jones |
| Jones - Cox     | D. Resolution authorizing the appointment of a Representative to Joint Meeting – Council Member At-Large Renee C. Burgess       |
| Lyons - Burgess | E. Resolution authorizing the appointment of A.B.C. Chair Person – West   |

Ward Council Member Vern Cox

- |               |   |
|---------------|---|
| Cox - Burgess | F. Resolution authorizing the appointment of Representative to Planning Board – South Ward Council Member Sandra R. Jones |
| Jones - Lyons | G. Resolution authorizing the appointment of Legislative Research Officer – Rashidah N. Hasan, Esq.                       |
| Lyons - Jones | H. Resolution authorizing the Confirmation of the Mayor’s Nomination of Department Directors                              |

**20. Communication**

A. Mayor Vauss – Appointment of Department Directors

Business Administrator - Musa A. Malik  
Director of Public Safety - Tracy Bowers  
Director of Housing Services - Tharien Arnold  
Director of Public Works - Jamel C. Holley  
Director of Health - Dr. Monique Griffith  
Director of Parks & Recreation - Donald Malloy

B. Mayor Vauss – Appointments

Musa A. Malik, Acting Director of Revenue & Finance  
Althea Headley, Assistant Business Administrator and Qualified Purchasing Agent  
Ramon Rivera, Esq., Township Attorney  
Kyana Woolridge, Esq., Director of Community Development  
Genia Philip, Director of Economic Development & Grants Oversight  
Deborah Simpkins, Director of the Irvington Neighborhood Improvement Corporation  
Theresa L. Yuelling, Municipal Court Director  
John Brown, Office of Emergency Management Coordinator  
Chandra L. Rainey Cole, Esq., Chief Municipal Court Judge  
Ahmed Screven, Esq., Acting Chief Municipal Public Defender

C. Mayor Vauss – Reassignment

Anthony Atwell, Reassigned as Municipal Court Judge

- 21. Benediction** ..... *Pastor Rev. Dr. Dolores A. Watson*  
*First Congregational Christian*  
*United Church of Christ*

**22. Adjournment**

19-A

WHEREAS, Article II, Section 7-17 (A) of the Administrative Code of the Township of Irvington provides that the term of Office of President of the Council is for a period of two (2) years; and

WHEREAS, the Council President is appointed by the Members of the Municipal Council; and

WHEREAS, it is the desire of the Municipal Council to appoint a Council Member as the Council President for a term of two (2) years, commencing July 1, 2018:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that Council Member David Lyons hereby designated and appointed President of the Municipal Council of the Township of Irvington, New Jersey for a term as aforesaid.

19-B

WHEREAS, Section 7-17 (I) of the Revised Code of the Township of Irvington provides that the Municipal Council shall appoint from amongst their members a First Vice President of the Municipal Council for a two-year term at their reorganization meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that Council Member Renee C. Burgess is hereby appointed First Vice President of the Municipal Council of the Township of Irvington, New Jersey for a term to expire on June 30, 2020.

19-C

WHEREAS, Section 7-17 (I) of the Revised Code of the Township of Irvington provides that the Municipal Council shall appoint from amongst their members a Second Vice President of the Municipal Council for a two-year term at their reorganization meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that Council Member Sandra R. Jones is hereby appointed Second Vice President of the Municipal Council of the Township of Irvington, New Jersey for a term to expire on June 30, 2020.

19-D

BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON,  
NEW JERSEY, that Council Member Renee C. Burgess be and is hereby appointed as  
Representative of the Township of Irvington to the Joint Meeting of Essex and Union Counties  
for a term of two (2) years, commencing July 1, 2018.

19-E

WHEREAS, Article III, 158-29 of the Irvington Township Revised Code provides that the Municipal Council of the Township of Irvington shall constitute the Alcoholic Beverage Control Board of the Township of Irvington; and

WHEREAS, the Alcoholic Beverage Control Board requires a Chairman to conduct its meetings and preside over its deliberations:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that Council Member Vernal C. Cox Sr. hereby designated as Chairman of the Alcoholic Beverage Control Board of the Township of Irvington for a term of two (2) years commencing on July 1, 2018.



19-F

WHEREAS, N.J.S.A. 40:55D-23 requires that a member of the Municipal Council be appointed to serve as a Member of the Planning Board:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that Council Member Sandra R. Jones is hereby appointed as a Member of the Irvington Planning Board for a term of one (1) year, effective July 1, 2018.

19-G

WHEREAS, Section 7-66 of the Revised Code of the Township of Irvington provides that the Municipal Council shall appoint a Legislative Research Officer to the Municipal Council:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that Rashidah N. Hasan, Esq. is hereby appointed as Legislative Research Officer to the Municipal Council for a two year term, effective on July 1, 2018.

19-H

WHEREAS, N.J.S.A. 40:69A-36 (b) requires that the exercise of advice and consent to actions by the Mayor be by resolution of the Municipal Council; and

WHEREAS, the Mayor has submitted the following nominations to be effective July 1, 2018, and to expire on June 30, 2022 for the advice and consent of the Municipal Council; and

Musa A. Malik, Business Administrator  
Tracy Bowers, Director of Public Safety  
Tharien Arnold, Director of Housing Services  
Jamel C. Holley, Director of Public Works  
Dr. Monique Griffith, Director of Health  
Donald Malloy, Director of Parks & Recreation

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that the following nominations by the Mayor to be effective July 1, 2018 and to expire on June 30, 2022 be confirmed:

Musa A. Malik, Business Administrator  
Tracy Bowers, Director of Public Safety  
Tharien Arnold, Director of Housing Services  
Jamel C. Holley, Director of Public Works  
Dr. Monique Griffith, Director of Health  
Donald Malloy, Director of Parks & Recreation

The Honorable Mayor  
**TONY VAUSS**



20-A

**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

**DR. STEPHANIE R. BUSH-BASKETTE,**  
**ESQ., PH.D.** Aide To The Mayor

**OFFICE OF THE MAYOR**  
1 Civic Square • Irvington, NJ 07111  
Tel: (973) 399-6639 • Fax: (973) 399-7321

June 25, 2018

Township of Irvington  
Council President and Council Members  
1 Civic Square  
Irvington, New Jersey 07111

Re: Nomination of Directors

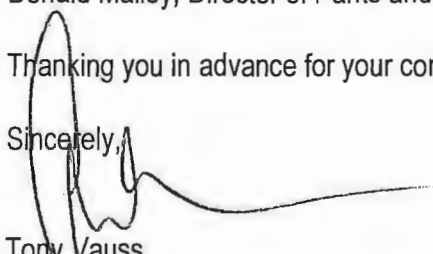
Dear Council President and Council Members:

I have nominated the following Directors; I submit same for advice and consent of the Council for terms co-terminus with the Mayor:

Musa Abdul Malik, Business Administrator  
Tracy Bowers, Public Safety Director  
Tharien Arnold, Housing Director  
Jamel C. Holley, Public Works Director  
Dr. Monique Griffith, Health Director  
Donald Malloy, Director of Parks and Recreation

Thanking you in advance for your consideration and approval.

Sincerely,



Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk

# MUSA ABDUL MALIK

244 Madison Avenue, Suite 2190, New York, New York 10016; (973) 803-0598; [malik.mus@gmail.com](mailto:malik.mus@gmail.com)

## EDUCATION

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**Rutgers School of Law – Newark, New Jersey**  
*Juris Doctor*, May 2008

**Temple University, Philadelphia, Pennsylvania**  
*Bachelors of Science*, Education, January 2004  
*Bachelors of Arts*, History, January 2004

## ADMINISTRATIVE EXPERIENCE

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**Irvington Board of Education, Irvington, New Jersey (May 2013 – Present)**

Manager of Human Resources responsible for managing the day-to-day personnel actions for the school district, including, but not limited to, hiring, transfers, temporary re-assignments, re-classifications and terminations.

Create and facilitate a training program for Secretaries that saved the District thousands of dollars in 3rd party vendor fees. Supervise and direct a reduced District Medical Staff, including physicians, nurses and medical clerks without a decrease in the services provided, in addition to bringing in outside vendors to expand some services without incurring additional costs. Direct and oversee all personnel actions for the District, including but not limited to, affirmative action investigations, 504 accommodations, and disciplinary actions. Create new procedures, issue administrative directives, new job descriptions, new staff evaluation tools, and draft new policies/procedures.

Make personnel recommendations to the CSA based on applicable laws, including NJLAD, Title 18A, and Title 6A, which has resulted in no litigation filed against the District relative to employment law violations. Make personnel recommendations to the CSA based on applicable labor contracts, which has resulted in one litigation matter filed against the District relative to labor law grievances; participate as a member of the labor negotiations committee on behalf of the district and perform various other functions as needed.

## LEGAL EXPERIENCE

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**Hunt, Hamlin & Ridley, Newark, New Jersey (June 2006 – November 2012)**

Associate at a General Practice Firm working daily under the supervision of a Partner. *Concentration:*  
Employment/Labor Law and Education Law

Conducted day-to-day, time sensitive legal research based on emergent issues referred to the firm by directors and administrators of public entities. Researched and drafted policies and practices to insulate public entities from liability. Created training materials for supervisory staff with updates to existing regulatory/statutory (ADA, NJLAD, NJFLA, FMLA, ADEA, and Title VII) compliance. Drafted and reviewed contracts for professional services vendors, created templates for independent contractor agreements, and drafted requests for bids/proposals.

Investigated claims against public entities (grievances/arbitrations) brought pursuant to CBA or under EEOC/PERC, including allegations of breach of regulations and statutes against directors and officers. Involved in discussions related to litigation strategy and exposure based on specific facts of each case. Provided updates to liability/excess carriers and reviewed insurance contracts to avoid coverage disputes. Drafted documents related to all aspects of legal defense in the Superior Court of New Jersey (and other administrative bodies), including initial pleadings/responses, discovery, depositions, motion practice (pre-answer, discovery, dispositive and *in limine*), settlement negotiations (Mediations) and trial and post-trial motions/relief. Experienced in Appellate Division motions/briefs and Briefs for the New Jersey District (Newark Vicinage) and 3d Circuit Court of the Federal Government.

**Essex County Superior Court of NJ (January 2008 to June 2008)**

Mediator

Negotiated disputes between adverse parties in matters ranging from Landlord/Tenant to Personal Injury. Drafted settlement agreements. Attended court.

**Hon. Ronald J. Hedges, USMJ, United States District Court of NJ, Newark Vicinage (January 2007 to June 2007)**  
**Judicial Extern**

Received and reviewed correspondences and motions. Conducted legal research and drafted legal opinions and memoranda relative to various matter of law. Attended court and maintained calendar.

**Essex County Office of the Public Defenders, Newark NJ (January 2006 to June 2006)**  
**Intern**

Prepared files for arraignment and court hearings. Conducted legal research for attorneys. Attended court.

**SKILLS**

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Lexis Nexis, West Law, Microsoft Office, WinCap, SubFinder, Applitrak, Web-based applications and tools.

# TRACY BOWERS

1133 W. Chestnut Street, Union, NJ 07980  
C: (732) 299-2646 | Capbowers5@gmail.com

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## SENIOR LAW ENFORCEMENT OFFICIAL CAREER PROFILE

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### DIRECTOR OF PUBLIC SAFETY, IRVINGTON, NJ 9/2015-Present

**Track record of strengthening public safety initiatives with proven results, improving relationships between police and the community they serve, and providing communities with superb public service.**

- Employed a comprehensive community policing approach to address quality of life issues in partnership with community residents to resolve problems related to crime and disorder.
- Excelled in applying innovative ideas to policing and restructuring the Irvington Police Department.
- Studied, researched and implemented technology advancements for improved intelligence, analysis, tracking, surveillance, accountability, overtime reduction, police performance and communication to better leverage law enforcement personnel and tactics.
- Earned numerous individual and group awards and commendations. *Core competencies include:*
  - Strategic/Tactical Planning/Budgeting    – Training/Executive Development    – Crime Prevention/Analysis
  - Policing/Patrol Leadership    – Organizational Analysis & Development    – Policy Analysis/Development

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## PROFESSIONAL EXPERIENCE

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IRVINGTON POLICE DEPARTMENT, Irvington, NJ, 7/2014-2/2015

### Director of Police

As head of department led turnaround strategy, instituting comprehensive reforms. Built core competencies in critical policing areas.

- Supervised 160 sworn police officers and 90 Civilian employees
- Managed 18 million dollar police department budget
- Served as appropriate authority
- Served as police department hearing officer
- In 8 months achieved 14% reduction in violent crime despite 20% cut in police resources.
- Continued process of implementing broad ranges of technologies to leverage against significant reductions in manpower and financial resources and to facilitate substantial increases in officer productivity and citizen satisfaction.

IRVINGTON POLICE DEPARTMENT, Irvington, NJ, 5/2013–7/2014

### Police Captain

Served as Bureau Commander of the criminal investigations bureau

- COMSTAT facilitator: a management accountability and performance measurement process, which effectively measured, improved, and reported on police performance.
- Managed all criminal investigations
- Managed all narcotics investigation
- Managed all intelligence investigations
- Developed, maintained and collaborated with law enforcement/public/private partnerships that focused on reducing crime and delinquency.

### Prior positions at the Irvington Police Department:

**Detective Lieutenant**, 2015-2013 • **Detective Sergeant**, 2001–2005 • **Detective**, 1994–2001 • **Police Officer**, 1990–1994

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## EDUCATION & PROFESSIONAL DEVELOPMENT

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BA, FAIRLEIGH DICKINSON UNIVERSITY, Teaneck, NJ

Graduate, Methods of Instruction, ESSEX COUNTY POLICE ACADEMY, Cedar Grove, NJ

Management and Supervision, ESSEX COUNTY POLICE ACADEMY, Cedar Grove, NJ

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## PROFESSIONAL AFFILIATIONS & ACTIVITIES

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- Associate member, Essex County Chief's of Police Association
- Omega Psi Phi Fraternity, Inc.

## **Tharien F. Arnold**

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200 Weequahic Avenue • Newark, NJ 07112 • Bayviewave@aol.com • 973-432-2961

### **Accomplished Education and Administrative Management Executive**

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#### **Summary of Qualifications**

Offering 15 years of direct experience in education program delivery, executive management, and leadership in a diverse, urban environment. Highly successful in the development, execution, and results analysis of innovative business strategies and programs that further the achievement of under-resourced academic and urban populations. As an administrative management executive, recognized as a successful leader and catalyst for continuous improvement by applying critical measurement and evaluation for service delivery and effective performance management of staff.

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#### **Areas of Expertise**

- Administrative Management
- Emergency Management Operations
- Proposal Review and Evaluation
- Performance Analysis
- Community & Neighborhood Services Connections
- Policy Analysis and Implementation
- Data Management and Analysis
- Budget Creation and Management
- Math and Science Education
- Youth Development Program Management

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#### **Professional Experience**

**TOWNSHIP OF IRVINGTON, Irvington, NJ**

**May 2016 to Present**

##### **Assistant Director of Housing /Coordinator Office of Emergency Management**

- Strategically plan, organize and develop emergency management with a proactive scope
- Effectively communicate with key county and state emergency management personnel on emergency planning
- Manages training program in accordance with federal and state regulations/guidelines
- Formulates, manages, executes, and presents financial commitments/obligations
- Prioritizes four phases of emergency management; mitigation, preparedness, response, and recovery
- Executes emergency operations and mobilization/coordination plan, as required
- Coordinate with other city agencies to provide shelter and transport for evacuations for residents in case of an incident, ie, blackouts, severe storms, gas leaks and health concerns
- Established an Emergency Alert System to notify residents of emergencies /evacuations
- Maintain (EOP) Emergency Operational Plan for the Township of Irvington



**TOWNSHIP OF HILLSIDE, Hillside, NJ****Mar 2015o Jan 2016**

Department of Public Works

*Director of Public Works*

- Responsible for sewer maintenance and repairs
- Oversees contractors servicing the pumping station with engineering firm consultation
- Responsible for road maintenance and repair
- Responsible for maintenance and repair of all municipal buildings
- Responsible for upkeep of all municipal building exteriors; such as, planting, painting, cutting grass and shrubs, snow removal, and sidewalk repairs
- Responsible for maintenance and repair of all township vehicles and equipment
- Manage shade-tree operations
- Implemented cost containment strategies through the establishment of an efficient database for parks inventory; developed and implemented daily tasks system for parks and grounds workers that resulted in a significantly reduced backlog and reductions in the costs of

**Professional Experience (continued)**

resources (parks maintenance, structures, play fields, installations and event permit processes)

- Coordinates certificate training for employees and residents
- Proposed, developed, and implemented an Adopt-A-Park Program. Successfully secured supporting funding from the Trust for Public Land in concert with the Business Administrator's Office
- Responsible for management and oversight of municipal staff in the maintenance and repair needs for Hillside's parks, recreational facilities, and athletic fields

**CITY OF NEWARK, Newark, NJ****2006-**

Office of Emergency Management/Homeland Security

*Deputy Municipal Emergency Management Coordinator**November 2013-Dec. 2014*

- Strategically plan, organize and develop emergency management with a proactive scope
- Effectively communicate with key county and state emergency management personnel on emergency planning
- Manages training program in accordance with federal and state regulations/guidelines
- Formulates, manages, executes, and presents financial commitments/obligations
- Prioritizes four phases of emergency management; mitigation, preparedness, response, and recovery
- Executes emergency operations and mobilization/coordination plan, as required
- Procures major equipment i.e., fuel trucks, generators, etc., using contracting procedures
- Coordinate with other city agencies to provide shelter and transport for evacuations for residents in case of an incident, ie, blackouts, severe storms, gas leaks and health concerns
- Coordinates (CERT) Community Emergency Response Team training for employees and residents
- Established an Emergency Alert System to notify residents of emergencies /evacuations
- Maintain (EOP) Emergency Operational Plan for the City of Newark
- Review emergency plans for private and public entities
- Coordinate (NIMS) National Incident Management System training for key city employees, other governmental agencies, private partners, and non-governmental agencies

*Director Neighborhood Services**October, 2011-November 2013*

- Managed operating budget of thirty one million dollars for Department of Neighborhood Services

- Directed in the planning, organizing, promoting, coordinating and directing Newark's Parks and Recreation department including: Capital improvements, budget creation and management, policy and regulatory requirements, and oversight of interdepartmental activities from Sanitation, Demolition and Code Enforcement departments in support of Neighborhood Recreational Services.
- Coordinated Abandoned Building and Illegal Dumping Task Force objectives with Newark Police, Fire Departments and Code Enforcement.
- Initiated Forestry Management Plan to ensure adequate tree canopy throughout City of Newark.
- Coordinate city wide tree planting with non-profits and state agencies.
- Proposed and developed plan for portable solar power surveillance cameras.
- Organized and partnered with community leaders on developing and improved quality of life issues.
- Oversaw debris removal for structural compromised buildings, recovery of life, gas explosions, and tree toppling on homes during Hurricane Sandy and Hurricane Irene.

*Assistant Director Neighborhood Recreational Services* *December, 2008 – October 2011*

Assists in planning, organizing, promoting, coordinating and directing Newark's Parks and Recreation department including: Capital improvements, budget creation and management, policy  
Professional Experience (continued)

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and regulatory requirements, and oversight of interdepartmental activities from Sanitation, Demolition and Code Enforcement departments in support of Neighborhood Recreational Services.

- Develops and implements strategies to promote public interest in departmental goals.
- Cooperatively plans and interfaces with local community agencies and interested parties.
- Conduct studies and provide assessments for community recreation needs. Develops and manages programs implemented to meet identified needs

*Project Manager, Data Processing*

*April, 2008 – December, 2008*

- Created a process for the non-emergency call center complaint response segment.
- As a transitional assignment, planned and managed staff in completing activities required to remedy inefficient data processing systems for major programs and programming.
- Created training and employee manuals for new call center for the City of Newark.
- Served as Custodian of Statistical Reports for the Mayor and Business Administrator with focus on Call Center and special event cost analysis.

*Manager of Parks and Grounds /Tree Operations*

*2006 - 2008*

- Implemented cost containment strategies through the establishment of an efficient database for parks inventory; developed and implemented daily tasks system for parks and grounds workers that resulted in a significantly reduced backlog and reductions in the costs of resources (parks maintenance, structures, play fields, installations and event permit processes).
- Coordinates certificate training for employees and residents.
- Proposed, developed, and implemented an Adopt-A-Park Program. Successfully secured supporting funding from the Trust for Public Land in concert with the Business Administrator's office.

Responsible for management and oversight of municipal staff in the maintenance and repair needs for Newark's parks, recreational facilities and athletic fields.

**RUTGERS, THE STATE UNIVERSITY, Newark & New Brunswick, N.J.**

**1995 – 2006**

*Assistant Director/Assistant Dean, MBA Student Services*

*2004 - 2006*

- Program management and oversight for academic and career counseling for 1,550 diverse graduate business students. Responsibility areas included: internship and cooperative programs, academic and career workshops, transfer credits analyses and certification, academic probation, admissions and graduation requirements and certifications.

- Developed policy and procedure manuals for professional advisors, staff and student employees within the Business School. Trained and coordinated advisor staff and implemented university policies and regulations.
- Interpreted and implemented academic policies set by the University and the American Assembly of Collegiate Schools of Business (AACSB) and initiated and developed alliances with New Jersey community colleges to support and increase Business School recruitment and retention.
- Responsible for evacuation and Lock Down plan for department in case of active shooter scenario.

***Recruitment Coordinator/Curriculum Development – Upward Bound*** **2001 - 2003**

- Recruited prospective high school students for programs. Assisted Program Administrator in selection process of prospective students and achievement of program goals and objectives. Facilitated presentations/workshops for instructional staff. Facilitated presentations/workshops for instructional staff.
- Taught two classes of HSPT math and Basic Skills Math and Algebra.

***Dean of Student Affairs and Academic Advisor, Rutgers University Business School*** **1995 - 2004**

- Assisted in establishing the Degree Audit Program to obtain information on GPA's, and course history.
- Efficiently evaluated re-entry students' records to determine appropriate courses and course load and advised students on requirements for graduation.

Professional Experience (continued)

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- Maintained and monitored academic achievement, retention and attrition data of student population.

***Vice Principal, Marist High School, Bayonne, N.J.*** **1996 – 2000**

- Responsible for administration and supervision of the school. Developed and implemented successful conflict resolution and parent accountability strategies, resulting in a reduction of school violence incidences within 90 days and a 20% reduction in absenteeism
- Responsible for emergency fire drill, lock down and active shooter drills evacuation plan for high school students and staff.

***Teacher, Newark Public Schools District, Newark, N.J.*** **1994-1996**

**U.S. Army Reserves**

Picatinny Arsenal Unit, 322<sup>nd</sup> General Hospital Mobile Army Station Hospital

- Coordinated envoys for emergency responses and emergency evacuations.
- Responsible for ordering medical supplies for Triage and operations for soldiers.
- Responsible for shelter set-up, fueling station set-up, generator and ambulance logistics.
- Trained to "decontaminate" individuals in case of Bio-Attack.
- Trained in CPR, Tourniquet, Hyperthermia and preparedness for basic field life saving procedures.

Served four years in the United States Army,

Honorably discharged Jan. 11, 1994

**Community Leadership**

Board member, Weequahic High School, Alumni Assoc.	2010-Present
Board member, Newark Board of Education.	2007 - 2010
Board member, Business Division, Essex County College Advisory Board.	2003 - 2005
Board member, Newark South Ward Community Collaborative.	2003 - 2004
President, Rutgers University College Alumni Association.	1999 - 2004
Member, 10,000 Mentors, Inc. of Newark	1995 - 1997
Board President, Project Redirect	1995 - 1996

**Education**

Currently enrolled in the Joint MA / PhD program in Urban Systems at Rutgers University, Newark

RUTGERS, THE STATE UNIVERSITY - Newark, NJ • Bachelor of Science in Criminal Justice • 1995

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**Certificates**


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IS-00547- Introduction to Continuity of Operations (COOP)	October 7, 2009
FEMA IS-00100.SCA Intro to Incident Command System, ICS-100	May 12, 2011
FEMA ICS for Single Resources and Initial Action Incident, ICS-200	May 12, 2011
Jurisdiction Crisis Emergency Management for Emergency Operations Center Course. 28 hours	May 24-27, 2011
NIMS IS-700 Awareness Training	July 2011
NIMS ICS All-Hazards Planning Section Chief	June 22, 2012
DHS ICS All-Hazards Planning Section Chief	June 18-22 2012
DCA-11998, 1 Management and 1 Govt CPWM credits	May 23, 2013
Community Forestry (3 CEU's)	
Medical Preparedness and Response to Bombing incidents	September 14-17, 2014
IS-00800.b National Response Framework, An Introduction	September 25, 2014
NIMS Intrastate Mutual Aid, an Introduction	September 26, 2014
NIMS Resource Management, IS-00703.a	September 26, 2014

Certificates (continued)

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NIMS IS-0700.a	September 23, 2014
Emergency Manager, IS-00001.a	October 1, 2014
Fundamentals of Emergency Management IS-00230.d	October 3, 2014
Into to Continuity of Operations (COOP IS-00547	October 7, 2014
Emergency Planning IS-00235.b	October 7, 2014
Leadership and Influence IS-00240.b	October 7, 2014
Effective Communication IS-00242.b	October 9, 2014
(IPAWS) for the American Public IS-00248	October 10, 2014
Developing and Managing Volunteers IS-00244.b	October 10, 2014
Decision Making and Problem Solving IS-00241.b	October 15, 2014
Orientation to FEMA Logistics IS-00027	October 15, 2014
CERT Suppl Training, The Incident Command Sys IS-00315	October 16, 2014
Introduction to Homeland Security Planning IS-00453	October 21, 2014
Introduction to CERT IS-00317	October 21, 2014
Introduction to Debris Operations IS-00632.a	October 22, 2014
Emergency Management Preparedness Fund. IS-00910.a	October 23, 2014
Basic Workplace Security Awareness IS-00906	October 24, 2014
Emergency Operations Center & Catastrophic Emergencies	November 7, 2014
IS-00775 EOC Management and Operations	November 12, 2014
IS-00909 EOC Community Preparedness Implementing Simple Activities	November 13, 2014
IS-00914 Surveillance Awareness: What You Can Do	November 14, 2014
IS-00893 Facility Security Committees	November 17, 2014
IS-00912 Retail Security Awareness, Understanding Hidden Hazards	November 18, 2014
UASI's Meta-Leadership Symposium by Harvard School of Public Health	November 20, 21, 2014
IS-00916 Critical Infrastructure Security: Theft and Diversion	November 24, 2014
IS-00026 Guide to Points of Distribution	November 26, 2014
IS-00120.a An Introduction to Exercises	December 1, 2014
Emergency Management Institute Professional Series Cert. of Achievement	December 1, 2014
Personal Protective Measures for Biological Events	December 4, 2014
NCBRT Transit Terrorist Tools and Tactics Performance Level 24 hrs.	December 11, 2014
IS-00130 Exercise Evaluation & Improvement Planning	December 22, 2014
IS-00075 Military Resources in Emergency Management	December 23, 2014
IS-00020.14 Diversity Awareness	December 24, 2014

IS-00021.14 Civil Rights &amp; FEMA Disaster Assistance

December 24, 2014

**Training**

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Table Top Responsive Exercise  
Airport preparedness

December. 10, 2013

- Airport security.
- Preparedness in case of flooding and severe weather.

Table Top Exercise  
Pulaski Skyway Transportation Emergency

December. 13, 2013

Table Top Emergency Response Exercise  
North Jersey Water Supply Plant

January 16, 2014

- Evaluate the readiness of the commission to respond to a Distribution System Emergency
- Objectives and Core Capabilities: Activate agency and regional interoperability communication plans to coordinate communication during multi-jurisdiction response to a Pulaski Skyway emergency closure.

Training (continued)

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Active Shooter and Workplace Exercise  
U.S. Department of Homeland Security of Infrastructure Protection

February. 21, 2014

- Outlining all exit routes.
- Identifying vulnerabilities in building layout.
- Lock down procedures.

Essex County Sheriff's Office of Emergency Management:  
Community Emergency Response Team

October 20, 24, 27, 2014

Division of State Police Emergency Management:

Community Emergency Response Team Program Manager Training Course	Jun 18, 19, 2015
IS-00100.hbc Intro. to the Incident Command System(ICS 100) for Healthcare/Hosp	October 21, 2015
Homeland Security Population Monitoring at Community Reception Centers, PER-332	March 3, 2017
Homeland Security Primary Screener/Personal Radiation Detector Course PER-243	March 8, 2017
Homeland Security Radiation Instruments Operation Course PER-345 (4 Contact Hours)	March 9, 2017

# **Jamel C. Holley**

147 East Fifth Avenue • Roselle, New Jersey 07203 • Phone: (908) 208-6727

Email: [jamelholley@hotmail.com](mailto:jamelholley@hotmail.com)

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## **CAREER EXPERIENCE**

### **FRONT PORCH STRATEGIES**

#### ***President, July 2010—Present***

Head of New Jersey-based firm focused on providing a personal approach to ally development, public affairs advocacy and community relations. Client representation includes large corporations to growing non-profits. Provide strategic outreach and political intelligence by working with business groups, local government, organized labor, community, faith-based organizations, other key influencers and opinion leaders, thereby establishing a direct line of communication between clients and key community decision-makers. Incorporate community engagement and build essential coalitions by taking charge of communications and presentations to the public. Facilitate and develop relationships with local decision makers, and position the firm to manage projects from the initial planning and implementation process to achieve desired results. Increased the firm's client portfolio and revenue by 30% in 11 months.

### **BOROUGH OF ROSELLE, NEW JERSEY**

#### ***Mayor, January 2012- Present***

Chief Executive Official of the Borough government. Oversee all Borough Department Directors and town services, including the implementation of policies established by the legislative governing body. Create initiatives aimed at enhancing and providing quality services to 24,000 residents, local businesses and community organizations. Serves as Chair of all Borough Council monthly meetings, and make appointments to Borough Boards and Commissions. The Office of Mayor is a part-time position, as set forth in the Borough Charter and By-Laws.

#### ***Councilman At-Large, January 2005-December 2011***

As the only member of the local governing body representing the entire Borough, responsible for representing the issues of concern to Roselle residents, and assisting with the creation of such legislation that will enhance quality of life. Examined and amended Borough expenditures and operational costs associated with the \$32 million municipal budget. Facilitated community discussions and increase community engagement by providing support necessary for residents to effectively communicate their concerns to local officials.

### **COUNTY OF UNION, NEW JERSEY**

#### ***Economic Development Manager—Office of the County Manager (Division of Economic Development), March 2007- July 2010***

Engaged in tasks involving the retention, attraction, promotion, economic growth and development of business in the County; Oversaw the establishment and execution of specialized programs related to overall business development; Cultivated and maintained contacts within the business community and those in the economic development sector, and kept the lines of communications open between all parties and constituents affected by the County's economic development programs and policies. Implemented a comprehensive and coordinated business resource approach in delivery of services to individual businesses, and the Union County business community in general.

### **NEW JERSEY GENERAL ASSEMBLY—20<sup>TH</sup> LEGISLATIVE DISTRICT**

#### ***Chief of Staff to the Assembly Deputy Speaker, March 2001- March 2007***

Served as direct liaison between the Legislative Office and state agencies, constituents, lobbyists and media; Managed all Public Relation matters, inclusive of public comment and press releases, and policy explanations to the public and members of the media; Prepared and delivered speeches on behalf of the member; Managed the creation and monitored progress of legislation sponsored and/or co-sponsored by the Assemblyman; Advising on legislative and community related matters.

## **EDUCATION**

#### **Kean University—Nathan Weiss Graduate School Union, NJ**

Masters of Public Administration, May, 2006

#### **New Jersey City University—College of Professional Studies Jersey City, NJ**

Bachelors of Science—Criminal Justice (Pre-Law), May, 2003



## Jamel Curtis Holley

Jamel Curtis Holley, a 1997 graduate of Abraham Clark High School in Roselle, New Jersey, has been regarded as one of the most engaged young activist known throughout his community. Known for his spirited energy and focus, Jamel has incorporated advocacy with accomplishment to improve issues important to Borough residents and stakeholders. His demonstrated leadership has allowed him to bridge many gaps and foster relationships on everything from preserving Roselle taxpayers' dollars, to standing up for the creation of good government spending practices, to supporting youth recreation, and preserving open space.

In 2002, Jamel earned his Bachelor of Science Degree in Criminal Justice from New Jersey City University, and holds a Masters Degree of Public Administration from Kean University.

In 2001, Holley was appointed by New Jersey's Deputy Majority Leader to serve as Chief of Staff. That appointment earned him recognition as the youngest Chief of Staff in the State of New Jersey for any of the State's 120 Legislators. As Chief of Staff, Mr. Holley was responsible for coordinating political and constituency outreach programs, supervising legislative departments and projects, and meeting with lobbyists, community leaders and local, state and federal officials on a regular basis.

On November 2, 2004, Holley won the General Election for Councilman At Large in the Borough of Roselle. He became the youngest Councilman in Union County at age 25. Later that year, Holley was one of 40 people nationwide to be honored by *The Network Journal* Magazine for his achievements and his contributions to the African American community.

Holley was tapped by New Jersey Democratic State Committee in 2004 to serve as a Member of the Affirmative Action and Outreach Committee for the Democratic National Convention. In this position, He assisted the National and State Democratic Party in expanding the base of individuals that may apply for positions in their communities, as delegates and members of outreach committees throughout New Jersey. His responsibilities included utilizing his contacts with community African-Americans and other minority residents to further diversity and minority representation throughout the State of New Jersey.

Jamel serves as Chairman and Chief Executive Officer of the Jamel C. Holley Civic Association, a 501 © 3 non- profit organization, whose primary purpose is to provide resources and programs to residents of the greater Roselle community. Such programs include senior day activities, community Thanksgiving Dinner, and toy drives for underprivileged youth.

Holley was once again successful in his 2007 and 2010 election bid for Councilman At Large. In November 2011, Holley was elected Mayor and has become the youngest Mayor ever elected in the Borough's 117<sup>th</sup> year history.

Currently, Holley is President of the public affairs firm, Front Porch Strategies.

Holley is the grandson of the late Yvonne Holley, and has two younger brothers, Jesse a former wide receiver for the National Football League (NFL) Team New England Patriots and Dallas Cowboys, and youngest brother Joseph.

Holley's future plans include continuing his public service in order to serve others using his experience and knowledge of local, state and federal government.

**Monique S. Griffith, Psy.D.**  
**Curriculum Vitae**

Email: [Dmoniquegriffith@gmail.com](mailto:Dmoniquegriffith@gmail.com)

Phone: 732-207-8500

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**Education:**

Hofstra University, Hempstead, NY.

February 2010

Doctorate of Psychology (Psy.D.), School-Community Psychology. (APA-accredited program)

Dissertation: "An evaluation of the Relationship Between the Anger and Hostile Attribution of Intent of Divorcing Parents"

Hofstra University, Hempstead, NY.

December 2006

Master of Science (M.S.), School-Community Psychology with Distinction. (APA-accredited program)

Rutgers University, New Brunswick, NJ.

October 2004

Bachelor of Arts (B.A.), Psychology.

**Certifications and Licensure:**

- New Jersey Licensed Psychologist # 35SI00553100 (Awarded: November 2015)
- New York State Licensed Psychologist # 019890-1 (Awarded: November 2012)
- New York State School Psychologist – Permanent # 661039121 (Awarded: September 2012)
- State of New Jersey School Psychologist – Standard (Awarded: June 2009)

**Professional Achievements:**

- President, New York Association of Black Psychologists, Inc. (2015 – Present)
- Collaborated with a community-based organization and the Brooklyn Borough President's Office to organize and co-facilitate a Mental Wellness Symposium for key stakeholders as part of a public health campaign.
- Chair, Communications committee, New York Association of Black Psychologists (2015 – Present)

**Experience:**

Township of Irvington, Irvington, NJ

Acting Director of Health (February 2016 – Present)

- Manage daily staff and activities within the local department of health.
- Collaborate with Health Officer to monitor communicable disease investigations and follow-up.
- Develop policies and initiatives to address factors that compromise the health and quality of life of residents.

Griffith Psychological Services, PLLC, Melville, NY

Founder, Psychologist (June 2014 – Present)

- Provide individual psychotherapy to address a range of clinical concerns, including anxiety and depression, utilizing a cognitive-behavioral approach.
- Conduct comprehensive psychological and educational evaluations to address concerns related to emotional, academic and occupational functioning.
- Collaborate with parents and an interdisciplinary team including medical and community-based professionals to support the development of effective treatment plans.

Holtz Psychological Services, Hicksville, NY

Psychologist (November 2012 – June 2014)

- Provided individual psychotherapy to address a range of clinical concerns, including anxiety and depression, utilizing a cognitive-behavioral approach.
- Conducted comprehensive evaluations for adolescents and adults to address concerns related to emotional, academic and occupational functioning.



School for Language and Communication Development, Glen Cove, NY

School Psychologist (July 2011 – July 2013)

- Conducted psycho-educational evaluations and facilitated individuals and group counseling sessions for students with a range of academic classifications and mental health diagnoses.
- Managed the school-wide behavior reinforcement system.
- Consulted with pre-school and school-aged teacher to meet the behavioral needs of students, and to promote academic functioning.
- Collaborated with school staff and parents to develop effective treatment plans, functional behavioral assessments and individualized behavior intervention plans.
- Participated in Committee on Preschool Special Education (CPSE), Committee on Special Education (CSE) and School-Based Support Team Meetings.
- Facilitated parent training workshops on topics including behavior modification and management, and stress management.
- Supported families in locating local mental health resources and alternative placements, as needed.

Success Charter Network, Harlem, NY

School Psychologist – Bronx Success Academies (July 2010 – July 2011)

- Conducted psycho-educational evaluations and facilitated weekly individual and group play therapy sessions.
- Collaborated with teacher, parents and students to develop reinforcement systems, functional behavioral assessments and individualized behavior intervention plans.
- Participated in School-Based Support Team Meetings and collaborated with a multidisciplinary team within the community to meet the needs of students.
- Worked with school leadership to identify and manage classroom, grade and school-wide behavioral needs.
- Supported families in locating support services and alternative placements, as needed.

Suffolk County Department of Probation, Hauppauge, NY

Clinical Consultant, Mental Health Juvenile Justice Program (MHJJ) (April 2009 – July 2010)

- Conducted grant-funded mental health screenings and diagnostic evaluations for adjudicated juveniles.
- Developed psychological reports for court hearings.
- Conducted weekly individual therapy for juveniles and collaborated with the psychiatric nurse practitioner to streamline treatment and work toward decreasing recidivism.
- Collaborated with probation officers and educational advocates to ensure that adequate services were provided to adjudicated juveniles and families.

Youth Development Clinic, Newark, NJ

Per Diem Clinician (August 2009 – July 2010)

- Provided mental health services for juveniles in a long term residential placement.
- Participated in treatment planning meetings.
- Conducted research and provided consultation services to local school districts on the reintegration for students with Autism.
- Facilitated play therapy and behavioral services for preschool aged students within multiple New Jersey cities and school districts including Irvington, Elizabeth, Newark and East Orange.
- Managed and developed reports for grants that funded school-based mental health initiatives.

Hofstra University, Hempstead, NY

Adjunct Instructor of Psychology (June 2007 – December 2009)

- Taught an undergraduate course in Abnormal Psychology.
- Taught undergraduate courses in Adolescent Psychology.

**Professional Affiliations:**

Member, Association of Black Psychologists (2016 – Present)

Member, New York Association of Black Psychologists (2015 – Present)

Member, American Psychological Association (2005 – 2011)

Member, National Association of School Psychologists (2007 – 2011)

Member, Association of Family and Conciliatory Courts (2005 – 2007)

## MONIQUE S. GRIFFITH, PSY.D.

Parlin, NJ 08859 • Tel: 732-207-8500 • Email: drmoniquegriffith@gmail.com

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### EDUCATION

Doctor of Psychology (Psy.D.) in School-Community Psychology (APA-accredited program), Hofstra University, Hempstead, NY. February, 2010. Dissertation: "An Evaluation of the Relationship Between the Anger and Hostile Attribution of Intent of Divorcing Parents".

Master of Science (M.S.) in School-Community Psychology with Distinction (APA-accredited program), Hofstra University, Hempstead, NY. December, 2006.

Bachelor of Arts (B.A.) in Psychology, Rutgers, The State University of New Jersey, New Brunswick, NJ. October 2004.

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### LICENSURE AND CERTIFICATION

- New Jersey Licensed Psychologist # 35SI00553100 (Awarded: November, 2015)
  - New York State Licensed Psychologist # 019890-1 (Awarded: November, 2012)
  - New York State School Psychologist – Permanent # 661039121 (Awarded: September, 2012)
  - State of New Jersey School Psychologist – Standard (Awarded: June, 2009)
- 

### PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

- Member, The Greater Newark Community Advisory Board (2016 – present)
  - Collaborated with a community-based organization and the Brooklyn Borough President's Office to organize and co-facilitate a Mental Wellness Symposium for key stakeholders as part of a public health campaign. (2016)
- 

### EXPERIENCE

Department of Health, Irvington, NJ

Director (February, 2017 – present)

Acting Director (February, 2016 – 2017)

Provide administrative oversight of all programs associated with the divisions of the local department of health in conjunction with the Health Officer. Establish the departmental budget and provide stewardship over the department's finances. Supervise and evaluate staff performance, schedules, caseload, and assignments. Administer personnel and related policies. Develop and monitor the efficacy of local public health ordinances. Promote community awareness of public health matters and related services. Negotiate contracts for the provision of public health services.

Irvington Health Coalition, Irvington, NJ

Project Director (February, 2016 – present)

Provide administrative oversight of innovative initiatives that are designed to improve the culture of health within the Township of Irvington. Establish the annual budget and provide stewardship over grant awards. Collaborate with local organizations and community stakeholders to remediate identified factors that compromise the community's quality of life.

Griffith Psychological Services, PLLC, Melville, NY

Founder, Psychologist (June, 2014 – present)

Provide behavioral health services to address a range of clinical concerns, including anxiety and depression, utilizing a cognitive-behavioral approach. Conduct comprehensive psychological and educational evaluations to address concerns related to emotional, neurological, academic and occupational functioning. Collaborate with clients, medical and community-based entities to support the adjustment of individuals within the community.

Holtz Psychological Services, Hicksville, NY

Psychologist (November, 2012 – June, 2014)

Provided behavioral health services to address clinical concerns utilizing a cognitive-behavioral approach. Conducted comprehensive evaluations to assess matters associated with pre-employment needs, fitness-for-duty requirements, bariatric procedures, academic placement and forensic cases.

School for Language and Communication Development, Glen Cove, NY

School Psychologist (July, 2011 – July 2013)

Conducted psycho-educational evaluations and provided clinical services for students with a range of academic classifications and clinical diagnoses. Managed the school-wide behavioral reinforcement system. Participated in Committee on Preschool Special Education (CPSE), Committee on Special Education (CSE) and School-Based Support Team Meetings. Facilitated parent training workshops on topics including behavior modification and management, and stress management. Supported families in locating local behavioral health resources and alternative placements, as needed.

Success Charter Network, Harlem, NY

School Psychologist – Bronx Success Academies (July, 2010 – July, 2011)

Conducted psycho-educational evaluations and provided clinical services for students within the academic environment. Facilitated School-Based Support Team Meetings and collaborated with a multidisciplinary team within the community to meet the needs of students. Worked with academic administration to identify and manage classroom, grade and school-wide behavioral needs. Supported families in locating support services and alternative placements, as needed.

Suffolk County Department of Probation, Hauppauge, NY

Clinical Consultant, Mental Health Juvenile Justice Program (MHJJ) (April, 2009 – July, 2010)

Conducted grant-funded psychological screenings and diagnostic evaluations for adjudicated juveniles. Consulted with prosecutors, judges, clinical and law enforcement staff to redirect identified youth from the criminal justice system. Developed treatment plans to decrease the likelihood of recidivism.

Youth Development Clinic, Newark, NJ

Per Diem Clinician (August, 2009 – July, 2010)

Provided behavioral health services for juveniles in a long-term residential placement. Consulted with local districts to support the reintegration of students on the autism-spectrum within community schools. Provided behavioral services for preschool aged students within multiple New Jersey cities and school districts including Irvington, Elizabeth, Newark and East Orange. Managed grants that funded school-based mental health initiatives.

Hofstra University, Hempstead, NY

Adjunct Instructor of Psychology (June, 2007 – December, 2009)

- Taught an undergraduate course in Abnormal Psychology.
- Taught undergraduate courses in Adolescent Psychology.

Donald Malloy  
37 Elm Place  
Irvington, New Jersey 07111

Education: Lincoln Business School  
Pekin, Illinois

Empire Technical School  
East Orange, NJ

Essex County College  
Market Street  
Newark, NJ

Chesterfield High School Graduate  
Chesterfield, SC

Employment:  
2010 – Present Township of Irvington  
Director of Parks and Recreation

Responsible for the efficient operation of Department  
Supervise and direct employees  
Prepare budgets and administer budgets  
Schedule all park, playgrounds and facilities activities  
Develop and administer recreational programs  
Summer Programs and Pool

2004- 2010 Township of Irvington  
Manager of Parks and Recreation

1998 -2004 Township of Irvington  
Recreation Supervisor Cultural Services

Administered all the Township's cultural programs  
Scheduled all Events and managed all festivals,etc

12/88 – 12/90 U. S. Department of Commerce  
Bureau of the Census  
Asst. Manager of Field Operations

Direct supervision of over 450 employees for field operations and clerks  
Responsible for payroll certification, managed budget for operation and  
analyzed data and reports.  
Responsible for all job training.

The Honorable Mayor  
**TONY VAUSS**



**20-B**

**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

**DR. STEPHANIE R. BUSH-BASKETTE,**  
**ESQ., PH.D.** Aide To The Mayor

**OFFICE OF THE MAYOR**  
1 Civic Square • Irvington, NJ 07111  
Tel: (973) 399-6639 • Fax: (973) 399-7321

June 27, 2018

Township of Irvington  
David Lyons, Council President  
and Members of the Municipal Council  
1 Civic Square  
Irvington, New Jersey 07111

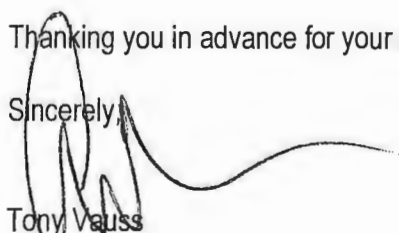
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Musa A. Malik as the Acting Director of Revenue and Finance with no additional salary effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Musa A. Malik

# MUSA ABDUL MALIK

244 Madison Avenue, Suite 2190, New York, New York 10016; (973) 803-0598; [malik.mus@gmail.com](mailto:malik.mus@gmail.com)

## EDUCATION

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**Rutgers School of Law – Newark, New Jersey**  
*Juris Doctor*, May 2008

**Temple University, Philadelphia, Pennsylvania**  
*Bachelors of Science*, Education, January 2004  
*Bachelors of Arts*, History, January 2004

## ADMINISTRATIVE EXPERIENCE

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**Irvington Board of Education, Irvington, New Jersey (May 2013 – Present)**

Manager of Human Resources responsible for managing the day-to-day personnel actions for the school district, including, but not limited to, hiring, transfers, temporary re-assignments, re-classifications and terminations.

Create and facilitate a training program for Secretaries that saved the District thousands of dollars in 3rd party vendor fees. Supervise and direct a reduced District Medical Staff, including physicians, nurses and medical clerks without a decrease in the services provided, in addition to bringing in outside vendors to expand some services without incurring additional costs. Direct and oversee all personnel actions for the District, including but not limited to, affirmative action investigations, 504 accommodations, and disciplinary actions. Create new procedures, issue administrative directives, new job descriptions, new staff evaluation tools, and draft new policies/procedures.

Make personnel recommendations to the CSA based on applicable laws, including NJLAD, Title 18A, and Title 6A, which has resulted in no litigation filed against the District relative to employment law violations. Make personnel recommendations to the CSA based on applicable labor contracts, which has resulted in one litigation matter filed against the District relative to labor law grievances; participate as a member of the labor negotiations committee on behalf of the district and perform various other functions as needed.

## LEGAL EXPERIENCE

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**Hunt, Hamlin & Ridley, Newark, New Jersey (June 2006 – November 2012)**

Associate at a General Practice Firm working daily under the supervision of a Partner. *Concentration:* Employment/Labor Law and Education Law

Conducted day-to-day, time sensitive legal research based on emergent issues referred to the firm by directors and administrators of public entities. Researched and drafted policies and practices to insulate public entities from liability. Created training materials for supervisory staff with updates to existing regulatory/statutory (ADA, NJLAD, NJFLA, FMLA, ADEA, and Title VII) compliance. Drafted and reviewed contracts for professional services vendors, created templates for independent contractor agreements, and drafted requests for bids/proposals.

Investigated claims against public entities (grievances/arbitrations) brought pursuant to CBA or under EEOC/PERC, including allegations of breach of regulations and statutes against directors and officers. Involved in discussions related to litigation strategy and exposure based on specific facts of each case. Provided updates to liability/excess carriers and reviewed insurance contracts to avoid coverage disputes. Drafted documents related to all aspects of legal defense in the Superior Court of New Jersey (and other administrative bodies), including initial pleadings/responses, discovery, depositions, motion practice (pre-answer, discovery, dispositive and *in limine*), settlement negotiations (Mediations) and trial and post-trial motions/relief. Experienced in Appellate Division motions/briefs and Briefs for the New Jersey District (Newark Vicinage) and 3d Circuit Court of the Federal Government.

**Essex County Superior Court of NJ (January 2008 to June 2008)**

Mediator

Negotiated disputes between adverse parties in matters ranging from Landlord/Tenant to Personal Injury. Drafted settlement agreements. Attended court.

**Hon. Ronald J. Hedges, USMJ, United States District Court of NJ, Newark Vicinage (January 2007 to June 2007)**

**Judicial Extern**

Received and reviewed correspondences and motions. Conducted legal research and drafted legal opinions and memoranda relative to various matter of law. Attended court and maintained calendar.

**Essex County Office of the Public Defenders, Newark NJ (January 2006 to June 2006)**

**Intern**

Prepared files for arraignment and court hearings. Conducted legal research for attorneys. Attended court.

**SKILLS**

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Lexis Nexis, West Law, Microsoft Office, WinCap, SubFinder, Applitrak, Web-based applications and tools.

The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

**DR. STEPHANIE R. BUSH-BASKETTE,**  
**ESQ., PH.D.** Aide To The Mayor

**OFFICE OF THE MAYOR**  
1 Civic Square • Irvington, NJ 07111  
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June 27, 2018

Township of Irvington  
David Lyons, Council President  
and Members of the Municipal Council  
1 Civic Square  
Irvington, New Jersey 07111

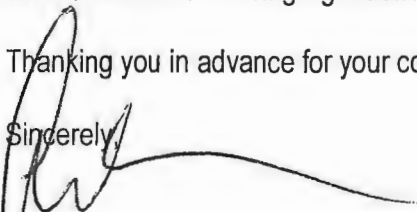
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Althea Headley as the Assistant Business Administrator and Qualified Purchasing Agent effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Althea Headley



*Althea Headley*  
221 Cavell Street  
Roselle, NJ 07203  
[Headleal@comcast.net](mailto:Headleal@comcast.net)

**Objective:** Diversified background in municipal government, seeking to further my experiences in a quality environment in order to utilize my skills and knowledge of public purchasing for the benefit of the taxpayers, employees and governing body.

**Summary of Qualifications:**

- Proven ability to streamline operations, while maintaining top performance
- Ability to delegate, manages, and prioritizes
- Treasury operations and bank reconciliations
- Cash management experience
- Supervisory and staff development experience
- Effective use of statistical models to predict outcomes
- Top performance achiever and self-starter

**Education:**

Rutgers University, New Brunswick, NJ

**Certification of Municipal Finance, (CMFO)** September 2009 – Present

Department Of Community Affairs, Division of Local Government Service

**Qualified Purchasing Agent License, (QPA)** June, 2012

Rutgers University, New Brunswick, NJ

**Certification of Public Purchasing (RPPO)** May 2009

Curriculum Focus: Bids specification, RFP, RFQ, Public Contracts Laws, Local Public Contract Law 40A:11 and Finance Administration

Rutgers University, Newark NJ

**Master of Public Administration (MPA), Magna cum Luade,** May 2008.

Curriculum Focus: Budgeting, Taxation, Community Development and Financial Management

Seton Hall University, South Orange NJ, May 2006

**Bachelor of Science with honors, International Relations/Political Science, Cum Laude,** May 2006

**Minors: Spanish and Economics/Finance.**

**Employment:**

**Township of Irvington**

**January 2013 - Present**

**Assistant Business Administrator and Qualified Purchasing Agent**

- Review all purchases made by the Township for compliance with New Jersey Local Public Contracts Law.
- Negotiates contractual agreements for purchase of goods and services.
- Prepare and advertise all specifications for quotes and/or bids when required.
- Review all bids and make written recommendations of award to the governing body.
- Write resolutions pertaining to all phases of purchasing.
- Prepared Purchasing Manual

**Borough of Roselle****March 2008 - January 2010****Job Title: Principal Accountant Clerk**

- Prepared bank reconciliation for fifteen bank accounts.
- Established and Maintained general ledger accounts for all funds.
- Assisted with preparing financial Statements, debt statement and budget.
- Ensured accounting regulations and procedures are followed including NJ.S.A 40A:11 et seq and 40A:4.
- Managed and maintained Municipal Fixed Assets Inventory
- maintained an encumbrance system for all disbursements.
- Monitored, investigated and examined financial records and prepared statistical tabulations.
- Prepared detailed accounting reports containing findings, conclusions and recommendations.
- Maintained all accounting records and files including: purchase orders, petty cash, checks and other financial documents.
- Knowledgeable and experienced with Munidex Finance software system among other electronic systems to execute job requirements.
- Assisted with payroll, unemployment benefits, and pension and maintain all payroll records. Knowledgeable with ADP software.
- Monitored daily activities of Account Clerk/Account Payable Personnel.

**Roselle Board of Education****March 2008- January 2010 (Part-time)****Job Title: Treasurer**

- Prepared bank reconciliation for ten bank accounts. Submitted final report to the School Board and Business Administrator.
- ensured all funds received by the Roselle Board of Education are deposited into banks accounts in a timely manner.
- managed all payroll and benefits.
- ensured all grants are recorded.
- Detected and report any fraudulent activity.

**Skills:**

Computer: Software - Edmunds Financial Software, Munidex Finance & Tax Software, MSI Financial Software, HR Soft Time Software, GIS Software and ADP software. Microsoft Excel, Word & Windows (all versions), Word Perfect And Lotus 123.

**Activities**

- 2006 Who's Who among Students in Colleges and Universities
- The National Society of Collegiate Scholars
- Sigma Iota Rho, Honor society in International Relations
- Pi Alpha Alpha, National Honor Society for Public Affairs and Administration.
- Instructor for Purchasing Seminar for the New Jersey Clerk's Association
- Member of the Board for Rutgers University Purchasing Forum

The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

**DR. STEPHANIE R. BUSH-BASKETTE,**  
**ESQ., PH.D.** Aide To The Mayor

**OFFICE OF THE MAYOR**  
1 Civic Square • Irvington, NJ 07111  
Tel: (973) 399-6639 • Fax: (973) 399-7321

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June 27, 2018

Township of Irvington  
David Lyons, Council President  
and Members of the Municipal Council  
1 Civic Square  
Irvington, New Jersey 07111


Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Ramon Rivera as the Township Attorney effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Ramon Rivera, Esq.



## RAMON E. RIVERA

### PARTNER

CHAIR, LABOR & EMPLOYMENT LAW GROUP  
MUNICIPAL GOVERNANCE  
PUBLIC LAW GROUP

1100 Valley Brook Avenue  
P.O. Box 790  
Lyndhurst, NJ 07071-0790  
Phone: 201-806-3388  
Fax: 201-806-3493  
rrivera@scarincihollenbeck.com

#### BIOGRAPHY

Ramon Rivera focuses his practice on the representation of public employers and private corporations in traditional labor and employment matters. He is primarily responsible for the representation of numerous public entities, municipalities and school boards with regard to various labor and employment issues. Specifically, he focuses on effective collective bargaining negotiations with positive cost savings results for public employers. His practice includes serving as Special Counsel for Boards of Education and Special Labor Counsel for municipalities throughout Northern New Jersey. Mr. Rivera has handled complex labor negotiations involving public employers and has obtained concessions in areas such as salary, health insurance contributions, overtime, and leave benefits. In addition, he has handled interest arbitrations for police and fire departments, grievance arbitrations and disciplinary hearings for public employers. Mr. Rivera also reviews and revises employee manuals and aids in conducting anti-harassment training for employees.

Mr. Rivera also practices in the areas of land use law. Mr. Rivera's land use practice involves working with private corporations and developers with regard to development and redevelopment projects, including providing assistance with land use applications and related litigation. Mr. Rivera is currently working with several private entities in Essex County on land use matters.

Mr. Rivera is very active in the community. He volunteers on the resource development committee of La Casa De Don Pedro, a nonprofit entity that provides housing assistance, day care, credit union and senior citizen services to residents of Newark. He is a trustee of the Cerebral Palsy of North Jersey and serves on CPNJ's Human Rights and Development Committees. He was recently named Chair of CPNJ's Governance Committee. Mr. Rivera is a member of the Steering Committee of the Newark Re-entry Legal Services Network, an initiative sponsored by Newark Mayor Cory Booker whose purpose is to provide free legal services to ex-offenders as they seek to re-enter society.

Mr. Rivera received his BA from Wesleyan University and his JD from Rutgers University School of Law, where he served as Articles Editor for the Rutgers Race & Law Review. Prior to joining private practice, he was a Law Clerk to the Honorable

Edward W. Beglin Jr., Assignment Judge, Union County, New Jersey Supreme Court. Mr. Rivera is a Certified Court Mediator.

Mr. Rivera was chosen for inclusion in the "New Jersey Super Lawyers Rising Stars 2006-2007, 2010-2012" lists. The Rising Stars list includes the "top up-and-coming lawyers in the state" and is compiled by conducting a poll followed up by a detailed and independent research process that evaluates each candidate based on 12 indicators of peer recognition and professional achievement. The New Jersey Law Journal named Mr. Rivera to their "40 Under 40" list for 2007, an annual list that featured lawyers "worthy of attention due to what they have accomplished in their careers so far." The Law Journal editors chose lawyers who have developed practice niches, demonstrated leadership potential by work in practice groups or committees and amassed a book of business and a solid record of trial, appellate or transactional work. They also looked for pro bono work and charitable, community and other volunteer activities.

#### EDUCATION

- Rutgers University Law School (JD, 2000)
  - Vice President, Assn. of Black Law Students
  - Treasurer, Assn. of Latino Students
- Wesleyan University (BA, 1995)

#### BAR ADMISSIONS

- New Jersey (2000)

#### AFFILIATIONS

- New Jersey State Bar Association (Member of the Executive Committee of the Section on Labor & Employment, Member of the Minorities in the Professional Section)
- Essex County Bar Association (Labor and Employment Section, Scholarship Committee, Board Member of the Young Lawyers Division)
- Union County Bar Association
- Sidney Reitman Labor and Employment Law American Inn of Court

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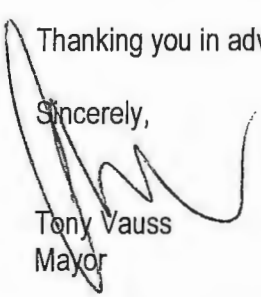
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Kyana Woolridge as the Director of Community Development effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Kyana Woolridge, Esq.

**Kyana Woolridge, Esq.**  
**The Woolridge Law Firm**  
462 South Harrison Street Suite 200  
Orange, New Jersey 07050  
[Kwoolridge@woolridgelaw.com](mailto:Kwoolridge@woolridgelaw.com)

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**Education:**

Howard University School of Law, Washington, DC  
Juris Doctorate May 2008-Passed New Jersey July 2008 State Bar  
G.P.A.: 3.3

University of Maryland Eastern Shore, Princess Anne, MD  
Bachelor of Arts, English, May 2004  
(Minor: Criminal Justice)

G.P.A.: 4.0

Honors: *Summa Cum Laude*

President, Sigma Tau Delta International English Honors Society

Phi Kappa Phi International Honors Society

Highest Honors award in the English Department

Activities: Member of Garden State Bar Association, ABA International Law Committee, GWAC member (Greater Washington Area Chapter of Women Lawyers Division National Bar Association), *The Hawks Messenger* (University newspaper) – Editor, 2003-04; Writer, 2002-03.

**Experience:**

- April 2017- Present    **Township of Irvington**    Irvington, NJ  
*Director of Community Development*  
Manage redevelopment projects in the Township, manage planning and zoning board members and applications, manage technical review committees meetings, manage zoning officers, draft zoning and planning ordinances for the Township.
- July 2014-April 2017    **Township of Irvington**    Irvington, NJ  
*First Assistant Township Attorney*  
Manage redevelopment in Township in conjunction with outside redevelopment counsel, draft legislation for the Township, advised department directors regarding legal matters, respond to OPRA request, conduct departmental disciplinary hearings, draft and review agreements and contracts on behalf of the Township, attend council and directors meeting.
- May 2012-Present    **The Woolridge Law Firm**    Maplewood, NJ  
Firm areas of practice include Municipal Land Use Development (Private Developers), Criminal and Civil Litigation, Family Law, and Wills and Estate, Workers' Compensation litigation (Petitioner and Defense). The firm provides Workers Compensation Defense for City of Newark and West New York Board of Education. The firm also provides services in Election Law. (Lead counsel on Ras Baraka's campaign for Mayor of the City of Newark and Transition Team. Counsel on Tony Vauss's campaign for Mayor of Irvington and Transition Team.)
- Sept. 09-March 2012    **Hunt, Hamlin & Ridley**    Newark, NJ  
*Associate Attorney*  
As an Associate of the firm I practiced in the areas of Criminal and Civil litigation, Workers' Compensation litigation (Petitioner and Defense), Education law matters, (Hearings, AOL Trials, Board of Education meetings and Appellate Practice, and Landlord Tenant Law matters.)
- Sept. 08-Sept. 09    **Essex County Superior Court (Law Division)**    Newark, NJ  
*Law Clerk for the Honorable Claude Coleman*  
Organized and managed Judge's Law Division and Special Civil docket. Mediated Special Civil cases. Researched and assisted in writing judicial decisions. Prepared pre-hearing memorandums, conducted post-hearing research, drafted post-hearing research and provided necessary assistance in case management development.
- Sept.07-April 08    **United States Institute of Peace (Rule of Law Department)**    Washington, DC  
*Research Assistant*  
Assisted in the development of training courses to establish the rule of law in conflict countries. Developed a research catalog in the areas of judiciary reform, transitional justice, police reform

and cutting edge issues in conflict and post conflict countries. Analyzed media incitement in Rwanda and East Timor and whether there is a need for an international restriction on freedom of speech.

- May. '06-Aug. '06      **United States Attorneys Office District of New Jersey**      Newark, NJ  
*Legal Intern*  
Supported Assistant United States Attorney in major narcotics case (researched chain of custody issue, drafted legal memoranda, interviewed informants, assisted in trial preparation, and proffer sessions). Provided legal research for credit card fraud issue. Drafted Immigration Memo for 2<sup>nd</sup> Circuit. Participated in Mock Trial Competition (discovery-closing arguments).
- June '03 - Aug. '03      **Federal Bureau of Investigations**      Quantico, VA  
*Honors Intern (The College of Analytical Studies (CAS)/Office of General Counsel)*  
Assisted General Counsel in a discrimination case. Prepared abstract of office's history and purpose using Lexis Nexis for post-9/11 report submitted to Congress. Read and analyzed several court decisions in preparation for cases. Assisted in preparation of CAS's training courses for FBI Analyst. Selected for position based on outstanding academic achievement in college and Top Secret Clearance.
- Dec. '00 - Jan. '01      **Richardson, Powell, & Carter Law Firm**      Newark, NJ  
*Clerical Assistant*  
Performed data entry and maintained files. Transferred, received, and distributed substantial amounts of legal documents for firm. Assisted with filing legal documents with court.

The Honorable Mayor  
**TONY VAUSS**



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Executive Assistant/Scheduler

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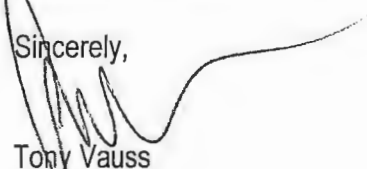
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Genia Philip as the Director of Economic Development & Grant Oversight effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Genia Philip



# GENIA C. PHILIP

---

66 Boyden Avenue, Maplewood, NJ 07040

(973) 945-4958

geniaphilip@gmail.com

## PROFESSIONAL OVERVIEW

Genia C. Philip is a highly skilled community and economic development professional who has years of demonstrated commitment and expertise to comprehensive and multi-faceted approaches to human, community and economic enhancement. Ms. Philip has worked with government, nonprofit, faith based, political and for-profit organizations to successfully improve the economic position of communities and residents. Through her work, she has acquired valuable knowledge about the interworking of local government as well as the responsibilities of and interplay between each departmental unit. Ms. Philip also has extensive experience successfully managing organizations with complex funding, programmatic, organizational, staffing, and management structures.

## RELEVANT PROFESSIONAL EXPERIENCE

**TOWNSHIP OF IRVINGTON, Irvington, NJ**

**3/15 - Present**

**Director, Department of Economic Development and Grants Oversight**

Develop, implement and manage the Township's redevelopment and economic development policies, procedures and activities; business and workforce development services; and, programs pursuant to HUD CDBG and HOME grants. Job responsibilities include: meeting with developers and investors to develop, approve and facilitate development projects; manage the Township's commercial and residential property inventory and property disposition; serve as liaison between the local businesses, developers and investors and other Township departments; plan and hosts the Township's Annual Business Summit and Job Fair; serve as the Township's UEZ Coordinator; serve as liaison between the Irvington Chamber of Commerce and the Township's Business Improvement Districts; develop relationships with business and organizations to implement the Township's First Source Employment linkage program to provide job training and employment training of township residents; and, administer programs and services pursuant to the requirements of HUD's Community Development Block Grant (CDBG) and HOME Partnerships Grant.

**CENTER FOR EMPOWERMENT AND SOCIAL JUSTICE, INC., Newark and Irvington, NJ**

**2/10 – 7/14**

***Executive Director and Chief Executive Officer***

Responsible for the oversight and management of the organization's day-to-day operations and infrastructure development; grant procuring, writing, implementation and management; systematically engage in policy research analysis and publication development on issues of poverty and addressing systematic barriers to self-sufficiency; board development and governance; design and develop programs and services; human resources management; operational management; program evaluation and performance review; fund development planning and implementation; development of public relations strategies and materials; supervision of staff and volunteers; develop and implement strategies to facilitate partnerships and collaborations; provide technical assistance and infrastructure development assistance to partner organizations; lead instructor in the non-profit capacity building class teaching grant writing, management and reporting.

**NEWARK EMERGENCY SERVICES FOR FAMILIES, INC., Newark, NJ**

***Executive Director***

**1/08 – 12/09**

Directed day-to-day operations; management & oversight of the agency to ensure that the mission, all goals, objectives and operational requirements were achieved consistent with the agency's strategic plans, board adopted policies and operational procedures; developed, implemented and oversaw comprehensive client centered programs and services; provided oversight to ensure achievement of financial & programmatic objectives & that proper controls

& procedures were in place; ensured that an effective grants management system was in place to facilitate timely & accurate reporting to funders & appropriate service delivery to constituents; and, implemented and administered various policies and procedures.

Human resources and fiscal administration including worked with the board to develop comprehensive personnel and benefits policies; ensured effective recruitment, hiring, staff development, supervision and performance evaluations; oversaw all organization financial management to ensure the integrity of accounting functions; coordinated the establishment of the annual budget, and maintained budget oversight with department directors;

Work with and engaged various community-based partners, community-based organizations, City, County and State Government agencies, funders, stakeholders and constituents' to ensure support for the mission, goals and objectives of the organization as well as to ensure a comprehensive and informed delivery of services; conducted community need assessments and surveys to ensure that the services and programs provided met the needs of NESF's constituents; and, worked with department and program managers to implement tactical, operational and work plans consistent with the agency's strategic plan to ensure successful implementation.

***Director of Administration and Contract Performance***

**9/07 – 12/07**

Developed and implemented internal administrative and performance controls for day to day administrative, compliance and performance functions; developed and implemented systems, processes, protocols and standard operating procedures when necessary to ensure the effective management of program and services and human resources activities; management of all fiscal and programmatic reporting responsibilities, data management and integrity; supervised department supervisors to facilitate program design, development, implementation and oversight; worked with the Executive Director to prepare materials for the board and for board meetings including strategic plan implementation updates, program and services and fiscal reports and reports and funding updates.

**NEWARK WORKFORCE INVESTMENT BOARD, INC., Newark, NJ**

**8/06 – 9/07**

***Acting Executive Director***

Led the development of workforce and educational programs and services; worked with the Board to ensure achievement of their oversight and monitoring responsibilities, this included: system-wide strategic analysis, policy development & operational planning; oversight of \$10 Million Workforce Investment Act funds and reporting; One-Stop Career Center Development and Oversight; planning & budget development and expenditure monitoring; development of partnerships with State, County and Local Officials, local businesses & community organizations; procurement & fiscal monitoring & management of all day to day operations.

**ESSEX-NEWARK LEGAL SERVICES, Newark, NJ**

**8/99 – 8/06**

Assisted the Executive and Deputy Directors with service delivery and oversight, strategic planning, agency oversight and daily human resources, programmatic and management activities; represented ENLS on non-profit Boards and community development collaborative initiatives; engaged in partnership building with community partners; worked with the State and non-profit community development organizations to develop non-profit organizational assessment and strategic planning tools; monitored and review legislation and public policy developments affecting ENLS's client population.

**Coordinating Attorney, Anti-Predatory Lending/Practices Project (APLP)**

**7/03 – 6/06**

Established & supervised the APLP. Management responsibilities included: program design, implementation and oversight and performance evaluation. Substantive work activities included: foreclosure defense & affirmative litigation in state & federal courts asserting fair lending, fair housing, civil rights, consumer & common law fraud claims; developed & implemented case screening, case handling & litigation procedures; developed and presented

community education materials; work with Legal Services of New Jersey & other local legal services offices to develop a statewide litigation and community education strategy for addressing predatory lending practices.

**Housing and Income Maintenance Unit - Coordinator, Multifamily Housing Preservation Project 8/00 – 1/02**

Created and implemented MHP; Responsibilities included strategic planning, program design implementation & oversight; supervision & management of staff. Substantive responsibilities included: handling Landlord/Tenant, Section 8 & HOPWA (Housing Opportunities for People living with HIV/AIDS) cases; coordinated group representation cases activities, litigation in federal & state courts; monitoring of federal statutory & regulatory housing preservation developments & representation of resident associations; development of community education materials; collaborated with other non-profit and governmental entities to conduct community education seminars; supervising attorneys, legal interns and support staffs.

**Housing and Income Maintenance Unit - Coordinator, Welfare Rights Advocacy Projects 1/02 – 7/03**

Created and implemented WRAP. Responsibilities included strategic planning, program design implementation and oversight; supervision and management of staff. Substantive responsibilities: case handling protocols; advocated with County & City Welfare Departments about improving welfare services & job training opportunities; developed staff training & community education materials; supervised attorneys, paralegals & interns on TANF, GA, Medicaid & Food Stamp cases.

**EDUCATION AND CERTIFICATIONS**

**University of Pittsburgh School of Law, Pittsburgh, PA, Juris Doctorate, May 1999**

**Bernard M. Baruch College, NY, NY, B.B.A., Computer Information Systems, August 1995**

**Seton Hall University, South Orange, New Jersey, Certificate in Non-Profit Financial Management, May 2008**

**Rutgers University, Center for Non-Profit Management, Newark, New Jersey, Non-Profit Executive Leadership Certificate, November 2008**

**AWARDS**

***Recipient, Community Award, Caribbean American Business Association, 2013***

***Recipient, Excellence in Business & Community Service Award, Project Redirect Youth & Family Services, 2013***

***Certificate of Recognition and Appreciation from the Guyana American Heritage Foundation, Inc., 2012***

***Community Organizer Award from Former Assemblyman Craig A. Stanley, 2009***

***Shirley Chisholm Award from Assembly Speaker Shelia Oliver, 2009***

***The Paul Flynn Alumni Award for Outstanding Service from Leadership Newark, Inc., 2007***

***The Madeline L. Houston Outstanding Attorney Award from Legal Services of New Jersey (LSNJ) "in recognition and admiration for her skillful and dedicated representation of low-income clients of ENLS", 2005***

***Certificate of Appreciation for Services to Student and Parents, Newark Vocational High School, 2005***

***The Friend of the People Award, the Association of Community Organizations for Reform Now, 2003***

***Dr. Robert Ailey Award for successfully bringing people together through leadership, Baruch College, 1995***

**APPOINTMENTS**

**Member** of the National Alliance for Children and Families, Annual Executive Leadership Conference Planning Committee; **Member** Prudential Foundation and the Partnership in Philanthropy to participate in non-profit capacity building focus groups; **Appointed** by Essex County Executive Joseph DiVincenzo and the Board of Chosen Freeholders to serve on the Essex County Human Services Advisory Council; **Appointed** to the "Revitalizing and Investing in Communities" Transition Team Policy Group in January 2006; **Appointed** by then Mayor-Elect Cory A. Booker's Real Estate Policy Group Transition Team in June 2006. **Appointed** by to the City of Newark's Workforce Investment Board and elected by the Board to serve as chair of the Youth Investment Council ("YIC").

The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
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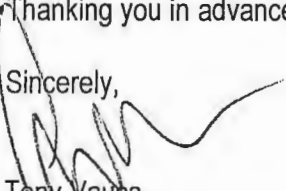
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Deborah Simpkins as the Director of the Irvington Neighborhood Improvement Corporation effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Deborah Simpkins

# *Deborah Simpkins*

*649 Hamilton Road*

*South Orange, NJ 07079*

*908-884-3642*

*Dsmith353@verizon.net*

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## *Personal Attributes:*

Well organized leader, results-driven, visionary with strategic analytical skills and twenty five years of professional experience; practical, compassionate, articulate and creative, with proven ability to solve difficult business situations in support of business goals and objectives; excellent interpersonal and communication skills.

## *Highlights of Qualifications:*

Over twenty years of experience working as a Preschool Director; highly experienced in managing daily administrative tasks within a daycare facility; In depth knowledge of early child care and education patterns; hands on experience in working in a collaborative environment; proficient in organizational planning, development and management; documented success during 20 years of progressive child care experience and community based organizations; extensive knowledge of current childcare practices and development; experienced in writing RFPs and grant proposals.

## *Leadership:*

Effective hiring, training, team building, and controlling skills; highly developed verbal communication skills; demonstrated high standard of literacy and written communication skills; ability to maintain liaison with teachers, employees, parents and community leaders; sound knowledge of administrative functions within a day care facility.

## *Employment:*

2011 - Present      Christian Pentecostal After School Program - Executive Director

Responsible for supervising all aspects of the operations of the program, including fulfillment of the organization's mission and strategic business objectives; administers budget and payroll; leads the development and delivery of programs and policies to ensure that Christian Pentecostal After School programs provides the highest quality care for children and families; responsible for providing strategic and operational leadership to ensure that the organization delivers high-quality programs and services, understand and translate the organization's strategic vision and mission into sound operating business plans; provides strong, proactive leadership and organizational skills to maintain a supportive climate and motivate employees, volunteers and community partners; strengthens and maintains a positive and professional work environment that stresses continuous improvement, excellent consumer service, teamwork, accountability, and flexibility.

Proven track record of building the organization from one location to eight. Successfully increased state funds from \$190,000 annually to \$1.75 million within a 3-year time frame.

*Employment Continued:*

1991 - 2011

*Christian Pentecostal Daycare - Director*

Responsible for setting the tone for the facility, managing the curriculum, overseeing physical facilities, hiring staff and managing the overall image of the center; ensured compliance with all local and federal laws governing child care, both in regard to the physical environment and the staff, and managed the financial affairs of the child care facility.

Successfully opened two other locations of the business. Grew enrollment from 105 children to approximately 215 children.

*Education:*

Lighthouse Bible College  
*Masters in Theology*

Christian Outreach Bible Institute  
*M.A of Religious Education*

Hampton University  
*2 years completed Studies of Political Science & Government*



The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

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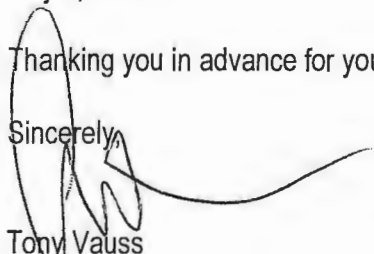
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Terri L. Yuelling as the Municipal Court Director effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Terri L. Yuelling

# ***THERESA L YUELLING***

27 Tudor Court Springfield, NJ 07081 Tel. (973) 376-7794 Fax (973) 379-3833

*tyuelling@verizon.net*

## **EXPERIENCE:**

### **Municipal Court Director**

*2/2004 – present*

*1992 – 7/2002*

- As one of seven Court Directors in the State, together with the Chief Judge oversee the long-term planning and daily supervision of the Irvington Municipal Court, one of the largest court systems in the State, with seventeen employees, a Chief Municipal Judge and two Municipal Judges.
- Under the Chief Judge's direction responsible for the preparation of the court's budget of over three million dollars, revenue collections of over two million dollars and all financial reports pertaining thereto.
- Schedules and is responsible for the operations of eight court sessions per week, the sessions include five daytime and three traffic evening sessions.
- Responsible for maintaining all court records and documents, including personnel, payroll and purchasing.
- Implemental and maintenance of the Administrative Office of the Courts Automated Criminal and traffic systems, and oversee the training of Court and police personnel.
- Responsible for the coordination of judicial committees such as the Speedy Trial Committee, Security Committee and Irvington Improvement Committee.

### **Municipal Deputy Court Administrator**

*1989 – 1992*

*7/2002 – 2/2004*

- Processed traffic and criminal bails and records.
- Performed managerial duties including preparing financial and statistical reports, court and trial calendars and jail commitments.

### **Principal Accounts Clerk**

*1988 – 1989*

- Prepared all monthly financial and statistical reports, bank reconciliations and daily deposits.
- Processed traffic and criminal bails.

### **Violations Clerk**

*1985 – 1988*

- Supervised a staff of nine employees in the traffic department.
- Responsible for the collection of all fines.

### **Clerk – Typist**

*1979 – 1985*

- Performed a wide range of clerical activities for the Court, including the preparation of trials and the collection of fines.

## **PERSONAL INFORMATION**

- Administrative Office of the Courts certified in automated criminal system (ACS) and the automated traffic system (ATS). Accredited 6/2/2014 as Deputy Municipal Court Administrator.
- Certified trainer in both ACS and ATS, Promis Gavel, CCIS, and video conferencing.
- Attended seminars in domestic violence (1995) and community dispute resolution (1994)
- Graduated Vailsburg High School in June of 1975.
- Computer proficient with experience in Windows 8.1, Microsoft word 2013, word perfect, Excel 2013.
- Typing certificate of proficiency.
- Shorthand certificate of proficiency.

*References available upon request*



The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

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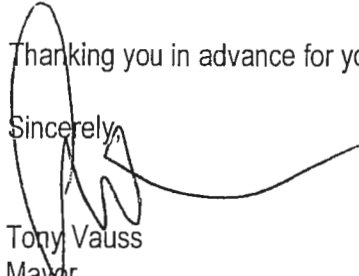
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Terri L. Yuelling as the Municipal Court Director effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Terri L. Yuelling

The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
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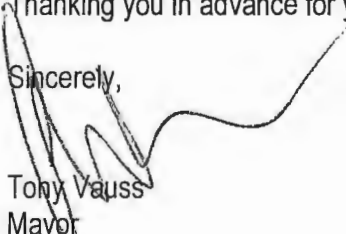
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed John Brown as the Office of Emergency Management Coordinator effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
John Brown

# John F. Brown

989 Stuyvesant Avenue, Irvington, NJ 07111 • 973.337.0154 • [phd130@aol.com](mailto:phd130@aol.com)

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## Deputy Director of Public Safety

**Passionate about providing for the safety and welfare and improving the life of others**

- Regarded for ability to provide leadership in the Operations and Administration of the Fire Department
- Promotes fire safety education and community relations efforts with innovative programs and strategies
- Cultivates highly collaborative and supportive relationships with colleagues and leaders
- Fully engaged in the community, city government, local and national organizations in service to providing for fire prevention and safety of the people of Newark, NJ

**Highly credible and reliable media source for hyper local and regional media outlets**

CBS | NBC | ABC | WPIX | New Jersey 12 | Telemundo | Star Ledger

Associated Press | Brazilian Press | 1010 Wins | WBGO | News 78

### Areas of Excellence

- |                               |                                 |                         |
|-------------------------------|---------------------------------|-------------------------|
| ▪ Leadership                  | ▪ Media Relations               | ▪ Human Resources       |
| ▪ Collaborative Relationships | ▪ Community Relations Programs  | ▪ Grant Writing/Funding |
| ▪ Incident Command            | ▪ Operations and Administration | ▪ Team Collaboration    |
| ▪ Emergency Management        | ▪ Budget Planning               | ▪ Communication Skills  |
| ▪ Emergency Preparedness      | ▪ Public Relations Planning     | ▪ Stellar Work Ethic    |
- 

## Professional Profile

Township of Irvington, Deputy Director	09/2017 to Present
Township of Irvington, OEM Coordinator	11/2017 to Present
Township of Irvington Fire Director	2014 to 2016
Battalion Chief of Newark	2015 to 2016
The City of Newark, Newark, NJ	1991 to 11/2016

**Captain, Commandant of Community Relations and Public Information Offices | 2006 to 2015**

**Firefighter | 1991 to 2006**

Appointed as Fire Captain in 2010 and expanded current role to include advisement to the Fire Director and Fire Chief on matters such as Operations, Administration, Construction, Maintenance and Financial Management including purchasing, budgeting and strategic planning; fosters and protects the reputation of the City of Newark in all communication with the media; leads a team of 15 civilians and firefighters in the delivery of innovative community relations programs

### Progressive and Transformational Leadership

- Develops teams that are wholly aligned and committed to deliver on the department goals of educating the public on fire safety in order to save lives.
- Known for demonstrating utmost respect and understanding for the diverse needs of Newark residents and leads with a sense of fairness regarding same.
- Fully engaged in the development and motivation of team members resulting in a significant reduction in turnover and the willingness of individuals to volunteer for additional responsibilities.
- Quickly acted as part of the city's incident command center team in providing for the safety of residents including the provision of shelter, food and water during Super Storm Sandy and 17 2013-2014 snowstorms.
- Sought after by succession of three fire directors and the fire chief for consultation and strategic planning in the areas of logistics, finance, budgeting, operations and performance management; successfully received approval of \$60MM budget.

- Played a key role in developing a five year plan and subsequently securing five SAFER Grants, (Staffing for Adequate Fire and Emergency Response), totaling \$8.7MM, resulting in the city's ability to hire 37 firefighters; currently developing a plan to sustain SAFER grants.
- Reduced fire department overtime and improved attendance.
- Introduced new guidelines for performance management.
- Sourced products and negotiated best price with vendors in the purchase of firefighter equipment for new recruits.
- Currently developing a five year plan for the Marine Division; secured funding to open a new fire house.

#### **Captain, Commandant of Community Relations and Public Information Offices, continued**

- Self motivated in continuous professional development, volunteering in all aspects of community relations and representing the fire department at city events and activities.
- Acts as liaison for the Mayor's office with the Essex County Fire Chief's Association and the Firefighter's Union.

#### **Enhanced Media Credibility and Influence**

- Known among media outlets as the best Fire Department Public Information Officer in the history of working with the City of Newark based on responsiveness, credibility and accessibility.
- Acts as liaison with the Essex County Prosecutor's communications office in arson related matters.
- Played a key role along with the Director of Communications of the Mayor's office in coordinating for the safety and security of participants during Super Bowl Media Day at Prudential Center.
- Initiated and cultivated strong collaborative partnerships with the Office of the Mayor, including the Communications Director, and Police Department resulting in a unified delivery of media messages and communications which provide greater influence and reach for media exposure.
- Broadens the exposure and strengthens the reputation of the Fire Department by securing first time Mayoral appearances at department events.
- Collaborates with City colleagues, including the Office of the Mayor, to achieve common goals in the delivery of accurate and timely news and alerts to benefit the residents of Newark and the general public.

#### **Builds productive relationships throughout the fire department and in all aspects of city government**

- Initiates and develops strong relationships with Newark residents, the mayor's office, city council, firefighters, and all other officials across city government and social services.
- Leverages vast network of city government individuals to advance the mission and goals of the Fire Department and City in ensuring for the safety of residents and visitors to the City of Newark.
- Acted as liaison in fostering a cohesive relationship between the fire and police departments in the delivery of media messages.
- Leveraged relationships with Red Cross and NJ Transit to provide immediate & extended shelter for families after a fire.

#### **Strengthens Community Relations and Introduces Creative Fire Prevention and Safety Programs**

- Developed a strategic Community Relations plan that expanded the reach of fire safety educational programs for civic organizations, schools, business groups and others.
- Initiated a partnership with the Red Cross in delivering its Pillow Project to 500 urban area children; enhanced educational portion of the program by developing a companion song and skit.
- Developed a disaster sheltering plan in collaboration with The Red Cross, Neighborhood Services, Health Department, Office of Emergency Management, Homeland Security and the Humane Society.
- Currently creating new educational concepts and tools for use by the fire department's mascot in educating school aged children about fire safety; secured the volunteer services of a firefighter to fill the mascot role.

#### **Owner and Operator, All Star Trucking & Hauling, Newark, NJ**

**2008 to 2009**

Grew this start-up sanitation company to \$950K in annual revenue

#### **Supervisor Orange Garage, New Jersey Transit, Orange, NJ**

**1987 to 1991**

Led a team of 50 bus drivers in delivery of on time service for 20 routes throughout major corridors of Newark, East Orange, West Orange and New York City

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## Awards

### City of Newark, Newark, NJ

Special Recognition Award, Firefighters Union, 2010 | Grand Cordon Award, 2002 | Municipal Council Resolution, 1993

### City of Bloomfield, NJ

Mayoral Resolution, 2007

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## Professional Memberships

Vice President, Newark Firefighter's Association, Newark, NJ, 2008 to Present

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## Community Service

- Founder and President, John Brown Civic Foundation, Newark, NJ, 2010 to Present
- Member, NAACP, Irvington, NJ, 2006 to Present
- Member, Vulcan Pioneers, Newark, NJ, 1991 to Present

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## Professional Training

### Federal Emergency Management Agency (FEMA)

Emergency Response to Terrorism: Basic Concepts

### United States Fire Administration, National Fire Academy

Fire Command Operations

### Department of Community Affairs, Division of Fire Safety, Trenton, NJ

Working with Media	NFA-Incident Safety Officer
Marketing Your Fire Department	Drill Ground Instructor
Teaching Exceptional Students	NFA – Instructional Tech for Company Officers
NJ Incident Command System Overview	Instructor Local Delivery
National Fire Academy Fire command Operations	Firefighter 1
Incident and Management Level 1	SCBA/Smokehouse Safety Course
Personal Accountability	General Safety Course
NWCG Basic Incident Command System 1-200	Strategy & Tactics for the 1 <sup>st</sup> Due Officer
NFIRS 5.0	Specification and Purchase of Fire Apparatus
NIMS 1-700	

### Law Enforcement Media Training

Law Enforcement Media Relations  
 Law Enforcement Communications and Simulations Module 406  
 Information Officer Level 6

### The State of New Jersey, State Police Office of Emergency Management

State of NJ Hazardous Materials Level-1 First Responder Awareness & Level -2 First Responder Operations

### State of New Jersey Department of Human Services Division of Developmental Disabilities

Preventing Abuse and Neglect

### State of New Jersey Department of Law and Public Safety

Basic Course for Arson Investigations

Amtrak and Operation Respond, City, State

Emergency Responder Safety and Security

**US Environmental Protection Agency (EPA)**

US Environmental Hazardous Materials Incident Response Operations

**Somerset County, NJ**

Medication Administration, Overview of Developmental Disabilities

Preventing Abuse and Neglect

**New Jersey Foundation of Dentistry for Persons with Disabilities**

Oral Health Instruction

The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

**DR. STEPHANIE R. BUSH-BASKETTE,**  
**ESQ., PH.D.** Aide To The Mayor

**OFFICE OF THE MAYOR**  
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June 25, 2018

Township of Irvington  
David Lyons, Council President  
and Members of the Municipal Council  
1 Civic Square  
Irvington, New Jersey 07111

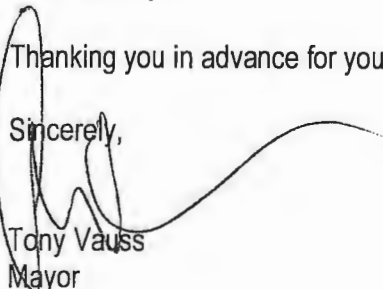
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Chandra Cole as the Chief Municipal Court Judge effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Judge Chandra Cole

# **Chandra L. Rainey Cole, Esq.**

1973 Walker Avenue  
Union, New Jersey 07083  
(201)264-5478  
[Chandracole825@gmail.com](mailto:Chandracole825@gmail.com)

**Education**     **Rutgers University School of Law – Joint Degree Program,  
J.D./M.P.A.P., Camden, NJ**  
Juris Doctorate, December 2000

*Honors*     Admitted to the New Jersey State Bar, May, 2001  
Rutgers University School of Law Dean's List  
Pro Bono Award for Community Service  
Garden State Bar Association Law School Scholarship

**Rutgers University – Eagleton Institute of Politics/Bloustein School of  
Public Policy,  
New Brunswick, NJ**  
*Honors*     Master's Degree of Public Administration and Politics, May 2000  
Eagleton Institute of Politics Fellowship, Fall 1999, Spring 2000  
Edward Bloustein Distinguished Scholar

**Rutgers University, New Brunswick, NJ**  
Cum Laude, May 1997 Dual Bachelor of Science in Administration of Justice  
and African American Studies  
Certificate in Criminology, May 1997

**Experience**     **Township of Irvington, NJ**  
Municipal Court Judge, November 2014 to Present (part-time)  
✦ Adjudicate all Municipal Court Matters

**The County of Union, Elizabeth, NJ**  
Assistant County Counsel, May 2016 to Present (part-time)  
✦ Represent the County of Union in matters related to County Welfare,  
Family and Child Support in Superior Court as well as Administrative Tri-  
bunals

**The County of Essex, Newark, NJ**  
Assistant County Counsel, February 2006 to January 2015  
✦ Represent the County of Essex in a supervisory capacity in matters re-  
lated to County Welfare, Child Support, Government and Labor in Super-  
ior Court as well as Administrative Tribunals

**Law Offices of Chandra R. Cole, L.L.C., Newark, NJ**  
Attorney, April 2005 to Present (part-time)  
✦ General Practice Attorney specializing in Family Law, School Law, La-  
bor, Real Estate and Estate Matters  
✦ General Counsel to Burch Charter School of Excellence in Irvington, NJ

**Township of Irvington, NJ**  
Chief Prosecutor, September 2003 to November 2014 (part-time)  
✦ Prosecute all Municipal Court Matters  
✦ Represent Township in Municipal Appeals

**Essex County College, Newark, NJ**  
Adjunct Professor, January 2007 to Present



- ✚ Instruct students in various areas of the law which include but are not limited to Administrative Law, Family Law, Introduction to Law and Litigation.

**The Law Offices of Love and Randall, East Orange, NJ**

Attorney, October 2002 to April 2005

- ✚ General Practice Attorney specializing in School Law, Labor, Real Estate, Personal Injury, Workers Compensation and Municipal Court Practice
- ✚ General Counsel for School Districts in New Jersey
- ✚ Represent School Boards in Federal, State, Municipal Courts and Administrative Tribunals
- ✚ Represent Board in Contract Negotiations

**State of New Jersey – Office of Administrative Law, Newark, NJ**

Law Clerk, March 2001 to August 2002

- ✚ Research and draft legal opinions
- ✚ Assist Administrative Law Judges in Courtroom Proceedings

**Community  
Service**

Founder, COLLEGEBOUND ACADEMY, Inc., Irvington, New Jersey  
 Board Member, Leaguers, Incorporated Headstart  
 Director, Pink Pearls Foundation of New Jersey,  
 Member, New Jersey Bar Association, Garden State Bar Association, New  
 Jersey Women Lawyers Association, Association for Black Women Lawyers  
 Alpha Kappa Alpha Sorority, Inc. – Beta Alpha Omega Chapter (Newark)

The Honorable Mayor  
**TONY VAUSS**



**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
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June 25, 2018

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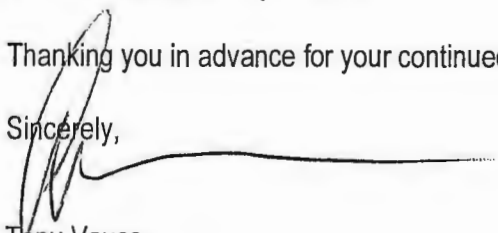
Re: Appointment

Dear Council President Lyons and Council Members:

Please be advised that I have appointed Ahmed Screven as the Acting Chief Municipal Public Defender effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,

  
Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Public Defender Ahmed Screven

### Attorney Ahmed M. Screven's Professional Bio

Ahmed M. Screven has been a practicing attorney for over eleven years, (11). He is currently a Municipal Public Defender for the Township of Irvington representing indigent clients that are unable to afford legal counsel.

In this office he has represented before the Irvington Court, citizens facing consequences of magnitude for criminal, domestic, and motor vehicle matters, as well as State and County prisoners who must appear before the Court.

Mr. Screven has been the Municipal Public Defender of Irvington Township for eight years, (8), and prior to working in the Township of Irvington, Screven has worked for:

- (1) Legal Services of New Jersey
- (2) Wilson Elser Law Firm
- (3) Essex County College

Before his tenure as a Municipal Public Defender, Mr. Screven represented clients before the Superior and Appellate Courts of the State of New Jersey as a Defense Attorney.

Mr. Screven is a graduate of Essex County College with an Associate of Arts Degree, Rutgers University with a Bachelor of Arts Degree, Orlando Theological Bible College & Seminary with a Bachelor of Theology Degree, and Rutgers University School of Law with a Doctor of Jurisprudence Degree. Mr. Screven is an alumni and Certificate recipient of the Oxford University Round Table Discussion, in Oxford England, (UK), upon his successful completion of academic residency at Oxford University.

Mr. Screven has lived in the Township of Irvington for over fifty years, and presently owns his childhood home in the East Ward of Irvington.

The Honorable Mayor  
**TONY VAUSS**



20-C

**TANYA R. WALKER**  
Executive Assistant/Scheduler

**ROMAINE GREER**  
Secretary To The Mayor

**DR. STEPHANIE R. BUSH-BASKETTE,**  
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June 25, 2018

Township of Irvington  
David Lyons, Council President  
and Members of the Municipal Council  
1 Civic Square  
Irvington, New Jersey 07111


Re: Re-Assignment

Dear Council President Lyons and Council Members:

Please be advised that I have re-assigned Anthony Atwell as Municipal Court Judge effective July 1, 2018.

Thanking you in advance for your continued support.

Sincerely,



Tony Vauss  
Mayor

cc: Harold Wiener, Township Clerk  
Judge Anthony Atwell