

**2023**  
**Mayor and Common Council**

Mayor  
Nora Radest

Council President  
Gregory Vartan (Ward 2)

President Pro Tempore  
Susan Hairston (Ward 1)

Council-at-Large  
Dr. Jaime Levine

Council - Ward 1  
Delia Hamlet  
Andy Minegar

Council - Ward 2  
Lisa Allen  
Marjorie Fox

**Staff**

Administrator .....Michael F. Rogers  
Chief Communications Officer.....Amy Cairns  
City Clerk .....Rosalia M. Licatese  
Community Programs Director .....Mark Ozoroski  
Community Services Director .....Aaron J. Schragger  
Construction Official .....Ralph Maritato  
Court Administrator (*New Providence*) ..... Macrina Carra  
Engineer .....Aaron J. Schragger  
Fire Chief..... Eric Evers  
Health Officer (*Westfield*) .....Megan A. Avallone  
Housing Authority Director..... Keith Kinard  
Library Director ..... Amy Behr-Shields  
Parking Services Director ..... Rita M. McNany  
Police Chief ..... Steven Zagorski  
Purchasing Agent ..... Michelle Caputo  
Solicitor..... Matthew J. Giacobbe  
Tax Assessor..... Timothy O'Connor  
Tax Collector ..... Patti Dougherty  
Treasurer/CFO ..... Tammie Baldwin

Council meetings are broadcast live on Comcast Channel 36 and Verizon Channel 30 and rebroadcast on Thursdays and Saturdays on HTTV on Comcast 36 and Verizon 33. Meetings can also be viewed on the City's YouTube Channel <https://www.youtube.com/channel/UCQM0aiqWmAIMUTU35kswMdQ>

**The City of Summit Charter**

On April 11, 1899, thirty years after separating from New Providence and Springfield to become a political entity, the citizens of the Township of Summit adopted the Charter of the City of Summit.

Since 1899, the State has passed laws superseding many of the original provisions of Summit's Charter.

On December 15, 1987, Chapter 314, Public Law 1987, was approved and signed into law with the effective date of January 1, 1988, repealing Summit's original charter.

Summit's Charter, as it now exists, is available on the City website: [www.cityofsummit.org](http://www.cityofsummit.org).

**The Mayor and Common Council**

The Mayor is the chief executive officer of the City, elected at large directly by the voters of the City for a four-year term. The Mayor serves part-time and does not receive compensation for the performance of the Mayor's duties.

While the Mayor does not preside over Common Council Meetings, or have a vote as a member of the governing body (Common Council), the Mayor may participate in any deliberation of the Common Council, break a tie vote of the Common Council on an ordinance or resolution, and has veto power over ordinances which can be overridden by a two-thirds vote of Common Council.

Common Council is the legislative body and consists of seven members: six elected from two wards for staggered three-year terms, and one at-large for a two-year term. Common Council members serve part-time and do not receive compensation for the performance of their duties.

Each January at the Organization Meeting, Common Council elects its President/presiding officer and establishes its committee members for the current year.

Common Council powers consist of: adopting ordinances; reviewing, revising and adopting the budget; making appropriations; levying taxes; authorizing bond issues; fixing salaries; establishing general municipal policies; initiating hearings to gather information, air public problems, and supervise the spending of its appropriations.



WELCOME

TO A

CITY OF SUMMIT

COMMON COUNCIL

MEETING

CITY CLERK / SECRETARY TO THE  
MAYOR AND COMMON COUNCIL

CITY HALL

512 SPRINGFIELD AVENUE  
SUMMIT, NEW JERSEY 07901

(908) 273-6400

[www.cityofsummit.org](http://www.cityofsummit.org)

## WELCOME TO A CITY OF SUMMIT COMMON COUNCIL MEETING

All Common Council Meetings are open to the public, with the exception of Closed Sessions, and any citizen may have access to approved meeting minutes.

Common Council Meetings are generally held in the Council Chamber, 1st Floor, City Hall, 512 Springfield Avenue, at 7:30 pm on Tuesdays twice a month, except August, or as scheduled due to election days and holidays.

In addition to seating in the Council Chamber, seating will also be made available in the Lobby area located outside the Council Chamber.

The regularly scheduled Common Council meeting dates and approved meeting minutes are posted on the official bulletin board in the City Hall lobby, and are available at the City Clerk's Office and on the City's website: [www.cityofsummit.org](http://www.cityofsummit.org).

Special meetings may be scheduled as needed and notices are provided to the various media and posted on the official bulletin board in the City Hall lobby and the City's website.

## REGULAR COUNCIL MEETINGS

Copies of the agenda for each meeting are available at the entrance to the meeting room, posted on the official bulletin board in the City Hall lobby, at the Summit Free Public Library, the City Clerk's Office and on the City's website. Agendas are prepared by the City Clerk's Office.

Copies of all ordinances are posted after first reading and prior to the public hearing on the official bulletin board in the City Hall lobby and are available to the public at the City Clerk's Office, 2nd Floor, City Hall, and on the City's website.

## ORDER OF BUSINESS

The Common Council will consider action on those items listed on the agenda. Occasionally matters needing timely attention will be added from the floor.

The Council President is the presiding officer of the meeting. The President Pro Tempore assumes the chair in the absence of the Council President.

All items on the agenda may be commented on by the public when called upon by the Council President. Also, under Public Comments, one may speak about any matter which is not on the agenda.

## MANNER OF ADDRESSING COMMON COUNCIL

Raise your hand and wait to be recognized.

Upon recognition by the Council President, proceed to the podium, speaking into the microphone give your name, address, and spell your last name in an audible tone of voice for the record. The Council President may limit comments to three minutes. Comments/statements shall be addressed to the Common Council as a body and not to any member thereof. No person, other than the Council President and person having the floor, shall be permitted to enter into any discussion without recognition by the Council President. Prepared statements should be given or emailed to the City Clerk: [cityclerk@cityofsummit.org](mailto:cityclerk@cityofsummit.org), so that, as needed, it may be briefly summarized and kept on file.

Any person addressing the Common Council in a disorderly manner may be barred from further addressing the Common Council by the Council President unless permission to continue is granted by a majority of the Common Council.

## CLOSED SESSION

During Closed Session, only the following may be discussed:

1. Any matter which by express provision of federal laws or state statute or rule of court shall be rendered confidential.
2. Any matter in which the release of information would impair the right to receive funds from the United States.
3. Any material the disclosure of which constitutes an invasion of individual privacy as defined in the Open Public Meetings Act.
4. Any collective bargaining agreement, including the negotiations of terms and conditions thereof, with employees or representatives of employees of the City of Summit.
5. Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
6. Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection and any investigation of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiation in which the City may become a party and any matters falling within the attorney-client privilege to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer.
8. Any matter involving employment evaluation of the performance of, promotion or disciplining of any current or prospective public employee or officer, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters may be discussed at a public meeting.
9. Any deliberation after a public hearing that may result in the imposition of a specific civil penalty or the suspension or loss of a license or permit.