

RESOLUTION # 1-07

BY-LAWS OF THE BOROUGH OF NEWFIELD, COUNTY OF
GLOUCESTER, AND STATE OF NEW JERSEY

BE IT RESOLVED, That the deliberation of the Council of the Borough of Newfield shall be governed by "Roberts Rules of Order", subject to the statutes and the following:

ARTICLE 1
THE MAYOR

Section I The Mayor shall preside over all meetings and deliberation of the Council and shall conduct the meetings.

The Mayor shall not vote except to cast the deciding vote in case of a Tie vote. He shall also participate in the determination of Borough affairs to the extent permitted by Statute. 40:88-1.

Section II He shall on all occasions preserve the strictest order and decorum, and he shall cause the removal of all persons who interrupt the orderly proceedings of the council.

Section III When two or more Councilman shall request the floor at the same time, he shall name the one entitled to the floor.

Section IV He shall decide all questions of order without debate subject to an appeal to the Council upon any question in order.

Section V He shall be an *ex-officio member of all committees, both standing and special, and he shall be notified in advance of all meetings of such committees. Notice need not be in writing.

Section VI The Mayor shall serve as the liaison between the Governing Body and all Boards, Committees, Agencies, or Organizations except as here in assigned to a specific council committee for liaison purposes.

Section VII In absence of the Mayor, or if he is unable to perform his duties, the Council president (or, in his inability to act, the Council member having the longest term as such) shall act as Mayor, as provided by Statutes. (40:88-1)

ARTICLE II

BOROUGH CLERK

Section I The Clerk shall attend all meetings and perform the duties enjoined upon her by the Revised Statutes of New Jersey and the By-Laws.

Section II She shall perform all the duties usually given to such officer; and in addition, such other duties or services as the Mayor and Council may direct.

Section III Upon the adoption of an ordinance, the same shall be recorded by the Borough Clerk in the Ordinance Book.

Section IV The Clerk will provide to the Mayor and Council, at each meeting a list of questions presented to him, as Clerk, for discussion by the Mayor and Council. Said list shall be submitted prior to the commencement of the meeting.

Section V When properly directed, she shall notify the Mayor and members of Council of any Special Meeting at least two days prior to said Special Meeting.

Section VI She shall maintain books of minutes and Ordinances, in order that the same may be produced at the request of the Mayor and members of Council within a promptly reasonable time allotted the request for same.

* Ex-officio per Webster's Dictionary- "by virtue of officer"

ARTICLE III

MEETINGS

Section I The Mayor and members of Council shall hold an annual meeting on January first, at twelve o'clock noon, or during the first seven days of January in any year. Should January first occur on a Sunday, than the next day. (40:88-1)

Section II At the aforesaid meeting, the Council shall fix the time and place for holding regular meetings during the ensuing year, which time and place shall not be changed except by a resolution introduced at a regular meeting and acted upon at a regular meeting.

Section III At the annual meeting, the Council shall by a majority vote of Council, elect one of its members as Council President to serve for the calendar year.

Section IV A quorum be as provided by the Revised Statutes of New Jersey, viz: three councilman and the Mayor, and in the absence of the Mayor, four Councilman. (40:88-1)

Section V The Mayor shall, when necessary, call Special Meetings of the Council: in case of his neglect or refusal, any four members of the Council may call such meetings at such time and place in such Borough as they may designate: and in all cases of Special Meetings reasonable advance notice, considered to be of forty-eight hours, except in case of an emergency, shall be given in person to the Mayor and all members of Council or by telephone call to each in accordance with the Open Public Meetings Law.

Section VI If no quorum is present at any meetings, those assembled shall have power and are hereby authorized to set a new meeting date, and then adjourn.

Section VII The following of Business shall be observed viz:

1. Call to order-flag salute
2. Call of role
3. Committee Reports
4. Public Participation-Agenda
5. Old Business
6. New Business
7. Disbursements
8. Public Participation-General
9. Adjournment

Section VIII The aforesaid Order of Business shall be established at the annual meeting or at any subsequent meeting and may be changed by a two-thirds vote of the members of the Council present at such meeting.

Section IX Except as otherwise required by the Statutes, or specifically provided in these By-Laws, all action of the Council shall be by a two thirds vote of the member of the Council present at such meeting.

Section X Upon all issues which require a vote, a roll call vote shall be taken and entered in the minutes of the meeting. Those in favor of the proposition shall respond by stating, "yes"; those opposed shall respond by stating "no"; those not voting shall respond by stating "Abstain". Any vote may be cast with an explanation.

ARTICLE IV

ALL COMMITTEES

Section I The Mayor shall name all council's standing committees and designating one as Chairman to each committee. The Mayor shall be a member, ex-officio of each committee. In addition, he shall note that all matters referred to the committees are acted upon and reported promptly. The Mayor will make all appointments in the Borough with the approval of Council. Should a majority of the Council not concur in the appointments by the Mayor, a majority of the members of said council are hereby empowered to make such appointments in accordance with the law.

Section II The following Standing Committees of the Council, consisting of two Council members each and the Mayor, ex-officio shall be proposed at the Annual Meeting, viz:

- A. License and Inspections/Health and Welfare.
- B. Recycling
- C. Water
- D. Public Buildings, Grounds and Roads/telecommunications And Utility Management
- E. Auditing, Ordinances and Finance and Grants
- F. Public Safety

Section III No Councilman shall be chairman of more than one of the Standing Committees named in this article unless a vacancy is created during a year, the Mayor may fill the position or appoint a Council person to fill the vacancy until the year's end.

Section IV Standing Committees to expedite and facilitate the work of the Council, but only within statutory limits, as the entire Council is held responsible for any or all of its acts.

A. Standing Committees shall:

1. Plan, study, direct, make commitments within Budgetary limitations and carry on the routine activities for which it has primary responsibility.

2. Perform such acts as may be assigned to it by council.

3. Report and make recommendation to the Council regarding it's responsibilities and activities.

B. No Committee or Committee member shall:

1. No Committee shall exceed it budgetary appropriations without prior approval of Council.

2. Make promises or commitments or show partiality to anyone which directly, or by inference binds the Council.

3. Act in such a manner or make decisions which set a precedent, or violate established Council policy.

4. Expend any funds without prior consent of Council.

Section V

SPECIAL COMMITTEES

A. Special Committees may be appointed for purposes other than those included in the duties of the Standing Committees. All members of each

committee shall be informed of it's proposed actions before they present a question before Council.

Section VI In the case of death, resignation or removal from offices of a member of Council or Committee, the Mayor shall name a successor to any such committee. Committee members shall not necessarily be restricted to the Council Members, but to the best qualified persons except as herein stated:

- A. Council Members Only
 - 1. Licenses and Inspections, Health and Welfare
 - 2. Recycling
 - 3. Water Committee
 - 4. Public Buildings, Grounds and Roads/Telecommunications and Utility Management
 - 5. Auditing, Ordinances and Finance
 - 6. Other Committees so appointed
- B. Not Exclusively Council Members:
 - 1. Public Safety
 - 2. Shade Tree
 - 3. Emergency Management
 - 4. Fire Department

Other Committees so appointed

Section VII The chairman of all committees shall report to the Mayor and Council at each regular meeting on the principal activities and achievements of his committee. He shall also prepare and submit in writing to the Mayor, not later than December first of each year, a suitable annual report.

ARTICLE V

DUTIES OF COMMITTEES OF THE COUNCIL

Section I Finance Committee

A. The Finance Committee shall have primary responsibility for the following described activities and matters:

1. The Examination and review of all vouchers prior to their submission to the Council for authority to pay same.
2. The financial records of the following:
 - a) Borough Clerk and office thereof
 - b) The Collector-Treasurer and office thereof
 - c) Board of Assessors and the office thereof
3. The initiation of foreclosure action, and subsequent administration and disposition of properly acquired by the Borough under Foreclosure of Tax Title Liens.
4. The coordination of departmental budgets: the preparation of budgetary figures relating to the activities above mentioned; the final preparation, explanation and continuing supervision of the entire Municipal Budget.
5. The maintenance, review and revision of the Borough's Cost System.
6. The review, revisions and all other matters pertaining to any insurance coverage of the Borough.
7. It shall also serve as the liaison between the Council and the Registered Municipal Accountant with any other body or organization on fiscal matters.

8. It shall receive, review and present to the Council the proposed budget for the Planning Board and Zoning Board of Adjustment.

9. It should set forth by resolution the practice to be followed for purchases in the Borough.

10. The Chairman shall be responsible for suggestions to the Mayor for appointment a Council Member to be in attendance at each meeting of any organization supported by Borough funds.

a) To act as advisor for the organization concerning the financial position of their appropriation and methods for which it is expended.

b) To report to the Chairman any expenditure incurred by said organization and to relate any suggestions, which may tend to expend the overall company.

B. Auditing and Ordinance Committee shall have the primary responsibility for the following described activities and matters:

1. Audit the books of the Borough records subject to the recommendations of the Borough Auditor.

2. All ordinances

3. Finance Committee Chairperson will be in charge of personnel in Borough Hall.

4. All grants must be reviewed by the Finance Chairman prior to submission of the application.

Section II PUBLIC BUILDINGS, GROUNDS and
ROADS/TELECOMMUNICATIONS AND UTILITY MANAGEMENT

A. Shall have primary responsibility for the care and maintenance of all public buildings, grounds and roads.

B. Shall bring all plans and contracts to Council from the Engineer or Architect.

C. The administration, practices, procedures, and records of the following:

1. Road construction, improvements, maintenance and cleaning including street openings and removal of obstruction.

2. Construction and maintenance of sidewalks and curbs.

3. Maintenance and operation of the Borough Garage.

4. Maintenance of vehicles and other mechanical equipment as assigned.

5. Maintenance, cleaning, improvements and construction of all municipal parking lots.

6. Investigation of and approval of statements of all proposed streets.

7. Street snow removal.

8. Require that all the contracts pertaining to roads within the Borough are fulfilled completely in accordance with specifications.

9. Contact the Borough Engineer on all road projects.

10. Maintain a complete set of plans and specifications of all projects under it's jurisdiction, past and present, in such a manner so that the same be produced within a promptly reasonable time after request for the same.

11. Shall keep an accurate and up to date ledger on the road financial status.

12. Shall be responsible for the following:

a. Street lighting and traffic signal maintenance

- b. Collect and disposal of all storm waters and easements for same.
- c. Removal and disposal of leaves.
- 13. Care and maintenance of all recreational grounds.
- 14. Care and maintenance of any and all parks that do or might exist.
- 15. Landfill
- 16. Will be responsible for personnel working in the road department in conjunction with the water department in assigning them their duties.
- 17. Telecommunications and Utility Management
- 18. Shall be responsible for the review of all utility bills

D. He shall also serve as the liaison between the Council and the State Highway Department and the Gloucester County Highway Department, except in traffic matters which are under the Department of Public Safety.

Section III

WATER DEPARTMENT

A. It shall have the primary responsibility for the Administration, practice and procedure of the following:

- 1. Reading meters.
- 2. Repair of meters
- 3. Fire hydrant maintenance
- 4. Pumping stations and water tanks and maintenance
- 5. All repairs to water mains, valves and other device owned by the Borough and connected to the water mains.
- 6. To keep an accurate and up to date ledger on the Water Department status.
- 7. All applications for connections to the water mains shall be first approved by the Water Superintendent.
- 8. Shall keep local ordinances up to date for charges presented to consumers by the Water Department.
- 9. Shall have proper action taken pertaining to delinquent water accounts (liens or disconnection, etc.)

B. Shall have responsibility for the employees of the Water Department business.

C. Shall serve as liaison to the Borough Engineer in all contractual matters pertaining to the Water Department.

Section IV

RECYCLING

- B. Trash and garbage removal and recycling collection
- C. All reports pertaining to recycling.

Section V

LICENSE AND INSPECTONS/HEALTH AND WELFARE

A. Licenses and Inspections committee shall have the primary responsibility for the following described activities and matters.

1. Examination and review of all activities of the construction code office and its personnel.
2. To recommend to Borough Council any changes in personnel.
3. Review and maintenance of up to date fee schedules for:
 - a. Building permits
 - b. Plumbing permit
 - c. Electrical permits
 - d. All other permits as per Borough Ordinances
4. Mosquito control

B. Shall keep all health and building ordinance up to date in accordance with state law.

C. Shall be directly responsible for the commodity program.

D. Shall serve as the liaison to the Welfare Board.

E. Shall keep all health ordinances in accordance with state law.

Section VI

PUBLIC SAFETY

The Public Safety Committee shall have primary responsibility for the following activities and matters:

- following:
- A. The administration, practices, procedures of records of the
 1. Police activities
 2. Highway traffic on existing and proposed streets
 3. Emergency management activities
 4. Any other police duty pertaining to public safety or juvenile delinquency
 5. Any other duties delegated by the Mayor and Council and Statutes.
 6. Dog warden.
 - B. I shall also serve as the liaison between the Council and transportation corporation, the municipal magistrates, the dog warden and all organization or agencies concerned with public safety.

Section VII

SHADE TREE COMMITTEE

A. The Shade Tree Committee shall have primary responsibility for the following described activities and matters:

1. The administration, practices, procedures and records of the following:
 - a. Maintenance, care and improvement of parks
 - b. Matters concerning shade trees
 - c. Planting of grass and disposing of trees on Borough property.

2. This Committee will be under the direction of the Mayor.

Section VIII

BOARD OF ASSESSORS

A. Duties and responsibilities for the Board of Assessors are as follows:

1. Shall consist of two members: One member will be appointed as secretary by Mayor and Council.
2. Shall be directly responsible to the Finance Committee for the following:
 - a) Evaluation of all properties
 - b) Maintenance of records in such a manner that any such record may be presented immediately.
3. Shall have at least one member attending all regular Council meetings.

1977 ADDENDUM: State of N.J. now mandates that two thirds of the members of the Board of Assessors must be certified, those assessors who qualify under the grandfather act may be reappointed if the governing body so desires, but this is their choice.

ARTICLE VII

SEAL

SECTION I The Seal of the Borough of Newfield shall be circular in form and shall contain the following:

SECTION II The Seal shall be in the custody of the Clerk and shall be imposed on all appropriate documents and papers.

ARTICLE VIII

AMENDMENTS

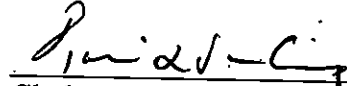
SECTION I The Mayor or member of the Council may propose amendments to these by-laws at any Regular Meeting.

Adopted: Reorganization Meeting January 2, 2007



Mayor

ATTEST:



Clerk