

Construction Board of Appeals

Description of Duties:	Advisory Committee. Reviews decisions made by the Borough Construction Official, Planning Board or Zoning Board of Adjustment, should an applicant appeal said decision.
Special Credentials Required :	Experience in the various trades/proffessionals as noted below
Lenght of Terms	Three Years
Dates/Times of Meetings:	As needed at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Alternate - Construction	George Delucca	December 31, 2026
Member - Fire Prevention	Joseph Abbruzzese	December 31, 2025
Alternate - Fire Prevention	Larry DelNegro	December 31, 2024
Member - Fire	Larry DelNegro	December 31, 2025
Alternate - Fire	Joseph Abbruzzese	December 31, 2024
Member - Electrical	Richard Little	December 31, 2024
Alternate - Electrical	Mark Hollain	December 31, 2024
Member - Architect	Roger Winkle	December 31, 2026

Health Advisory Board

Description of Duties:	Advisory Committee. Reviews health-related programs and inspections; reviews animal reporting requirements as mandated by the State and reviews all property maintenance issues health-related issues.
Special Credentials Required :	None
Lenght of Terms	Three Years
Dates/Times of Meetings:	Second Tuesday of March, June, September, and December at 7:00 PM in Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Melanie Mott	December 31, 2024
Member	Amanda Bonnell	December 31, 2026
Member	Diane Stayvas	December 31, 2024
Member	Christine Lee	December 31, 2024
Member	Scott Carey	December 31, 2025
Secretary	Janette Bonnell	

Library Board

Description of Duties: Oversees the operations of the South Plainfield Public Library, including but not limited to, circulation, programs and funding availability as well as other library-related issues.

Special Credentials Required :

Length of Terms Five Years

Dates/Times of Meetings: Second Tuesday of month at 6:00pm at the Library located at 2484 Plainfield Ave., South Plainfield, NJ.

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Board of Education Representative	Bill Seesselberg	
Mayors Representative	Raymond Rusnak	December 31, 2024
Member	Anne Marie Stoeckel	December 31, 2024
Member	Gary Jones	December 31, 2024
Member	Cheryl Nagel Smiley	December 31, 2024
Member	Robert Bengivenga Sr.	December 31, 2024
Member	Melissa Katsingris	December 31, 2025
Member	Janine Kupcho	December 31, 2026
Member	Stephanie Wolak	December 31, 2027
		December 31, 2028
Librarian	Linda Hansen	

Planning Board

Description of Duties: Powers and Duties of the Planning Board:

The Planning Board shall follow the provisions of the Municipal Land Use Law and this chapter, and accordingly shall have authority to:

1. Prepare, adopt, and amend a master plan or component part thereof;
2. Exercise control over and review of subdivisions, site plans and conditional uses, including certain variances and building permits. Notwithstanding the above, the planning Board shall not have the power to review and approve site plans, subdivisions or conditional uses when such applications involve a "D" variance;
3. Perform informal review of concept plans for development;
4. Make recommendations to the Borough Council concerning adoption or amendment of development regulations and an official map;
5. Direct the issuance of building permits for buildings or structures in certain areas shown on an official map, when such building permits also require subdivision, site plan or conditional use approval;
6. Direct the issuance of building permits for buildings or structures on a lot not related to a street, when such building permits also require subdivision, site plan or conditional use approval;
7. Make recommendations to the Borough Council and/or any housing, parking, highway, special district or other authority, redevelopment agency, school board other similar public agency, State, County or municipal, concerning the relationship of capital projects to the Master Plan pursuant to N.J.S.A. 40:55D-31;
8. Prepare a capital improvements program, if authorized by the Borough Council;
9. Participate in the preparation and review of programs or plans required by State or federal law or regulation;
10. Assemble data on a continuing basis as part of a continuous planning process; and Perform such other advisory duties as are assigned to it by ordinance or resolution of the Borough Council for the aid and assistance of the Borough Council or other agencies or officers.

Length of Terms: Dependent on Class of Membership: Class I is term of the Mayor; Class II and III are both one year; Class IV is Four Years; Alternate members are Two Years

Dates/Times of Meetings: Second & Fourth Tuesday of every month beginning at 7:00pm in the Courtroom of Borough Hall. *Those months with one meeting date - conflict with Mayor and Council schedule, holiday, etc.

PLANNING BOARD MEMBERS AND MEETING DATES

Member & Class	Term expires	Member & Class	Term expires
Bob Ackerman, Class IV	12/31/2026		

Brian Bythell, Class IV	12/31/2025	John Mocharski, Class IV	12/31/2025
Gerry Butrico, IV	12/31/2024	Richard Houghton, Class IV	12/31/2025
Derryck White, Class III, Council	12/31/2024	Roberto Sayers, Alt. II	12/31/2024
Michael Pellegrino, Class II	12/31/2024	Mayor Matthew Anesh, Class I	12/31/2026
Suzanne Lepore, Class IV	12/31/2024	Maria Campagna, Alt. I	12/31/2025

Board Attorney - Savo, Schalk, Gillespi, O'Grodnick & Fisher, PA - Alexander G. Fisher, Esq

Board Planner - T&M Associates - Caroline Z. Reiter, PP, AICP

Board Engineer - T&M Associates - Andrew W. Denbigh, PE, CFM

Board Recording Secretary - Stephanie Merola - 732-215-6383

2024 Meeting Schedule

January 23		July 9
February 13		August 13
February 27		September 10
March 12		September 24
March 26		October 22
April 9		November 12
April 23		December 10
May 14		-
June 11		-
June 25		-

*Those months with one meeting date - conflict with Mayor and Council schedule, holiday etc.

Meetings are held at 7:00 pm in the Municipal Building, 2480 Plainfield Avenue, South Plainfield

Property Board of Appeals

Description of Duties:	Advisory Committee. Reviews decisions made by the Borough Construction Official, Planning Board or Zoning Board of Adjustment, should an applicant appeal said decision.
Special Credentials Required :	None
Lenght of Terms	Four Years
Dates/Times of Meetings:	Meets only as-needed at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Member	John Kirchner	
Member	Jessica Reid	December 31, 2024 December 31, 2027

Zoning Board of Adjustment

Name	Title	Expiration Date of Appointment
Cindy Eichler	Member	12/31/27
Kenneth Bonanno	Member	12/31/27
Joe Scrudato	Member	12/31/27
Gino Leonardis	Member	12/31/27
Darlene Cullen	Member	12/31/26
James Gustafson	Member	12/31/26
April Wasnick	Member	12/31/25
Scott Miller	Alternate I	12/31/24
Dennis Hado	Alternate II	12/31/25

Meetings held the on the first and third Tuesday of each moth at 7:00pm at Borough Hall, 2480 Plainfield Ave. South Plainfield, NJ 07080

Cultural Arts Committee

Description of Duties:	Enhances and creates opportunities for citizens to enjoy and participate in cultural activities throughout the Borough.
Special Credentials Required :	None
Lenght of Terms	Three Years
Dates/Times of Meetings:	Third Tuesday of Month at 7:30 p.m. at the PAL Building located at 1250 Maple Ave., South Plainfield, NJ.

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Christine Faustini	
Member	Camille Bonds	December 31, 2024
Member	Mindy Gerber	December 31, 2025
Member	Suzanne Lepore	December 31, 2025
Member	Cristina Rovayo	December 31, 2024
Member	Pamela Stefenek	December 31, 2024
Member	Denell Marsh	December 31, 2024
Member	Michael Rapelye	December 31, 2025
Member	Joan O'Brien	December 31, 2025
		December 31, 2024

Recreation Commission

Description of Duties:	Oversees all recreation programs and facilities. Monitors the dedicated Trust Fund, including all expenditures.
Special Credentials Required :	Representative of Local Area Business
Lenght of Terms	Five Years
Dates/Times of Meetings:	Second Tuesday of every month beginning at 7:00pm held at PAL located at 1250 Maple Ave., South Plainfield, NJ.

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Christine Faustini	December 31, 2024
PAL Liaison	Christopher Colucci	December 31, 2024
Member	William Cochrane	December 31, 2024
Member	Christine Marks	December 31, 2025
Member	James Gustafson	December 31, 2026
Member	Calvin Gross	December 31, 2027
Member	Salvatore Severini	December 31, 2024
Member	William Tankiewicz	December 31, 2028
Member	Wendel Born	December 31, 2026
Alternate I	James Olano	December 31, 2025
Alternate II	Joe Scrudato	December 31, 2028

Traffic Safety Advisory Board

Description of Duties:	Advisory Committee. Appraise existing traffic conditions and recommends adjustments; recommends traffic and safety legislation to the Governing Body and makes recommendations to Planning and Zoning Board on all cases relating to traffic and safety coordination.
Special Credentials Required :	None
Lenght of Terms	Three Years
Dates/Times of Meetings:	Fourth Wednesday of every month beginning at 7:00pm in the Conference Room in Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Joe Wolak	December 31, 2024
Board of Education Representative	TBD	December 31, 2024
Police Department Representative	TBD	December 31, 2024
Public Works Representative	Len Miller	December 31, 2024
Member	Doris Kirchner	December 31, 2025
Member	Kathleen Murano	December 31, 2025
Member	Tim Morgan	December 31, 2026
Member	Cathy Feeney	December 31, 2024
Member	Sal Esposito	December 31, 2024
Member	Anthony Barbara	December 31, 2024

MONTHLY MEETING SCHEDULE FOR

Meetings are held on the fourth Wednesdays of the month at 7 pm in the Conference room at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080 with the exception of August and December.

Affordable Housing Committee

Description of Duties:	Advisory committee. Meets on an as-needed basis only. Administers the Borough's responsibilities relating to ensuring controls on affordability of low and moderate income housing units; pricing low and moderate income households, affirmative marketing of low and derate income household units, qualifying persons and families for low and moderate income housing, referring qualified households to the owners of low and moderate income housing units and preparing and monitoring forms required by the New Jersey Council on Affordable Housing.
Special Credentials Required :	None
Lenght of Terms	Four Years
Dates/Times of Meetings:	January and June of each year (as-needed basis only) at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Derryck White	December 31, 2024
Member	Glenn F. Cullen	December 31, 2024
Member	Vidya Siripaul	December 31, 2024
Member	Scott Miller	December 31, 2024

Office on Aging Advisory Committee

Description of Duties:	Advisory Committee. Reviews policies and procedures of the Office on Aging and makes recommendations to the Executive Director.
Special Credentials Required :	None
Lenght of Terms	Three Years
Dates/Times of Meetings:	Third Tuesday of every month beginning at 6:30pm at the Senior Center located at 90 Maple Ave., South Plainfield, NJ.

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Christine Faustini	December 31, 2024
Senior Center Member	Tree Olano	December 31, 2024
Member	Shannon Jefferys	December 31, 2025
Member	Arthur Osterberg	December 31, 2025
Member	William Brier	December 31, 2025
Member	Gerry Brown	December 31, 2026
Member	Joanne O'Sullivan	December 31, 2026
Member	Patricia Gustafson	December 31, 2026
Member	Alfred Lepore	December 31, 2024
Member	Eleanor Monks	December 31, 2024

Mayors Wellness Campaign Committee

Name	Title	Term
Matthew Anesh	Mayor	12/31/26
Tree Olano	Senior Center Representative	12/31/24
Scott Carey	Member	12/31/27
Olivia Leach-Nunez	Member	12/31/27
David Jaipersaud	Member	12/31/27
Debbie Boyle	Member	12/21/25
Camille Bonds	Member	12/31/24
Shiva Bhasker Reddy Kolla	Member	12/31/24
Alison Gibson	Member	12/31/26

Meetings held on the 4th Monday of the month, 7pm, at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Public Celebrations Committee

Description of Duties:	Oversees Annual Labor Day Parade, including planning organizing marshals, dignitaries and other participants.
Special Credentials Required :	None
Length of Terms	Three Years
Dates/Times of Meetings:	2nd Monday of the Month at 6:30 pm at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Christine Faustini	December 31, 2024
Member	Bill Seesselberg	December 31, 2025
Member	Scott Miller	December 31, 2025
Member	Jennie Ratti	December 31, 2025
Member	Amy Bengivenga	December 31, 2026
Member	Cathy Herman	December 31, 2026
Member	Rachel Henderson	December 31, 2024
Member	Stephanie Wolak	December 31, 2026
Member	Christopher Piro	December 31, 2026
Member	Gina Durso	December 31, 2024
Member	Kelly Daley	December 31, 2024

Environmental Advisory Committee

Description of Duties:	The committee is established to assist in the protection, development and use of natural resources, including water resources, located within the territorial limits of the Borough.
Special Credentials Required :	None
Length of Terms	Three Years
Dates/Times of Meetings:	Second Wednesday of every month beginning at 7:30 pm, Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Melanie Mott	December 31, 2024
Planning Board Liaison	TBD by Planning Board	December 31, 2024
Member	Thomas Walsh	December 31, 2025
Member	Debra Leporino	December 31, 2026
Member	John Ferguson	December 31, 2024
Member	Genevieve Helbo	December 31, 2024
Member	John McConville	December 31, 2025

Business and Economic Development Advisory Group

Description of Duties:	Advisory Committee.Reviews ordinances and resolutions which effect the establishment or operation od businesses within the Borough and renders advice thereon; renders advice to Mayor and Council to improve and enhance the relationship between local business and government.
Special Credentials Required :	Representative of Local Area Business
Lenght of Terms	Three Years
Dates/Times of Meetings:	First Wednesday of every month beginning at 7:00pm in the Courtroom of Borough Hall at 2480 Plainfield Avenue, South Plainfield NJ 07080

Members	Experation Date of Appointment
Mayor, Matthew P. Anesh	
Council Liaison, Derryck White	
Zoning Officer, Richard Wolf	
Engineer, Len Miller	
Chairperson, Matheus Sousa	December 31, 2024
Secretary, Debra Anne Leporino	December 31, 2024
Member, Fred Butler	December 31, 2026
Member, Piyush Sukadia	December 31, 2026
Member, Shannon Jeffreys	December 31, 2025
Member, Nancy Grennier	December 31, 2024

Greenbrook Flood Control

Description of Duties:	Advisory Committee. Serves as the Borough's representative to said Commission. Responsibilities include the collection, study and analyzation of data on flooding in the area. *Ad-Hoc Committee under the Environmental Advisory Committee
Special Credentials Required :	None
Lenght of Terms	One Year
Dates/Times of Meetings:	First Wednesday of every month beginning at 7:30pm in Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080 - *Under Environmental Advisory Committee

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Class III	Melanie Mott	December 31, 2024
Alternate II Engineer	Len Miller	December 31, 2024
Member	John Ferguson	December 31, 2024
Alternate I	Paul Zawaki	December 31, 2024

Community Development Citizens Advisory Committee

Description of Duties:	Advisory Committee. Reviews funding requests made by various municipal agencies located in Middlesex County.
Special Credentials Required :	None
Lenght of Terms	Three Years
Dates/Times of Meetings:	As needed at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liaison	Christine Faustini	December 31, 2024
Mayor's Rep.	Melanie Mott	December 31, 2024
Member	Jennie Ratti	December 31, 2025
Member	Kelly Daley	December 31, 2025
Member	Laura Lasota	December 31, 2025
Member	Roberto Sayers	December 31, 2026
Member	Jessica Reid	December 31, 2026
Member	Scott Miller	December 31, 2026
Member	Susan Mazzeo	December 31, 2024
Member	Olivia Leach	December 31, 2024

Youth Guidance Council

Description of Duties:	Advisory Only. Mediation on occasion in conjunction with minors. Meets as-needed.
Special Credentials Required :	None
Lenght of Terms	One Year
Dates/Times of Meetings:	As Needed at Borough Hall 2480 Plainfield Avenue, South Plainfield NJ 07080

Members

Title	Name of Person Currently Holding Position	Expiration Date of Appointment
Council Liason - Recreation	Christine Faustini	December 31, 2024
Council Liason - Police	Robert Bengivenga	December 31, 2024
Police Department Representative	Christopher Colucci	December 31, 2024

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 17. Boards, Committees and Commissions

Article VIII. Health Advisory Board

[Adopted 12-18-2023 by Ord. No. 2288]

§ 17-37. Nomination; appointment.

The Mayor shall nominate and, subject to the approval of the Council, shall appoint up to five citizens of the Borough of South Plainfield to be member of the Health Advisory Board for the Borough of South Plainfield.

§ 17-38. Terms.

The members of the Health Advisory Board shall be appointed for a term of three yeas until such time as their successors are appointed and qualified; however, the initial term of the members shall be as follows: two such members for a term of three years; two members for a term of two years; and one member for a term of one year.

§ 17-39. Vacancies.

Vacancies occurring in the Health Advisory Board, either at the expiration of a term or otherwise, shall be filled by the appointment of the Mayor subject to the approval of the Council.

Borough of South Plainfield, NJ
Thursday, October 3, 2024

Chapter 17. Boards, Committees and Commissions

Article II. Business and Economic Development Advisory Group

[Adopted 3-10-1994 by Ord. No. 1347; amended in its entirety 12-18-2023 by Ord. No. 2288^[1]]

[1] *Editor's Note: This ordinance also deleted former Art. II, Recycling Commission, adopted 2-9-1987 by Ord. No. 1072 (Ch. 53 of the 1982 Code).*

§ 17-8. Establishment; membership and terms; compensation.

- A. The Business and Economic Advisory Group shall consist of five to seven members, one of whom must be a resident of the Borough of South Plainfield, who may not be an owner or operator of the business within the Borough of South Plainfield. The members shall be appointed by the Borough Council, provided that at least three affirmative votes shall be required, the Mayor having no vote thereon except in the case of a tie.
- B. The members shall serve for terms of three years and until the appointment and qualifications of their successors, but the initial terms of the members shall be as follows: Three such members for terms of three years; three such members for terms of two years; and one such member for a term of one year.
- C. In addition to the regular members as set forth in Subsection **B** above, the Zoning Office and the Borough Engineer shall be nonvoting members. Also, in addition to Subsection **B** above, the President of the South Plainfield Business Association or their designee shall serve as a member of the South Plainfield Business and Economic Development Advisory Group. The President of the South Plainfield Business Association shall be a nonvoting member.

§ 17-9. Qualifications for membership.

The qualifications for membership are as follows:

- A. Owner or operator of a business within the Borough of South Plainfield.
- B. Over the age of 18 years of age.
- C. Wherever possible members shall represent the cross section of business within the Borough of South Plainfield, including retail, industrial, commercial and professional businesses, and membership shall be drawn from existing business organizations such as the South Plainfield Business Association, the Chamber of Commerce and the South Plainfield Rotary Club.

§ 17-10. Meetings; Chairperson.

The Business and Economic Development Advisory Committee shall meet regularly at least once a month and shall, at its first meeting, elect one from its number as Chairperson, who shall preside over all meetings. In the event of a tie vote on any matters, the Council Liaison shall act as a tiebreaker.

§ 17-11. Rules and bylaws.

The conduct of the Business and Economic Development Advisory Group at its meetings and its activities shall be governed by rules and/or bylaws which it shall establish within three months of its creation. A copy of said rules and/or bylaws and amendments thereto shall be provided to the Borough Clerk within 30 days of its adoption.

§ 17-12. Powers and duties.

The powers and duties of the Business and Economic Development Advisory Group shall be as follows:

- A. To encourage business input in the deliberations of the Mayor and Council.
- B. To review all ordinances and resolutions which effect the establishment or operation of businesses within the Borough of South Plainfield to be adopted by the Mayor and Council and to render advice thereon.
- C. To render advice to the Mayor and Council on any matter which would improve or enhance the relationship between business and government in the Borough of South Plainfield.

§ 17-13. Reports and expenses.

The Business and Economic Development Advisory Group shall report to the Economic Development Committee of the Council. Any funds appropriated to the Business and Economic Development Advisory Group by the governing body will be disbursed through the office of the Borough Treasurer. Payment on account of expenses or claims shall be supported by vouchers.

Borough of South Plainfield, NJ
Thursday, October 3, 2024

Chapter 17. Boards, Committees and Commissions

Article VII. Citizens' Advisory Committee

[Adopted 2-17-2009 by Ord. No. 1845]

[1] *Editor's Note: This article, formerly Art. IX, was redesignated 12-18-2023 by Ord. No. 2288.*

§ 17-32. Title.

This article shall be known and may be cited and referred to as the "Community Development Citizens' Advisory Committee (CDCAC) Ordinance of the Borough of South Plainfield."

§ 17-33. Intent and purpose.

- A. It is the intent and purpose of this article to establish a Community Development Citizens' Advisory Committee (CDCAC) that will review and make recommendations to the Mayor and the Council on the use of Housing and Urban Development's (HUD) Community Development Block Grant that is given to South Plainfield annually.
- B. The Board fulfills the following HUD and CDBG requirements:
 - (1) Fulfills the citizen participation requirements of the Housing and Community Development Act of 1974, as amended, and Public Act No. 75-443, as amended.
 - (2) Assist in ongoing planning, programming, and budgeting of Community Development Block Grant funds.
 - (3) Assist in adopting community development programs, evaluating progress on approved and/or completed community development projects and responding to new issues by preparing recommendations to the City Council.
 - (4) Makes recommendations to the Mayor and the Council regarding the implementation of CDBG funded programs.

§ 17-34. Organization and appointments.

- A. The Mayor shall appoint the members of the Community Development Citizens Advisory Committee (CDCAC) with the advice and consent of the Borough Council. The Committee shall consist of five to seven members who are residents of the Borough of South Plainfield and represent the various demographic characteristics of the areas to be served by the Community Development Block Grant Program as required by federal HUD regulations.
- B. The CDCAC shall be under the direction of the Borough Council's Representative to the Middlesex County Housing and Community Development Committee, who shall serve as Committee Chairperson.

§ 17-35. Meetings.

Meetings are held as needed. Because the processing of Community Block Grant funds must be done in a timely manner each year, meetings will be periodic, but all members are expected to cooperate by attending all meetings. It will be the policy of the committee that any member who is absent from more than two consecutive meetings will be terminated.

§ 17-36. Terms of office.

Members shall be appointed by the Mayor with the approval of the Borough Council for a term of three years.

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 510. Construction Codes, Uniform

§ 510-2. Construction Board of Appeals.

- A. There is hereby established a Construction Board of Appeals to hear appeals from decisions by the enforcing agency. Such Board shall consist of five members. At least one Board member shall be a registered architect or licensed professional engineer with building construction experience, and at least one Board member shall be qualified as a plumbing subcode official and one qualified as an electrical subcode official. No more than two Board members shall be selected from the same business or profession. Each Board member shall have had at least three years' experience in construction, design or supervision as a licensed engineer or registered architect; or, in the alternative, five years' experience in construction, design or supervision as an architect or engineer with a bachelor's degree in architecture or engineering, respectively, from an accredited institution of higher education; or, as a further alternative, 10 years' experience in construction, design or supervision as a journeyman in a construction trade or as a construction contractor, subcontractor or inspector.
- B. Appointment.
- (1) The Council shall appoint the Board members and any alternate members. For the members first appointed, the Council shall designate the appointees' terms so that one shall be appointed for a term of one year, one for a term of two years, one for a term of three years, and two for a term of four years. At the expiration of such terms and thereafter, appointments shall be made for terms of four years. Vacancies shall be filled for the unexpired term.
 - (2) The Council shall appoint such number of alternates as may be appropriate, for terms not to exceed four years, or may, in the alternative, appoint alternates on a case-by-case basis. No regular or alternate Board member may be a member of the enforcing agency, the decisions of which are subject to the review of the Board.

Borough of South Plainfield, NJ
Thursday, October 3, 2024

Chapter 17. Boards, Committees and Commissions

Article XI. Cultural Arts Committee

[Adopted 12-18-2023 by Ord. No. 2288; amended in its entirety 5-20-2024 by Ord. No. 2306^[1]]

[1] *Editor's Note: This ordinance also changed the title of the article from "Cultural Arts Commission" to "Cultural Arts Committee."*

§ 17-55. Establishment; membership; terms; compensation.

- A. The Cultural Arts Committee shall consist of not less than five members and no more than 11 members. The members shall be appointed by the Mayor with the advice and consent of the Borough Council.
- B. Each member shall serve for a term of three years and until the appointment and qualification of his or her successor, but the initial term of the members shall be as follows: two such members for a term of three years; two such members for a term of two years; and one such member for a term of one year. In the event of an increase of the Commission to more than five members, the first two additional members shall be appointed for terms of three years; the next two additional members shall be appointed for terms of two years; and the next two additional members shall be appointed for terms of one year. Thereafter, all appointments shall be for a term of three years.
- C. All members of the South Plainfield Cultural Arts Committee shall serve without compensation.
- D. Associate members may be appointed by the Chairman of the Commission for a term of one year. The associate members to be appointed, up to a maximum of six, shall have no voting rights and shall also serve without compensation.
- E. The Cultural Arts Committee shall have a liaison to the governing body through the Recreation Committee established by the Borough Council. In the event of a tie vote, the Council liaison shall act as the tie breaking vote.

§ 17-56. Meetings; Chairman.

The Commission shall meet regularly at least once a month and shall, at its first meeting, elect from one of its number a Chairman, who shall preside over all meetings.

§ 17-57. Rules or bylaws.

The conduct of the Cultural Arts Committee at its meetings and its activities shall be governed by rules and/or bylaws which shall be established within three months from its creation.

§ 17-58. Powers and duties.

The duties of the Cultural Arts Committee shall be as follows:

- A. To render advice to the Mayor, Borough Administrator and the Borough Council on matters dealing with establishing and maintaining a municipal policy towards the arts, and to generally serve as an advocate for the arts in the Borough.
- B. To enhance and create opportunities for our citizens to enjoy and participate in the cultural activities throughout the community.
- C. To recruit and direct organizational and individual interest in and support for the arts within the Borough.
- D. To provide a coordinating agency for successful organizational corporate and individuals' cultural efforts within the Borough and to assume the responsibility for disseminating information concerning cultural activities.
- E. To organize support groups of volunteers to work with the Committee.
- F. To encourage awareness of community cultural activities in the young.

Borough of South Plainfield, NJ
Thursday, October 3, 2024

Chapter 17. Boards, Committees and Commissions

Article I. Environmental Advisory Committee

[Adopted 12-18-2023 by Ord. No. 2288^[1]]

[1] *Editor's Note: This ordinance also deleted former Art. I, Environmental Commission, adopted 4-23-1973 by Ord. No. 620, as amended.*

§ 17-1. Establishment.

It is hereby created and established an Environmental Advisory Committee for the Borough of South Plainfield.

§ 17-2. Membership; vacancies; liaison to Planning Board.

- A. The Environmental Advisory Committee shall consist of three to seven members, all of whom shall be residents of the Borough, appointed by the Mayor with the advice and consent of the Borough Council. Terms of office for all members shall be three years and until the appointment and qualification of their successors.
- B. The Mayor shall appoint one member for one year, one member for two years, and one member for three years. In case of the initial appointment of the Committee to more than three members, a fourth member shall be appointed for one year; a fifth member for two years; a sixth and seventh member for three years. The terms shall commence on January 1, 2024. Thereafter, the Mayor shall appoint or reappoint members for three-year terms.
- C. The Mayor may designate one of the members of the Planning Board to serve as a liaison between the Environmental Advisory Committee and the Planning Board.
[Amended 5-20-2024 by Ord. No. 2306]
- D. In the event of a vacancy occurring on the Committee other than by expiration of a term, it shall be filled for the unexpired term. All members of the Committee shall serve without compensation.

§ 17-3. Functions.

The Committee is established to assist in the protection, development and use of natural resources, including water resources, located within the territorial limits of the Borough. In order to carry out these purposes, the Committee shall have the following functions:

- A. Promote conservation and development of the natural resources of the Borough by making recommendations to the appropriate Borough officials, boards and bodies.
- B. Plan implement and inform the public about local conservation programs.
- C. Research the use and possible use of open areas of the community and make recommendations to the Planning Board and/or Borough Council.

- D. Prepare and recommend to the Borough Council the printing and distribution of books, maps, charts, plans and pamphlets which it feels are necessary to further its environmental advocacy role.
- E. Act as the coordinating agency for the community on environmental matters, and a liaison between local environmental needs and regional, county, state and federal agencies administering to those needs.
- F. Compile and annually update an environmental resource inventory of land and water resources, which are both publically or privately owned, including open marshlands, swamps and other wetlands, in order to obtain information on the proper use of such areas.
- G. At the request of the Borough Administrator, review proposed and existing legislation and actions of regulatory agencies as they impact the environment and advise the Borough Council on such matters.

§ 17-4. Rules and regulations.

The Committee may recommend for adoption by the Borough Council suitable rules and regulations for the use of any such lands and the conduct of any persons while on or using same.

§ 17-5. Records and annual reports.

The Committee shall keep records of its meetings and activities and shall make an annual report on or about December 1 of each year and submit the report the Borough Council, which report shall be comprehensive and detailed concerning the operations and activities of the Committee during the preceding year.

§ 17-6. Organization.

- A. The Committee shall conduct a reorganization meeting and shall hold an annual organizational meeting in January of each year.
- B. The Committee shall elect a chairperson, vice chairperson and secretary at its annual meeting and shall adopt a resolution establishing the dates, times and places of committee meetings for the year.
- C. The Committee is hereby authorized to adopt bylaws to govern its procedures.

§ 17-7. Green Team; Members.

[Added 5-20-2024 by Ord. No. 2306^[1]]

The Environmental Advisory Committee shall establish a Green Team and appoint members to develop plans, implement programs, and assist with educational opportunities that support the creation of a community sustainability program.

- A. The Green Team shall consist of the Mayor or his designee; the Borough Administrator; a Council liaison; a school board member appointed by the Board of Education; and up to two members of the Environmental Advisory Committee to be appointed by the Chairperson.
- B. The Chairperson may appoint with the advice and consent of the Committee advisory members which may include, but is not limited to, a Zoning Board or Planning Board member; a local business member; a Recreation Commission member; the Public Works Director or his designee; a youth representative; and up to two concerned citizens.
- C. The term of appointment for each Green Team member shall be for one year.

D. The general purposes for the Green Team shall include, but not be limited to, the following:

- (1) Management of South Plainfield participation in the Sustainable Jersey Program;
- (2) Encouraging the Borough administration to pursue sustainable practices where possible and implement the environmental goals of the Mayor and Council;
- (3) At the recommendation of the Mayor and Council, work with existing groups within the Borough whose actions affect environmental issues so as to eliminate duplication and insure that important tasks are completed;
- (4) Provide suggestions to the Mayor and Council for further research and action in pursuit of the goals and functions of the Green Team;
- (5) Provide advice and suggestions to the Planning Board and Zoning Board to assure that environmental issues are considered in the deliberations and actions if requested by the Mayor and Council;
- (6) Upon obtaining approval of the Mayor and Council, solicit and evaluate environmental ideas and suggestions from the community; and
- (7) Upon obtaining approval of the Mayor and Council, promote the causes of sustainability within the Borough.

E. The Green Team shall meet at a designated time and place scheduled by the Chair of the Environmental Advisory Board or their designee at their discretion.

[1] *Editor's Note: This ordinance also renumbered former §§ 17-7 through 17-57 as §§ 17-8 through 17-58, respectively.*

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 283. Library

[HISTORY: Adopted by the Mayor and Council of the Borough of South Plainfield 10-13-1964 1964 as Art. 2 of Ch. 1 of the 1964 Code (Ch. 35 of the 1982 Code). Amendments noted where applicable.]

§ 283-1. Free Public Library created.

There is hereby created a Free Public Library, to be known as the "South Plainfield Free Public Library."

§ 283-2. Trustees; terms.

[Amended 12-26-1984; 12-18-2023 by Ord. No. 2288]

A Board of Trustees consisting of seven to nine members shall hold in trust and manage all property of the library. Said Board shall be composed of the Mayor of the Borough of South Plainfield, the Superintendent of Schools of the South Plainfield School District, and from five to seven citizens to be appointed by the Mayor, at least four of whom shall be residents of the municipality. The appointments shall be for terms of five years and they may be selected by the Mayor with the advice and consent of the Borough Council. The Mayor and Superintendent of Schools may respectively appoint an alternate to act in their place and stead with the authority to attend all meetings of the Board and, in their absence, to vote on all questions before the Board. Vacancies occurring in the Board of Trustees shall be filled for the unexpired term only, in the same manner as the original appointments are made.

§ 283-3. Uncompensated service; expenditures.

The Trustees shall receive no compensation for their services and shall not incur any expense or enter into any obligation to an amount in excess of the annual appropriation for library purposes and of the funds on hand.

§ 283-4. Annual report.

The Board of Trustees shall annually make a report of its transactions, accounts and the state and condition of the library to the governing body of the Borough.

§ 283-5. Powers.

The Board of Trustees shall have all the powers conferred by statute.

§ 283-6. Annual appropriation.

The governing body of the Borough of South Plainfield shall annually appropriate and raise by taxation the money needed for support and maintenance of the library, as provided for by law.

§ 283-7. Failure to return books or property.

[Added 4-9-1992 by Ord. No. 1274]

No person shall detain or fail to return any book, periodical, pamphlet, artistic reproduction, phonograph recording, audiovisual material, VCR or any other article borrowed from the South Plainfield Free Public Library, hereinafter referred to as the "library," after 30 days have elapsed from the date of posting by certified mail, return receipt requested, of a notice demanding return thereof and informing the person in such notice that the book or material is overdue and that such person is subject to prosecution pursuant to this chapter. Such notice shall be mailed to the person at the last known address said person furnished to the library.

§ 283-8. Enforcement.

[Added 4-9-1992 by Ord. No. 1274]

The provisions of this chapter shall be enforced by the Director of the library or such person as may from time to time be designated by the Board of Trustees of the library. The enforcement shall be carried out with the advice of the Board of Trustees of the library.

§ 283-9. Violations and penalties.

[Added 4-9-1992 by Ord. No. 1274]

Any person violating any provision of this chapter shall, upon conviction thereof, be subject to a fine not to exceed \$100 for each offense. Continued failure to return any book or library article for a period of 30 days after conviction of a violation of this chapter shall constitute a separate offense under this chapter.

Borough of South Plainfield, NJ
Thursday, October 3, 2024

Chapter 17. Boards, Committees and Commissions

Article III. Wellness Campaign Committee

[Adopted 2-6-2012 by Ord. No. 1949; amended in its entirety 12-18-2023 by Ord. No. 2288^[1]]

[1] *Editor's Note: This ordinance also deleted former Art. III, Taxpayers Advisory Group, adopted 1-27-1994 by Ord. No. 1343, as amended.*

§ 17-14. Establishment; membership and terms; compensation.

- A. The Wellness Campaign Committee shall consist of up to eight members; plus one additional member to be a representative of the Senior Center with an annual term. Each member shall be appointed by the Mayor with the advice and consent of the Borough Council. The Mayor shall also serve as a member of the Wellness Committee and shall vote in the event there is tie.
- B. The Committee shall consist of the following members:
 - (1) One member shall be assigned to develop, plan, organize and execute programs for the youth of the Borough;
 - (2) One member shall be assigned to develop, plan, organize and execute programs for the employers of the Borough;
 - (3) One member shall be assigned to develop, plan, organize and execute programs for the seniors of the Borough;
 - (4) One member shall be assigned to develop, plan, organize and execute programs for the benefit of the community at large; and
 - (5) Up to four at large members assigned to develop, plan, organize and execute programs to the benefit of the community at large.

§ 17-15. Qualifications for membership.

The qualifications for membership are as follows:

- A. A resident and taxpayer of the Borough of South Plainfield;
- B. Over the age of 18; and
- C. Neither a present nor past elected or appointed official of the Borough of South Plainfield. This prohibition is intended to apply to Borough government, and is not intended to apply to past or present members of the Board of Education.

§ 17-16. Meetings; Chair.

The Committee shall meet regularly and shall, at its first annual meeting each year, elect one from its number as Chairperson who shall preside over all meetings. In the event of a tie vote on any matters, the Mayor shall vote as the tiebreaker.

§ 17-17. Rules and bylaws.

The conduct of the Wellness Campaign Committee at its meetings and activities shall be governed by rules or bylaws which shall be established by the Committee within three months of its creation.

§ 17-18. Powers and duties.

The Wellness Campaign Committee shall be responsible for the development, plan, organization and execution of programs designed to help the Borough attain and maintain the Healthy Town designation from the State of New Jersey. They shall lend their advice to the Mayor, Borough Administrator, Borough Clerk and Borough Council on all matters dealing with the Healthy Town designation. They may employ individuals or organize support groups of volunteers with the authorization and consent of the governing body to assist the Borough in maintaining the Healthy Town designation.

§ 17-19. Reports and expenses.

The Wellness Campaign Committee shall report to the Health, Welfare and Environment Committee of the Borough Council. Any funds appropriated to the Wellness Campaign Committee by the governing body shall be disbursed by the office of the Borough Administrator. Any payment on account of expenses or claims must be supported by vouchers.

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 11. Aging, Office on

[HISTORY: Adopted by the Mayor and Council of the Borough of South Plainfield 10-9-2003 by Ord. No. 1634. Amendments noted where applicable.]

GENERAL REFERENCES

Administration — See Ch. 5.

Boards, Committees and Commissions — See Ch. 17.

Code of Ethics — See Ch. 41.

Officers and employees — See Ch. 71.

§ 11-1. Title.

This chapter shall be known and may be cited and referred to as the "Office on Aging Ordinance of the Borough of South Plainfield."

§ 11-2. Mission statement.

The Office on Aging is dedicated to meeting the needs of our senior citizen population by providing access to services, advocacy for the rights and needs of seniors and resource management to insure effective and efficient coordination of services. The goal is to provide programs and services that promote and enhance health and wellness and create a positive image of aging and improve their overall quality of life.

§ 11-3. Intent and purpose.

It is the intent and purpose of this chapter to establish an Office on Aging that will:

- A. Be the designated department to advocate, plan, coordinate and provide program and services to the senior citizens of the Borough, their families and caregivers.
- B. Serve as the connecting link between the Borough and Middlesex County Office on Aging and the State Department of Health and Senior Services in the development and enactment of various senior programs initiated by federal, state and county directive.
- C. Provide programs and services that focus on the health, education and welfare of our seniors and seeks to improve the quality of life of older adults with particular emphasis on those seniors who are frail, isolated and home bound.

§ 11-4. Organization and appointments.

- A. The Council shall appoint not more than nine members to an Office on Aging Advisory Council. Members shall serve at the will of the Council. The Executive Director of the Office on Aging shall be a member of the Advisory Council and shall serve as the Chairperson of the Advisory Council. The Advisory Council shall review policies and procedures of the Office on Aging and make recommendations to the Director.

- B. The Office on Aging shall be under the Supervision of the Executive Director, who shall serve as department head and shall be responsible for the planning, implementation, coordination and operation of the Office on Aging and the Senior Citizen Center. Under the supervision of the Mayor and Council, the Executive Director shall maintain liaison with the Middlesex County Department on Aging, the State Department of Health and Senior Services and all other government and service agencies related to senior citizen matters to ensure optimum program performance on behalf of the Borough's senior population.

§ 11-5. Program development.

The Office on Aging shall develop and coordinate programs and services for the senior population and shall include but not be limited to the following:

- A. Information and assistance (Title IIIB^[1]).
[1] *Editor's Note: See N.J.S.A. 3B:1-1 et seq.*
- B. Assisted transportation.
- C. Community outreach and advocacy.
- D. Nutritional services, including senior meals delivery program.
- E. Home support services.
- F. Recreational programming.
- G. Health promotion and wellness program.
- H. Resource and referrals for the senior population, their families and caregivers.

§ 11-6. Point of contact.

The initial point of contact for all senior citizen matters shall be through the Director's office at the Senior Center. The Center shall also serve as a resource center for agency personnel and caregivers to the elderly. Many programs shall also provide practical help and a social outlet for healthy, active older persons. The Office on Aging shall seek to create an environment that promotes a positive image of aging by encouraging personal growth, social interaction, education and independent living skills among older adults, thereby enhancing the overall quality of life.

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 515. Development Review

Article IV. Planning Board

§ 515-6. Establishment.

There is hereby established pursuant to Chapter 291, P.L. 1975,^[1] in the Borough of South Plainfield a Planning Board of nine members, consisting of the following four classes:

- A. Class I: the Mayor.
- B. Class II: one of the officials of the municipality other than a member of the governing body, to be appointed by the Mayor; provided that, if there is an Environmental Commission, the member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be deemed to be the Class II Planning Board member if there is both a member of the Zoning Board of Adjustment and a member of the Board of Education among the Class IV members.
- C. Class III: a member of the governing body to be appointed by it.
- D. Class IV: six other citizens of the municipality to be appointed by the Mayor. The members of Class IV shall hold no other municipal office, except that one member may be a member of the Zoning Board of Adjustment and one may be a member of the Board of Education. A member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be a Class IV Planning Board member unless there be among the Class IV members of the Planning Board both a member of the Zoning Board of Adjustment and a member of the Board of Education, in which case the member of the Environmental Commission shall be deemed to be the Class II member of the Planning Board.

[1] *Editor's Note: See N.J.S.A. 40:55D-23 et seq.*

§ 515-7. Terms.

- A. The term of the member composing Class I shall correspond with his official tenure. The terms of the members composing Class II and Class III shall be for one year or terminate at the completion of their respective terms of office, whichever occurs first, except for a Class II member who is also a member of the Environmental Commission. The term of a Class II or a Class IV member who is also a member of the Environmental Commission shall be for three years or terminate at the completion of his term of office as a member of the Environmental Commission, whichever comes first.
- B. The term of a Class IV member who is also a member of the Board of Adjustment or the Board of Education shall terminate whenever he is no longer a member of such body or at the completion of his Class IV term, whichever occurs first.
- C. The terms of all Class IV members first appointed pursuant to this chapter shall be so determined that, to the greatest practicable extent, the expiration of such terms shall be evenly distributed over the first four years after their appointment as determined by resolution of the governing body; provided, however, that no term of any member shall exceed four years. Thereafter, all Class IV

members shall be appointed for terms of four years except as otherwise herein provided. All terms shall run from January 1 of the year in which the appointment was made.

§ 515-8. Vacancies.

If a vacancy of any class shall occur otherwise than by expiration of term, it shall be filled by appointment as above provided for the unexpired term.

§ 515-9. Organization.

The Planning Board shall elect a Chairperson and Vice Chairperson from the members of Class IV and select a Secretary, who may either be a member of the Planning Board or a municipal employee designated by it.

§ 515-10. Planning Board Attorney.

The Planning Board may annually appoint, fix the compensation of or agree upon the rate of compensation of the Planning Board Attorney, who shall be an attorney other than the Municipal Attorney. The Board shall not, however, exceed, exclusive of gifts or grants, the amount appropriated by the governing body for its use for such purpose.

§ 515-11. Experts and staff.

The Planning Board may also employ or contract for the services of experts and other staff and services as it may deem necessary. The Board shall not, however, exceed, exclusive of gifts or grants, the amount appropriated by the governing body for its use for such purpose.

§ 515-12. Powers and duties generally.

The Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions and purposes of this chapter. In the issuance of subpoenas, administration of oaths and taking of testimony, the provisions of the County and Municipal Investigations Law of 1953 (N.J.S.A. 2A:67A-1 et seq.) shall apply. It shall also have the following powers and duties:

- A. To make and adopt and from time to time amend a Master Plan for the physical development of the municipality, including any areas outside its boundaries which in the Board's judgment bear essential relation to the planning of the municipality, in accordance with the provisions of N.J.S.A. 40:55D-28.
- B. To administer the provisions of the subdivision and site plan regulations of the municipality in accordance with the provisions of Articles **VIII** and **IX** of this chapter.^[1]
[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 500, General Provisions, Art. I).*
- C. To approve conditional use applications in accordance with the provisions of Chapter 450, Zoning, pursuant to N.J.S.A. 40:55D-67.
- D. To participate in the preparation and review of programs or plans required by state or federal law or regulations.
- E. To assemble data on a continuing basis as part of a continuous planning process.
- F. To annually prepare a program of municipal capital improvement projects projected over a term of six years and amendments thereto, and recommend the same to the governing body.

- G. To consider and make a report to the governing body within 35 days after referral as to any proposed development regulation submitted to it pursuant to the provisions of N.J.S.A. 40:55D-26a, and also to pass upon other matters specifically referred to the Planning Board by the governing body pursuant to the provisions of N.J.S.A. 40:55D-26b.
- H. When reviewing applications for approval of subdivision plats, site plans or conditional uses, to grant to the same extent and subject to the same restrictions as the Zoning Board of Adjustment variances pursuant to Subsection 57C of Chapter 291, P.L. 1975,^[2] from lot area, lot dimensions, setback and yard requirements, provided that such relief from lot area requirements shall not be granted for more than one lot. Whenever relief is requested pursuant to this subsection, notice of a hearing on the application for development shall include reference to the request for a variance.
[2] *Editor's Note: See N.J.S.A. 40:55D-70c.*
- I. To perform such other advisory duties as are assigned to it by ordinance or resolution of the governing body for the aid and assistance of the governing body or other agencies or officers.

§ 515-13. Advisory committee.

The Mayor may appoint one or more persons as a citizens advisory committee to assist or collaborate with the Planning Board in its duties, but such person or persons shall have no power to vote or take other action required of the Board. Such person or persons shall serve at the pleasure of the Mayor.

§ 515-14. Environmental Commission.

Whenever the Environmental Commission has prepared and submitted to the Planning Board an index of the natural resources of the municipality, the Planning Board shall make available to the Environmental Commission an informational copy of every application for development to the Planning Board. Failure of the Planning Board to make such informational copy available to the Environmental Commission shall not invalidate any hearing or proceeding.

Borough of South Plainfield, NJ
Thursday, October 3, 2024

Chapter 17. Boards, Committees and Commissions

Article V. Public Celebrations Committee

[Adopted 12-21-2015 by Ord. No. 2042]

[1] *Editor's Note: This article, formerly Art. VII, was redesignated 12-18-2023 by Ord. No. 2288.*

§ 17-22. Establishment, membership and terms; compensation.

- A. The Public Celebrations Committee shall consist of five to 11 members. Each member shall be appointed by the Mayor with the advice and consent of the Borough Council.
[Amended 12-18-2023 by Ord. No. 2288]
- B. Each member shall be appointed for a three-year term with the exception of appointments to be made effective January 1, 2016. There are presently five terms which shall expire as of December 31, 2015. At the discretion of the Mayor, with the advice and consent of the Borough Council, appointments to three of such positions shall be for threeyear terms; one such position shall be for a one-year term; and one such position shall be for a two-year term.
- C. All members of the Public Celebrations Committee shall serve without compensation.

§ 17-23. Qualifications for membership.

Qualifications for membership are as follows:

- A. A resident of the Borough of South Plainfield.
- B. Over the age of 18; and
[Amended 12-18-2023 by Ord. No. 2288]
- C. One member of the Governing Body of the Borough of South Plainfield shall be a member of the Public Celebrations Committee and may vote in the event of a the vote among the other members of the Public Celebrations Committee.
[Amended 12-18-2023 by Ord. No. 2288]

§ 17-24. Meetings; Chairperson.

The Public Celebrations Committee shall meet regularly, and shall, at its first meeting of each year, elect from its number a Chairperson who shall preside over all meetings.

§ 17-25. Rules and bylaws.

The conduct of the Public Celebrations Committee at its meetings and activities shall be governed by rules and bylaws which shall be established by the Committee.

§ 17-26. Powers and duties.

The Public Celebrations Committee shall be responsible for the planning, organization and execution of events, activities, parades and the like designed help the Borough celebrate any holiday, event, or occurrence, which is determined worthy or desirable to be honored and celebrated. It may utilize individuals or organize support groups of volunteers with the authorization and consent of the governing body to assist in the duties. It shall lend its advice to the governing body on all matters within its jurisdiction.

§ 17-27. Reports and expenses.

The Public Celebrations Committee shall report to the Recreation Committee of the Borough Council. Any funds appropriated for the Public Celebrations Committee by the governing body shall be disbursed by the office of the Borough Administrator. Any payment on account of expenses or claims must be supported by vouchers.

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 17. Boards, Committees and Commissions

Article IX. Board of Recreation Commissioners

[Adopted 12-18-2023 by Ord. No. 2288]

§ 17-40. Establishment; members; terms.

- A. The Board of Recreation Commissioners is hereby established pursuant to N.J.S.A. 40:12-1 to 40:12-15 inclusive, together with the amendments and supplements thereto. The Mayor may, in his or her discretion, appoint not less than three nor more than seven persons, citizens and residents of the municipality, as members of the Board of Recreation Commissioners. The Commissioners first appointed shall be appointed for terms of one, two, three, four and five years, respectively, in such manner that the term of at least one Commissioner and not more than two Commissioners shall expire in each year according to the number appointed as fixed by the Mayor. In the case of an increase of a Board from three to five members, or in case of the increase of a Board from five to seven members, the additional Commissioners shall be appointed, one for four years, and one for five years; and in the case of the increase of a Board from three to seven members, two of the additional Commissioners shall be appointed for four years and two shall be appointed for five years. Thereafter, all appointments shall be for the term of three years if the Board consists of three members, or five years if the Board consists of five or seven members, according to the number appointed to comprise the Board, and vacancies shall be filled for the unexpired term only. The members shall serve until their respective successors are appointed and shall qualify. The members shall receive no compensation for their services.
- B. The Mayor shall, on an annual basis, also appoint a liaison from the Police Athletic League to the South Plainfield Recreation Commission, as a nonvoting member of the Recreation Commission. Said term will commence January 1 of each year.

§ 17-41. Organization.

Immediately after their appointment, the Commissioners shall meet and organize by electing one of their members President, and select such officers and adopt such rules and regulations as they may deem necessary for the faithful discharge of the powers conferred on said Commission as provided for in N.J.S.A. 40:12-1 to 40:12-8 inclusive, as amended and supplemented. The Commission shall hold regular meetings at such times and places as it may designate.

§ 17-42. Powers.

The Recreation Commission shall have the full power extended to it under N.J.S.A. 40:12-6.

§ 17-43. Acceptance of gifts; contracts.

The Recreation Commission may accept any grant, gift, bequest or donation of services, equipment, real estate or money from any individual or group to be used as specified by the donor or by the terms of acceptance. The Recreation Commission shall have no authority to enter into any contract or incur any obligation binding upon the Borough of South Plainfield, other than current obligations or contracts to be fully executed within the then-current fiscal year and all within the budget appropriations made by the Mayor and Council.

§ 17-44. Recreation Director.

- A. The Recreation Commission shall have the power to appoint a Recreation Director for a term not to exceed five years, which shall run from January 1 of the year in which he/she is appointed.
- B. The Recreation Director must be trained and possess the necessary qualifications and must have demonstrated by actual work his/her ability to organize and direct a community recreation system and such other personnel as may be deemed necessary and are recommended by the Recreation Director.

§ 17-45. Supervisors and assistants.

The Commission may appoint such number of supervisors, assistants and custodians for the playgrounds and recreation places under its control as it shall think necessary and proper and shall fix and determine their respective salaries, subject to the approval of the Mayor and Council.

§ 17-46. Authority of Commission appointees.

The custodians, supervisors and assistants appointed by the Commission shall, while on duty, for the purpose of preserving order and the observation of rules, regulations and bylaws of said Commission, have all the power and authority of police officers of the Borough of South Plainfield, and any person who shall violate any such rules, regulations or bylaws of the Recreation Commission shall be deemed and adjudged to be a disorderly person.

§ 17-47. Appropriations; disposition of funds.

The Recreation Commission shall submit an annual budget to the Finance Committee of the Council for its approval. The funds appropriated by the governing body, as provided by the Salary Ordinance,^[1] shall be disbursed through the office of the Borough Treasurer. Payment on account of expenses or claims shall be supported by vouchers. Payment on account of wages or salaries shall be made as other salaries and wages of all municipal employees. Funds received by the Recreation Commission from sources other than budget appropriations shall be deposited by the Treasurer in a special fund to the credit and for the use of said Commission and disbursed as the above budget funds are disbursed.

[1] *Editor's Note: The current Salary Ordinance is on file in the office of the Borough Clerk.*

§ 17-48. Annual reports.

The Recreation Commission shall make an annual written report on or before the second Thursday in January of each year; said annual report shall contain an itemized accounting of all activities, receipts, disbursement, expenditures and the number of employees for the full year. Such other reports as may be requested from time to time by the Mayor and Council shall also be fulfilled. The fiscal year shall be the same as that of the Mayor and Council.

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 17. Boards, Committees and Commissions

Article X. Traffic Safety Advisory Board

[Adopted 12-18-2023 by Ord. No. 2288]

§ 17-49. Establishment; membership; purpose.

A commission known as the Traffic Safety Advisory Board of the Borough of South Plainfield is hereby established, consisting of five to nine members to promote traffic safety by advice to boards, departments and agencies and by education of the public.

§ 17-50. Categories of members.

The Traffic Safety Advisory Board shall be composed of the following members, containing five categories.

- A. One member from the Borough Council appointed by the Mayor, which member shall be a nonvoting member;
- B. One member of the Department of Public Works appointed by the Director of Public Works;
- C. One member of the Police Department appointed by the Chief of Police;
- D. One member of the Board of Education of the Borough of South Plainfield appointed by President of the Board of Education; and
- E. Up to six citizen members who are residents of the Borough of South Plainfield to be appointed by the Mayor with the advice and consent of the Borough Council.

§ 17-51. Terms of office.

The terms of office of the Traffic Safety Advisory Board shall be as follows: All members in § 17-49A through D, inclusive, shall be appointed for a term of three years or until their official capacity as Councilperson, member of the Department of Public Works, member of the Police Department, member of the Board of Education shall terminate, whichever occurs sooner. Members of the Traffic Safety Advisory Board in § 17-49E shall be appointed as follows: two citizen members shall be appointed for a term of one year; two shall be appointed for a term of two years; and two shall be appointed for a term of three years. After the initial appointment, all appointments in § 17-49E shall be for three years. In the event the terms of the members as listed in § 17-49A through D should expire prior to their appointment for three years due to termination of their official capacity as members of the categories listed herein, then the terms of office shall be deemed expired and new appointments made for a term of three years or so long as the appointee remains a member of the category from which he or she was appointed. Vacancies shall be filled for unexpired terms in the same manner as the original appointments.

§ 17-52. Organization.

The members of the Traffic Safety Advisory Board shall organize annually by selecting a Chairman, Vice Chairman and Secretary. The Board shall meet regularly at least once a month and at such other times as the Chairman shall direct. The Secretary shall keep a written record of the Board's proceedings, handle all correspondence, send notices of meetings to members and perform such other duties as are necessary and property. The Secretary may be compensated as set forth in the Borough Salary Ordinance.^[1]

[1] *Editor's Note: The current Salary Ordinance is on file in the office of the Borough Clerk.*

§ 17-53. Duties and responsibilities.

The duties and responsibilities of the Traffic Safety Advisory Board shall be both educational and advisory. The Traffic Safety Advisory Board shall:

- A. Coordinate the traffic safety activities of the various Borough departments, boards and agencies;
- B. Appraise existing traffic conditions for the recommendation of corrections;
- C. Recommend traffic and safety legislation to the Borough Council;
- D. Advise the public of the element of an official safety program and the necessity of public cooperation and support;
- E. Make specific recommendations to the Planning and Zoning Boards on all referred cases relating to traffic and safety coordination;
- F. Make specific recommendations to the Building Department on building permit applications for new commercial and industrial buildings; and
- G. Do all those things and have all those powers necessary and proper to effect all of the foregoing duties.

§ 17-54. Recommendations.

Prior to approval of any action by either the Planning Board or the Zoning Board involving new commercial or industrial uses, plans of the proposed use shall be forwarded to the Traffic Safety Advisory Board for its recommendations. The Board may request of the applicant necessary supporting information involving existing vehicular and pedestrian traffic counts, projected traffic volumes, maps, expert testimony and traffic control specifications. Reports on recommendations by this Board shall be tendered to the respective forwarding department, board or agency within a reasonable period of the complete submission mentioned above.

*Borough of South Plainfield, NJ
Thursday, October 3, 2024*

Chapter 515. Development Review

Article V. Zoning Board of Adjustment

§ 515-15. Establishment; composition.

- A. A Zoning Board of Adjustment is hereby established pursuant to N.J.S.A. 40:55D-69 et seq., consisting of seven residents of the Borough of South Plainfield appointed by the Council to serve for terms of four years from January 1 of the year of their appointment. The terms of the members first appointed shall be so determined that, to the greatest practicable extent, the expiration of such terms shall be distributed evenly over the first four years after their appointment, provided that the initial term of no member shall exceed four years. Thereafter, the term of each member shall be for four years.
- B. No member of the Zoning Board of Adjustment may hold any elective office or position under the municipality.
- C. A vacancy occurring otherwise than by expiration of term shall be filled by appointment as above provided for the unexpired term only.

§ 515-16. Officers.

The Board of Adjustment shall elect a Chairperson and Vice Chairperson from its members and shall also select a Secretary, who may or may not be a Board member or another municipal employee.

§ 515-17. Board of Adjustment Attorney.

The Zoning Board of Adjustment may annually appoint, fix the compensation of or agree upon the rate of compensation of the Zoning Board of Adjustment Attorney, who shall be an attorney other than the Municipal Attorney or Planning Board Attorney. The Board shall not, however, exceed, exclusive of gifts or grants, the amount appropriated by the governing body for its use for such purpose.

§ 515-18. Experts and staff.

The Zoning Board of Adjustment may also employ or contract for and fix the compensation of such experts and other staff and services as it may deem necessary. The Board shall not authorize expenditures which exceed, exclusive of gifts or grants, the amount appropriated by the governing body for its use for such purpose.

§ 515-19. Rules and regulations.

The Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions and purposes of this chapter. In the issuance of subpoenas, administration of oaths and

taking of testimony, the provisions of the County and Municipal Investigations Law of 1953 (N.J.S.A. 2A:67A-1 et seq.) shall apply.

§ 515-20. Powers generally.

- A. The powers of the Zoning Board of Adjustment shall be in accordance with N.J.S.A. 40:55D-69 et seq., and amendments and supplements thereto, and with the provisions of this chapter.
- B. It is further the intent of this chapter to confer upon the Zoning Board of Adjustment as full and complete powers as may lawfully be conferred upon such Board, including, not by way of limitation, the authority in connection with any case, action or proceeding before the Board to interpret and construe the provisions of the Zoning Ordinance or any term, clause, sentence or word thereof and the Zoning Map, in accordance with the general rules of construction applicable to legislative enactments.
- C. The Board may, in appropriate cases and subject to appropriate conditions and safeguards, grant variances from the terms of Chapter **540**, Zoning, in accordance with the general or specific rules contained herein and with the general rules hereby laid down so that equity shall be done in cases where the strict construction of the provision of the Zoning Ordinance would work undue hardship. The powers and duties of the Board having been delegated to and imposed upon it by statute, the Board shall in all cases follow the provisions applicable to it in said Chapter 291, P.L. 1975, or subsequent statutes in such case made and provided, and it shall from time to time furnish to any person requesting the same a copy of its rules and information as to how appeals or applications may properly be filed with the Board for its decision thereon.

§ 515-21. Appeals and applications.

- A. Appeals to the Board of Adjustment may be taken by any interested party. Each appeal shall be taken within the 20 days prescribed by the statute by filing a notice of appeal with the officer from whom the appeal was taken, together with three copies of said notice with the Secretary of the Board of Adjustment. Said notice of appeal shall specify the grounds for said appeal. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.^[1]
[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 500, General Provisions, Art. I).*
- B. Applications addressed to the original jurisdiction of the Board of Adjustment without prior application to an administrative officer shall be filed with the municipal Zoning Officer. Three copies of the application shall be filed. At the time of filing the appeal or application but in no event less than 10 days prior to the date set for hearing, the applicant shall also file all plot plans, maps or other papers required by virtue of any provision of this chapter or any rule of the Board of Adjustment. The applicant shall obtain all necessary forms from the municipal Zoning Officer. The municipal Zoning Officer shall inform the applicant of the steps to be taken to initiate proceedings and of the regular meeting dates of the Board.
- C. An appeal stays all proceedings in furtherance of the action in respect of which the decision appealed from was made, unless the officer from whom the appeal is taken certifies to the Board of Adjustment after the notice of appeal shall have been filed with him that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such cases, proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the Board of Adjustment or by the Superior Court of New Jersey on application or notice to the officer from whom the appeal is taken and on due cause shown.

§ 515-22. Power to reverse or modify decisions.

In exercising the above-mentioned power, the Board of Adjustment may, in conformity with the provisions of Chapter 291, P.L. 1975, or amendments thereto or subsequent statutes applying, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and make such other requirement, decision or determination as ought to be made, and to that end have all the powers of the administrative officer from whom the appeal was taken.

§ 515-23. Expiration of variance.

Any variance from the terms of Chapter 540, Zoning, hereafter granted by the Board of Adjustment, permitting the erection or alteration of any structure or structures or permitting a specified use of any premises, shall expire by limitation unless such construction or alteration shall have been actually commenced on each and every structure permitted by said variance or unless such permitted use has actually been commenced within one year from the date of publication of the notice of the judgment or determination of the Board of Adjustment; except, however, that the running of the period of limitation herein provided shall be tolled from the date of filing an appeal from the decision of the Board of Adjustment to a court of competent jurisdiction until the termination in any manner of such appeal or proceeding.

§ 515-24. Powers granted by law.

A. The Board of Adjustment shall have such powers as are granted by law to:

- (1) Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative official or agency based on or made in the enforcement of Chapter 540, Zoning.
- (2) Hear and decide requests for interpretation of the Zoning Map or Zoning Ordinance or for decisions upon other special questions upon which such Board is authorized by Chapter 540, Zoning, to pass.
- (3) Where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or by reason of exceptional topographic conditions, or by reason of other extraordinary and exceptional situation or condition of such piece of property, the strict application of any regulation in Chapter 540, Zoning, would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property, to grant upon an application or an appeal relating to such property a variance from such strict application so as to relieve such difficulties or hardship; provided, however, that no variance shall be granted under this subsection to allow a structure or use in a district restricted against such structure or use; and further provided that the proposed development does not require approval by the Planning Board of a subdivision, site plan or conditional use in conjunction with which the Planning Board shall review a request for a variance pursuant to Section 47A of the Municipal Land Use Law of 1975, Chapter 291, P.L. 1975.^[1]
 [1] *Editor's Note: See N.J.S.A. 40:55D-60a.*
- (4) Grant a variance to allow a structure or use in a district restricted against such structure or use in particular cases and for special reasons, but only by the affirmative vote of at least 2/3 of the full authorized membership of the Board.

B. No variance or other relief may be granted under the provisions of this section unless such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the Master Plan and Zoning Ordinance. Any application under any subsection of this section may be referred to any appropriate person or agency, including the Planning Board, for its report, provided that such reference shall not extend the period of time within which the Zoning Board of Adjustment shall act.^[2]

[2] *Editor's Note: Amended at time of adoption of Code (see Ch. 500, General Provisions, Art. I).*

§ 515-25. Additional powers.

[Amended 10-3-1996 by Ord. No. 1433]

- A. The Zoning Board of Adjustment shall, in addition to the powers specified in § 515-24 of this article, have power given by law to:
- (1) Direct issuance of a permit pursuant to N.J.S.A. 40:55D-34 for a building or structure in the bed of a mapped street or public drainageway, flood control basin or public area reserved on the Official Map.
 - (2) Direct issuance of a permit pursuant to N.J.S.A. 40:55D-36 for a building or structure not related to a street.
- B. The Board of Adjustment shall have the power to grant, subject to the same restrictions as the Planning Board, subdivision or site plan approval pursuant to Article 6 of Chapter 291, P.L. 1975,^[1] or conditional use approval pursuant to N.J.S.A. 40:55D-67, whenever the Board is reviewing an application for approval of a use variance pursuant to Article V, § 515-24A(4), of this chapter. The Board of Adjustment shall, pursuant to N.J.S.A. 40:55D-10.1, also have the power to conduct, subject to the same restrictions as the Planning Board, an informal review of a concept plan for a development which will require a use variance and either subdivision approval or site plan approval, for which the developer intends to prepare and submit an application for development.

[1] *Editor's Note: See N.J.S.A. 40:55D-37 et seq.*

§ 515-26. Time for decision.

- A. The Board of Adjustment shall render its decision not later than 120 days after the date an appeal is taken from the decision of an administrative officer or the submission of a complete application for development to the Board pursuant to the provisions of N.J.S.A. 40:55D-70b.
- B. Failure of the Board to render a decision within such one-hundred-twenty-day period or within such further time as may be consented to by the applicant shall constitute a decision favorable to the applicant.