

2022
RULES OF THE BOROUGH COUNCIL
BOROUGH OF CARTERET

ARTICLE I

The deliberations of the Council shall be governed by "Robert's Rules of Order".

ARTICLE II

MAYOR

SECTION 1. The Mayor shall preside over the deliberations of the Council and shall conduct the meetings thereof. He shall see that the laws of the State and the ordinances of the Borough are faithfully executed and followed. He shall recommend to the Council such ordinances, resolutions or actions that he shall deem necessary or expedient and in the best interest and the welfare of the Borough. He shall maintain peace and good order and have power to suppress all tumultuous assemblies in the Borough. The Mayor shall oversee the daily departmental and agency responsibility of the Borough. He shall approve or veto all expenditures made by the Council and/or departments. In his absence this duty shall be assumed by the Council President. (See R.S. 40:87 et seq. and 40:88-1). In addition to the Council President, there shall also be a Council Vice President, who shall assume the duties in the absence of the Council President.

SECTION 2. He shall, on all occasions preserve the strictest order decorum, and he/she shall cause the removal of all persons who interrupt the orderly proceedings of the Council.

SECTION 3. He shall decide all questions of order.

SECTION 4. In the absence of the Mayor, or if he is unable to perform his duties, the Council President (or, in his inability to act, the Councilmember having the longest term as such in consecutive years) shall act as Mayor, as provided by Statute. (See R.S.40A:60-3).

ARTICLE III

BOROUGH CLERK

SECTION 1. The Clerk shall perform the duties enjoined upon him/her by revised Statutes of New Jersey and these By-Laws. (See R.S. 40A:9-133 et seq.).

SECTION 2. He/she shall keep the minutes and ordinance books properly and fully indexed and shall perform all the duties usually devolving upon such officer; and in addition, such other duties or services as the Mayor or Council may direct.

SECTION 3. He/she and/or the Deputy or Assistant Clerk shall be the liaison officer between the Civil Service Commission and the Borough of Carteret.

ARTICLE IV

MEETINGS

SECTION 1. The Council shall hold an annual meeting on the first Sunday of January at Eleven-Thirty O'Clock or, during the first seven days of January in any year (See R.S. 40A:60-3 and 40A:60-5) in the Council Chambers at the Memorial Municipal Building or such place as designated by the Mayor.

SECTION 2. That 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 be as set forth in the annual notice

published by the Borough Clerk pursuant to the Open Public Meetings Act and which shall include at least one Regular Meeting to be held each month at 6:00 p.m., at the Memorial Municipal Building, 61 Cooke Avenue, Carteret, New Jersey. The public shall receive due notice of the meetings pursuant to the "Open Public Meetings Act".

SECTION 3. At the annual meeting, the Mayor will appoint with advice and consent of Council one of its members as Council President to serve for the calendar year. (See R.S. 40A:60-3).

SECTION 4. The Mayor shall, when necessary, call special meetings of the Council, in case of his neglect or refusal, and 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 emergency shall be given in person to all members of the Council, or left at their place of residence. (See R.S. 10:4-6).

SECTION 5. As provided for in the annual notice, preceding every regular Council Meeting the Council shall hold an Agenda Meeting at the Memorial Municipal Building at 6:00 p.m. This shall be known as the official Agenda Meeting. At this meeting the agenda of that week's regular Council Meeting shall be planned. Resolutions, ordinances or other items of business being proposed by a Standing Committee or member of the Council shall be considered by the whole Council. If the majority of the Council agrees to put the proposal on the agenda for the business meeting, it shall then be turned over to the Borough Attorney to be put in its proper legal form. The Council shall be polled in alphabetic order to determine if any new business will be proposed and the nature of its subject matter. Any business not placed on the agenda shall be out of order and prohibited. Where, however, the majority of the Council present at a regular, special or adjourned meeting of the Council approve the matter not previously listed on the agenda, such matter may then be considered. The public shall receive due notice of the agenda meetings pursuant to the "Open Public Meetings Act". A portion of every meeting conducted pursuant to the Open Public Meetings Act shall be set aside for public comment. The public will be permitted to speak on any issue of concern as it relates to any federal, state, county, school, municipal or local authority matter. No one may be allowed more than three (3) minutes when addressing the Council, and the public comment period

on any matter before the Governing Body shall not extend beyond thirty (30) minutes. The Borough Clerk is hereby authorized to schedule the public comment period within the order of business for any agenda and/or special meeting as she/he shall determine in consultation with the Mayor and Council.

SECTION 6. A quorum shall be provided by the Revised Statutes of New Jersey, viz.; three Councilmembers and the Mayor, and in the absence of the Mayor, four Councilmembers (See R.S. 40:88-1).

SECTION 7. If no quorum be present at any meeting, those assembled shall have the power and are hereby authorized to set a new meeting date, and then adjourn.

SECTION 8. The following order of business shall be observed viz.:

1. Call the roll
2. Moment of silent prayer
3. Pledge of Allegiance
4. Approval of minutes
5. Introduction of Ordinances
6. Public Portion on Resolutions and other Agenda items
7. Introduction of Resolutions
8. Payment of Bills
9. Presentation of communications, petition, etc.
10. Reports of committees and department heads
(limited to 5 minutes per meeting)
11. Greeting of public and invitation of discussion and
12. Adjournment

SECTION 8.1. Any member of the public wishing to address the Governing Body during the public discussion portion of a meeting must request to do so by registering ("signing in") with the Borough Clerk in the official Borough log book. Registration is to include name, address, phone number, topic or purpose of discussion, and shall be done prior to the start of the Public Portion.

SECTION 9. The public shall be afforded the opportunity to speak on the contents of the proposed resolutions or any other business or concerns. The public shall not be allowed to address the Council while they are taking action on the resolutions. No one may be allowed more than three (3) minutes when addressing the Council, and the public comment period shall not extend beyond thirty (30) minutes.

SECTION 9.1. The Council may take action on the proposed resolutions either as individual resolutions, or grouped together as a block of resolutions pursuant to a consent agenda. Any vote cast by a respective Councilmember on the proposed resolutions comprising the consent agenda will be recorded as that Councilmember's vote upon each resolution so listed on the consent agenda unless noted otherwise.

SECTION 10. Reports of committees shall be presented by alphabetic order of the members of Council.

SECTION 11. During the public discussion portion of a Council Meeting, each person recognized by the Chair shall be permitted to discuss matters of public concern at said meeting limiting their speaking to three (3) minutes per person, and the public comment period shall not extend beyond thirty (30) minutes.

SECTION 12. The aforesaid order of business at any meeting may be changed by the Mayor or a majority vote of the members of the Council present at such meeting.

SECTION 13. Except as otherwise required by the Statutes, or specially provided in the By-Laws, all action of the Council shall be by a majority vote of those present.

SECTION 14. Upon demand of one member of the Council, or when ordered by the Mayor or when directed by Statute, a roll call vote shall be taken and the yeas and nays entered in the minutes of the meeting. [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the

document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

SECTION 15. For all Council Meetings, members of the Governing Body, Officers and Officials of the Borough shall be dressed in a professional and businesslike manner. At the Council's Agenda Meetings, male Councilmembers shall wear either a necktie or a jacket. At the Council's Regular Meetings, male Councilmembers shall wear a necktie and a jacket. Female Councilmembers shall dress in a similarly appropriate manner. No jeans or slacks made of denim material shall be worn to any Council Meeting. This Dress Code shall be applicable to all Borough Boards and Commissions.

ARTICLE V

STANDING COMMITTEES

SECTION 1. The Mayor shall name all committees with such appointment subject to the concurrence of a majority of the Council. The Mayor shall see that all matters referred to the committees are acted upon and reported promptly. Should a majority of the Council not concur in the appointment by the Mayor or any Councilmembers to any committee, a majority of the members of said Council are hereby empowered to make such appointment.

SECTION 2. The following Standing Committees of the Council consisting of three Councilmembers, with the first named Councilmember to act as Chairperson shall be proposed at the annual Meeting, viz.:

1. Buildings and Grounds
2. Finance and Administration
3. Fire & Domestic Preparedness
4. Parks and Recreation/Public Property
5. Police & Public Safety
6. Public Works
7. Board of Education Liaison

Committee members shall meet and/or consult during the first and fourth weeks of each month as the need arises in order to conduct their respective committee business. They also shall coordinate their common efforts, so as to adhere to requirements of all local Ordinances and Resolutions, as well as purchasing practices and procedures for the benefit of the Borough. A Councilmember at the discretion of the Mayor with consent of the Council may head one or more committees.

SECTION 3. In addition to other responsibilities, the Standing Committees shall perform the following functions:

1. DEPARTMENT OF BUILDINGS AND GROUNDS:

This committee shall be responsible for the proper maintenance and janitorial service of all Borough owned buildings.

2. FINANCE AND ADMINISTRATION:

The primary function of this committee is to assist the Mayor and Council in the preparation of the annual budget to be prepared on or before February 15, of each year as well as providing assistance for the proper coordination of purchasing functions and needs of the departments and agencies which the Standing Committee of the Borough represents.

This committee shall be responsible for the personnel and equipment of the offices of the Borough Clerk, Assessor, Collection-Treasurer, Building Inspector, Engineer, Auditor, Attorney, and Senior Citizen Transportation.

3. FIRE & DOMESTIC PREPAREDNESS:

This Committee shall be responsible for the personnel and equipment of the Fire Department, including all fire houses.

4. PARKS AND RECREATION/PUBLIC PROPERTY:

This Committee shall be responsible for the personnel and equipment of the parks, playgrounds, senior citizens' transportation and all recreation activities.

This Committee shall also be responsible for the implementation and administration of the Shade Tree Program.

5. POLICE & PUBLIC SAFETY:

This Committee shall be responsible for the personnel and equipment of the Police Department and facility.

6. PUBLIC WORKS:

This Committee shall be responsible for the personnel and equipment of the Streets and Roads Department, Central Vehicle Maintenance, Recycling Department, Sewerage Department, including street cleaning and the borough dump.

7. BOARD OF EDUCATION LIAISON:

This Committee shall be responsible for communicating and sharing pertinent information with the Board of Education.

SECTION 4. Standing Committees are appointed to expedite and facilitate the work of the Council, but only within statutory, Borough Ordinance and Rules of Council limits as the entire Council is held responsible for any or all of its acts.

SECTION 5. A Standing Committee shall:

1. Plan, study and control within budgetary and statutory limitations; carry on the routine activities for which it has primary responsibility.
2. Perform such acts as may be assigned to it by the Council.
3. Report and make recommendation to the Council regarding its responsibilities and activities.

SECTION 6. Special committees shall be appointed for purposes other than those included in the duties of the Standing Committees by a majority vote of the Council.

SECTION 7. The Chairperson of each Standing or Special Committee shall be prepared to report to the Council at each regular

meeting on the principal activities and achievements of his/her Committee.

SECTION 8. All department heads in charge of Direct Supervision of Borough Employees, shall prepare and submit a monthly report on his/her department activities and achievements and a report on the conduct of his/her employees including sick leave, overtime and attendance. The report is to be submitted to the Mayor, Department Chairperson and the Municipal Clerk for proper filing.

ARTICLE VI

BILLS, CLAIMS & VOUCHERS

SECTION 1. All bills, vouchers, or claims against the Borough shall be in writing and certified by the vendor, fully itemized and on such forms as the Borough shall promulgate for that purpose through the Finance Department. As required by Statute, said forms shall be sworn to by the claimant before submission for approval and payment, verifying that the work or materials have been supplied, or services rendered, to the Borough, in accordance with specifications, plans or order. Borough Ordinance #05-67, et seq., sets forth the specific procedures in connection with bills, claims and vouchers, and the requirements thereto.

SECTION 2. Pursuant to the Borough's Purchasing Agent Ordinance, Resolution #89-300 and other formerly adopted resolutions of Council and State Statute, no vendor's request for payment, supplies or services rendered shall be honored unless properly completed. No Borough Officer, Official, Agency Head or any other Borough employee, may purchase any article, item, material, service or equipment for use by the Borough, except in accordance with the provisions contained in Borough Ordinance #05-67.

SECTION 3. The route of purchasing requisitions, purchase orders, vouchers, bills or claims to be paid by the Borough shall be in accordance with the Purchasing Agent Ordinance #05-67, et seq., which shall govern all purchasing within the Borough, and shall be the

sole guide, subject to requirements of State Statute. The Finance Department, having confirmed compliance with the provisions of the Purchasing Ordinance, shall refer all verified bills, claims and vouchers recommended for payment to the Council. The Finance Department shall prepare a list of the total amount of the individual vouchers approved by each committee, and subsequently recommend for payment by the Financing Committee, according to budgetary appropriations. The Finance Department shall keep an accurate running total as to any appropriation for payment of any particular account or accounts, or for any particular services or supplies, so as to be available to provide this information readily. The Finance Department shall also maintain costs and/or a voucher trail as to all vouchers which have been paid and shall be paid. Authorization to draw checks and pay the amount of the approved vouchers by the Councilmembers shall be made by formal resolution of the Council, in compliance with applicable State Statute. The Chief Finance Officer may delegate the above duties/functions but in all cases shall be responsible for compliance.

SECTION 4. Corresponding vouchers, invoices, or bills shall accompany all checks drawn in payment thereof, when the said checks are presented to the Chief Financial Officer, Mayor and Borough Clerk for original and/or mechanical signatures.

SECTION 5. All bills, vouchers, invoices and paychecks shall be filed in a safe place in the Finance Department Office.

ARTICLE VII

AMENDMENTS

SECTION 1. The Mayor may propose amendments to these By-Laws at any Regular Meeting. If the proposed amendments are listed on the formal agenda, a vote on said amendments may take place during that meeting. If not so listed, the proposed amendments may be listed for discussion at the next regularly scheduled Council Meeting; the proposed amendments may then be voted upon at the next subsequently scheduled Regular Council Meeting. Any proposed amendments to these By-Laws must be approved by a 2/3 vote of the full membership of the Governing Body.

ARTICLE VIII

ADOPTION AND TERM

SECTION 1. The By-Laws shall be adopted by a resolution of Council concurred in by a majority of the Members of Council and approved by the Mayor. The By-Laws shall become effective immediately after adoption and shall remain in effect for no longer than December 31st of the calendar year in which the By-Laws were adopted.

ARTICLE IX

SECTION 1. Any Borough Employee violating any of these rules shall be subjected to disciplinary proceedings and may be suspended or removed.

ARTICLE X

All Department Heads and Supervisors shall The Borough Engineer, Borough Attorney, Borough Collector-Treasurer, Borough Auditor, Business Administrator and Police Director shall submit the following written reports to the Mayor and to the members of Council:

1. A monthly report summarizing the progress of all matters being handled or worked upon by each. This is a monthly "Progress Report" to be submitted prior to the first meeting of the next month.
2. Project or Case Report - Reports that will give in detail all facts about the projects or cases completed by either or both the Borough Attorney, Borough Engineer, Borough Auditor, Business Administrator and Police Director, to be presented before the meeting next following the completion of the case or project.
3. Special Reports - To deal with any special information the Borough Council may need to be informed on any new case or project of either the Attorney, Engineer, Collector-Treasurer, or Auditor. To be presented as soon as needed and requested by majority vote of Borough Council.
4. Year End Reports - These will summarize work for the year by the Borough Attorney, Borough Engineer, Borough Auditor, Business Administrator and Police Director. They will be presented to the Mayor and Councilmembers prior to the first regular meeting

of the Council in the next succeeding year. They will serve to acquaint new officials with prior and continuing activities of the Borough Attorney, Borough Auditor, Borough Engineer, Business Administrator and Police Director.

2022 MEETING SCHEDULE

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the following meetings of the Mayor and Council of the Borough of Carteret will be held via teleconference, at 6:00 p.m. remotely.

Call in number: 732-447-9901

Access Code: 920718

AGENDA MEETINGS

6:00 p.m.

FEBRUARY 10

MARCH 3

APRIL 7

MAY 5

JUNE 9

JULY 7

AUGUST 11

SEPTEMBER 8

OCTOBER 6

NOVEMBER 10

DECEMBER 8

COUNCIL MEETINGS

6:00 p.m.

JANUARY 31

FEBRUARY 24

MARCH 24

APRIL 21

MAY 26

JUNE 23

JULY 21

AUGUST 25

SEPTEMBER 22

OCTOBER 20

NOVEMBER 21

DECEMBER 29

FORMAL ACTION MAY BE TAKEN

POSTED
1-11-2022

PUBLIC NOTICE

PLEASE BE ADVISED that the RE-ORGANIZATION MEETING of the Mayor and Council of the Borough of Carteret shall be held on THURSDAY, JANUARY 6, 2022, 6:00 p.m.

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the meeting will be held via teleconference, at 6:00 p.m. remotely.

Call in number: 732-447-9901

Access Code: 920718

Formal Action May be Taken.

CARMELA POGORZELSKI, RMC
Municipal Clerk

PUBLISH: December 30, 2021
Star Ledger

POSTED
12-21-21

2021 MEETING SCHEDULE

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the following meetings of the Mayor and Council of the Borough of Carteret will be held via teleconference, at 6:00 p.m. remotely.

Call in number: 732-447-9901

Access Code: 920718

AGENDA MEETINGS

6:00 P.M.

FEBRUARY 4
MARCH 4
APRIL 8
MAY 6
JUNE 3
JULY 8
AUGUST 12
SEPTEMBER 16
OCTOBER 14
NOVEMBER 4
DECEMBER 9

COUNCIL MEETINGS

6:00 P.M.

JANUARY 21
FEBRUARY 18
MARCH 25
APRIL 22
MAY 20
JUNE 17
JULY 22
AUGUST 26
SEPTEMBER 30
OCTOBER 28
NOVEMBER 15
DECEMBER 30

FORMAL ACTION MAY BE TAKEN

PUBLIC NOTICE

PLEASE TAKE NOTICE that the REORGANIZATION MEETING of the Carteret Port Authority Committee will be held on Tuesday, March 9, 2021. Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the meeting will be held via teleconference at 2:00 p.m. remotely.

Call in number: 732-447-9901

Access Code: 920718

Formal action may be taken.

Carmela Pogorzelski
Board Clerk

PUBLISH: March 3, 2021
Home News Tribune

POSTED
2-26-21

MEETING NOTICE

PLEASE TAKE NOTICE that the Mayor and Council of the Borough of Carteret shall hold a **SPECIAL MEETING, FRIDAY, JUNE 18, 2021, 10:00 A.M.**, via teleconference for the purpose of Awarding the Bid for the Food and Concession at Carteret's Waterfront Park and any other business that may come before the Council.

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the meeting will be held via teleconference remotely using the following information:

Call in number: 732-447-9901

Access Code: 920718

Formal Action May Be Taken.

CARMELA POGORZELSKI, RMC
Municipal Clerk

Publish: June 15, 2021
Home News Tribune

POSTED
6-10-21

2020 MEETING SCHEDULE

THE MAYOR AND COUNCIL OF THE BOROUGH OF CARTERET WILL HOLD
THE FOLLOWING MEETINGS IN THE COUNCIL CHAMBERS LOCATED ON
THE 2ND FLOOR OF THE MEMORIAL MUNICIPAL BUILDING,
61 COOKE AVENUE, CARTERET, NEW JERSEY.

AGENDA MEETINGS

6:00 P.M.

FEBRUARY 6

MARCH 5

APRIL 9

MAY 7

JUNE 4

JULY 2

AUGUST 6

SEPTEMBER 10

OCTOBER 1

NOVEMBER 5

DECEMBER 10

COUNCIL MEETINGS

6:00 P.M.

JANUARY 16

FEBRUARY 20

MARCH 19

APRIL 23

MAY 21

JUNE 25

JULY 23

AUGUST 27

SEPTEMBER 24

OCTOBER 22

NOVEMBER 23

DECEMBER 30

FORMAL ACTION MAY BE TAKEN

2020 AMENDED MEETING SCHEDULE

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the following meetings of the Mayor and Council of the Borough of Carteret will be held via teleconference, at 6:00 p.m. remotely.

Call in number: 877-810-9415

Access Code: 7527496

AGENDA MEETINGS

6:00 P.M.

JULY 2

AUGUST 6

SEPTEMBER 3

OCTOBER 1

NOVEMBER 5

DECEMBER 10

COUNCIL MEETINGS

6:00 P.M.

JULY 23

AUGUST 27

SEPTEMBER 17

OCTOBER 15

NOVEMBER 16

DECEMBER 30

FORMAL ACTION MAY BE TAKEN

POSTED
6-22-20

2020 AMENDED MEETING SCHEDULE

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the following meetings of the Mayor and Council of the Borough of Carteret will be held via teleconference, at 6:00 p.m. remotely.

Call in number: 732-447-9901

Access Code: 920718

AGENDA MEETINGS **6:00 P.M.**

SEPTEMBER 3
OCTOBER 1
NOVEMBER 5
DECEMBER 10

COUNCIL MEETINGS **6:00 P.M.**

AUGUST 27
SEPTEMBER 17
OCTOBER 15
NOVEMBER 16
DECEMBER 30

FORMAL ACTION MAY BE TAKEN

POSTED
8-25-2020

MEETING CHANGE NOTICE

Due to the COVID-19 Pandemic and the need to Social Distance while avoiding public assembly, the following Meetings of the Mayor and Council of the Borough of Carteret will be held via teleconference on Thursday April 9, April 23, May 7, May 21, June 4 and June 25, 2020, at 6:00 p.m. remotely.

Call in number: 877-336-1829

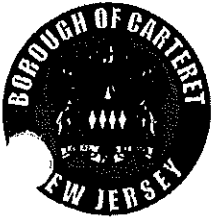
Access Code: 6458156

All Agenda items including Resolutions and Ordinances are available on www.carteret.net or via email at info@carteret.net or via fax by calling 732 541-3802.

Carmela Pogorzelski
Acting Municipal Clerk

Formal Action will be taken.

POSTED
4-3-20



BOROUGH OF CARTERET

Daniel J. Reiman, Mayor

**CARMELA POGORZELSKI
ACTING MUNICIPAL CLERK**

(732) 541-3800

PUBLIC NOTICE

Please take notice that the Agenda Meeting of the Mayor and Council of the Borough of Carteret scheduled for Thursday, June 4, 2020 has been cancelled. The next scheduled meeting will be held Thursday, June 25, 2020 at 6:00 p.m.

**CARMELA POGORZELSKI
Acting Municipal Clerk**

**Publish: Wednesday, June 3, 2020
Home News Tribune**

**POSTED
6-2-20**

PUBLIC NOTICE

Please take notice that the Agenda Meeting of the Mayor and Council of the Borough of Carteret scheduled for Thursday, July 2, 2020 has been cancelled. The next scheduled meeting will be held Thursday, July 23, 2020 at 6:00 p.m.

CARMELA POGORZELSKI
Acting Municipal Clerk

Publish: Thursday, July 2, 2020
Home News Tribune

POSTED
7-1-20