

2-1 ADMINISTRATIVE CODE.

2-1.1 Short Title.

This shall be known and may be cited as the Administrative Code of the Borough of Roosevelt.

2-1.2 Applicable Statutes.

The Borough of Roosevelt shall be governed in accordance with P.L. 1987, c.379 (N.J.S.A. 40A:60-1 et seq.) and with the statutes applicable to municipalities.

2-1.3 Elected officials.

The elected officials of the Borough shall be the Mayor and six Council members, all of whom shall be elected at large at the General Election. The Mayor shall serve for a term of four (4) years and each Council member shall serve for a term of three (3) years. Terms of Council members shall overlap so that the terms of two (2) Council members shall expire at the end of each year.

2-1.4 Appointed Officials; Boards and Commissions.

The appointed officials of the Borough shall be the Borough Clerk/Registrar of Vital Statistics, the Borough Administrator, the Purchasing Agent, the Tax Collector, the Water/Sewer Collector, the Recreation Director, the Tax Assessor, the Treasurer, the Chief Financial Officer, the Zoning Officer, the Housing Inspector, the Water/Sewer Operator, and such other officers as the Council deems necessary.

The Boards and Commissions established pursuant to statute shall be the Planning Board, the Environmental Commission, the Emergency Management Council, and the Historic District Advisory Council.

The powers and duties of these officials, boards and commissions are set forth in applicable State statutes and the Borough ordinances.

2-1.5 Powers and Duties of the Mayor.

The Mayor shall be the head of the municipal government and shall have those powers designated by general law.

The Mayor shall see to it that all State laws and Borough ordinances are faithfully executed, shall execute all contracts authorized by the Borough Council, shall recommend to the Council such measures as he may deem necessary or expedient for the welfare of the Borough, and shall annually report to the Council and the public on

the work of the previous year and the conditions and requirements of the Borough government.

The Mayor may solemnize marriages.

The Mayor shall preside at meetings of the Council but may only vote to break a tie vote.

Every ordinance adopted by the Council shall, within five (5) days after its passage, Sundays excepted, be presented to the Mayor by the Borough Clerk. The Mayor shall, within ten (10) days after receiving the ordinance, either sign the ordinance or return it to the Borough Clerk with a statement setting forth his objections to the ordinance or any part thereof. No ordinance or any part thereof shall become effective without the Mayor's approval unless the Mayor fails to return the ordinance to the Council within the time allowed or unless the Council, by a majority vote of at least two-thirds (2/3) of all members, votes to override the Mayor's veto.

Unless otherwise provided by statute, the Mayor shall nominate and, with the advice and consent of the Council, appoint all non-elected officials, employees, and members of boards and commissions. The Mayor shall make all nominations within thirty (30) days of the occurrence of a vacancy in any office or position.

In the event of a vacancy in the office of the Mayor, pursuant to State law, the Borough Council shall select the Mayor who shall serve until the next General Election. At such election, the person elected to fill such vacancy shall be elected for the unexpired term only.

2-1.6 Powers and Duties of the Council.

The Borough Council shall be the legislative body of the municipality. The Council may adopt, enact, amend or repeal such ordinances and, where permitted by law, resolutions as may be required for the Borough government or for the accomplishment of any purpose for which the municipality is authorized by statute to act.

The Borough Council shall control and regulate the finances of the Borough and raise such money as may be required by borrowing and taxation or imposition of user charges, or by acceptance of such funds as may be legally received from other sources.

The Council may, by ordinance, create such offices or positions as it may deem necessary.

The Council may investigate any activity of the Borough, and may remove officials of the Borough, other than those excepted by law, for cause, and may override a veto of the Mayor by a two-thirds majority of all members of the Council.

The Council shall have all the executive responsibilities of the municipality not otherwise assigned by statute to the office of the Mayor or other officials.

The Council, whenever it fails to confirm the nomination by the Mayor of any official to a subordinate office of the Borough within thirty (30) days of being presented such nomination, shall make the appointment to that office, provided that at least three (3) affirmative votes shall be required for such purpose, the Mayor having no vote except to break a tie vote.

2-1.7 Schedule of Council Meetings.

Unless otherwise determined by resolution of the Council, regular meetings of the Council shall take place on the second and fourth Monday of each month at 7:00 p.m. In the event these meetings shall fall on a public holiday, the meeting shall be held on the next available evening at 7:00 p.m. (Ord. No. 210-1)

The Council may schedule such other meetings as it may choose.

Special meetings, when necessary, shall be called by the Mayor or, in the event that the Mayor shall fail or refuse to do so, by any four (4) Council members. Notice of any special meetings shall be given to all Council members or left at their homes. Except as may otherwise be required because of an emergency situation, at least forty-eight (48) hours advance notice shall be given of any special meeting.

All meetings of the Council shall be held at the Municipal Building and shall be open to the public, except as otherwise provided under the Open Public Meetings Act. Notice of all meetings shall be posted in the Municipal Building and, with the permission of the owners or lessees of the property, at one (1) or more prominent locations in the Borough. Proper notice shall be given to at least two (2) newspapers circulating in the Borough in accordance with the Open Public Meetings Act.

2-1.8 Reorganization Meeting.

The annual reorganization meeting of the Council shall be held on January 1 at 12:00 noon or at such other time during the first seven (7) days in January as have previously been established by resolution of the Council.

2-1.9 President of the Council; Acting Mayor.

At the annual reorganization meeting, the Council shall by a majority vote, elect a President of the Council, who shall preside at all meetings when the Mayor does not preside and shall perform all duties of the Mayor during any period in which the Mayor is absent from the Borough for three (3) days or more or is unable to perform the duties of the office. Where such absence is intended, the President of the Council shall become the Acting Mayor until the Mayor's return.

If the Council President is unable to perform the duties of Acting Mayor, then the Council member with the longest term of continuous service may act temporarily for the Council President.

If the Council fails to elect a President at the annual reorganization meeting, the Mayor shall appoint the President from among the Council members, and confirmation by the Council shall not be required.

2-1.10 Council Committees; Committee Meetings.

The Council shall have six (6) standing committees: Administration, Community Development, Environment, Health, and Safety, Finance, Municipal Utilities and Public Works. Each Committee shall consist of three (3) members, who shall be designated by the Council by resolution.

Each Committee shall review, investigate and make recommendations to the Council regarding such matters as are reasonably implied by the Committee's title or as may otherwise be referred to it by the Council and may review, investigate and make recommendations to the Council regarding such matters as may be referred to it by the Mayor.

Each Committee may exercise such administrative and supervisory functions otherwise reserved to the Mayor as may be properly delegated to it by the Mayor.

Each Committee shall meet at such times and places and in such manner as it deems appropriate and efficient for the conduct of its business.

Nothing in this section shall be interpreted so as to limit the right of any individual Council member to move any motion or ordinance or to make any independent review, investigation or recommendation concerning any matter properly within the purview of the Council.

(Ord. No. 210-1)

2-1.11 Duties of Standing Committees.

It shall be the responsibility of each Standing Committee to review, investigate, and make recommendations to the Council regarding such matters as may be referred to the Committee by the Mayor or by the Council. Each Committee may exercise administrative and supervisory functions.

a. Administration Committee:

1. Develop and recommend personnel policies and procedures.
2. Develop and recommend purchasing policies and procedures.
3. Oversee insurance policies and coverage.

4. Employee relations and evaluations.
 5. Liaison to the Borough Administrator.
- b. Finance Committee:
1. Prepare and recommend for the Council's approval the annual municipal budget and water/sewer utility budgets and capital improvement budget.
 2. Keep the Mayor and Council informed of current and future financial needs of the Borough.
 3. Liaison to the Chief Financial Officer, Treasurer, Tax Collector, and Assessor.
- c. Community Development:
1. Liaison with the Recreation Director.
 2. Liaison to the Planning Board.
 3. Liaison to the Zoning Officer and Housing Inspector.
- d. Environment, Health and Safety:
1. Liaison to the Emergency Management Coordinator.
 2. Liaison to Animal Control and Mosquito Control Agencies.
 3. Liaison to the Fire Department and Rescue Squad.
- e. Municipal Utilities:
1. Liaison with the Water/Sewer Operator.
 2. Liaison to the Environmental Commission.
- f. Public Works Committee:
1. Liaison with the Borough Engineer on capital improvements projects.
 2. Liaison to Public Works employee.
 3. Garbage collection and recycling contract.
- (New)

2-1.12 Conduct of Council Meetings.

Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order Revised. Questions of order and other procedural matters shall be

decided by the Mayor or any other presiding officer, subject to the right of the Council to overrule such decision by majority vote.

Three (3) Council members and the Mayor or, in the absence of the Mayor, four (4) Council members shall constitute a quorum for transacting business at any Council meeting.

Unless otherwise determined by a majority of those present and voting at the Council meeting, the order of business shall be: call to order; statement of compliance with the Open Public Meeting Act; announcements of communications; approval of previous Council meeting minutes; committee reports; appointments; proclamations and announcements; public comments; old business; new business; payment of bills; good and welfare; and adjournment.

In the event that a quorum is not present at a meeting, the members present shall have the power to reschedule the meeting and adjourn.

Except as otherwise required by statute, all actions of the Council shall be taken by majority vote of the members present and voting. The Mayor may only vote in case of a tie. In the event that the Council President or another Council member presides at a meeting, he may vote in the same manner as any other Council member.

During any portion of the Council meeting in which members of the public are permitted to speak, any person shall state his full name and address prior to making any statement. All statements made by members of the public shall be addressed to the presiding officer. Statements made by members of the public shall be relevant to the matter under discussion or, if no specific matter is under discussion, shall address issues within the legal authority of the Council. The presiding officer shall have the authority to impose a reasonable limit upon the amount of time in which each member of the public may make his statement, to limit the number of times that any person may be allowed to speak, and to prevent abuse of the public comment period for the purposes of delay or disruption.