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ORDINANCE: 2024-003

**BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

**AMENDING BOROUGH CODE CHAPTER 8, ARTICLE 2, HISTORICAL
COMMITTEE**

WHEREAS, the Borough maintains Borough Code Chapter 8, Article II, entitled Historical Committee which shall be amended to read:

§ 8-2 Committee established; authority to act.

The High Bridge Historical Committee shall advise the Borough Council with regard to historic interests within the Borough of High Bridge. It shall have no authority to act without the authorization of the Borough Council.

§ 8-3 Duties and responsibilities of the Committee.

- A. It shall be the duty of the Historical Committee to maintain and develop awareness of the Borough's history through sponsoring programs encompassing the education of children through seniors. The Committee will nurture the consciousness of the citizenry to the legacy of High Bridge's past, while collecting and preserving current items and history.
- B. The Historical Committee shall have the following duties, as well as other duties consistent with its advisory role, as determined by the vote of the Historical Committee:
- (1) Submit recommendations for historical and heritage matters for consideration to Council.
 - (2) Identify areas of the Borough where facilities and programs may be required.
 - (3) Conduct historical programs.
 - (4) Oversee, in an advisory capacity, the Borough's historic buildings, structures, spaces, properties, materials and items acquired by, donated to, purchased by or otherwise determined by the Borough.
 - (5) Recommend priorities for historical events and programs and for maintenance and repair of Borough-owned historic buildings and structures for budget consideration.
 - (6) Provide a yearly budget to Council for specific needs in the historical areas.
 - (7) Identify sources of funding and/or sponsorships and develop a fundraising program for historic facility and program improvement.
 - (8) Maintain a schedule for historic site and building usage for various groups, including school groups and events.
 - (9) Encourage citizen involvement in history and heritage matters.
 - (10) Undertake special projects that may be requested by the Borough Council.
 - (11) Provide informational resources to private owners of historic properties who are interested in historic preservation.

§ 8-4 Membership and terms.

- A. The Committee shall consist of seven members appointed by the Mayor with the advice and consent of the Borough Council except for the ex officio members as set forth in section D below.
- B. Committee members shall be residents of the Borough or own a business in the Borough.
- C. The members of the Committee shall be appointed to a three-year term, except that the terms of the initial members shall be staggered. As a result, the initial appointments shall be two members to a one-year term, two members to a two-year term and three members to a three-year term. Thereafter, all appointments shall be for a three-year term.
- D. The Mayor, and Borough Council President, and a Borough Councilperson Liaison, who shall be appointed by the Mayor, shall be an ex officio member of the Committee and may serve for a term concurrent with their elected office. A Borough Councilperson appointed by the Mayor to be a Liaison to the Committee also shall be an ex officio member of the Committee and may serve for a term beginning January 1 and expiring December 31 of that year.

§ 8-5 Voting.

Each Committee member shall be entitled to one vote. The ex officio members may actively participate in all business and decisions of the Committee but shall not be voting members of the Committee. Approval of any matter requires an affirmative vote from the majority of the members present, provided a quorum of four voting members is present.

§ 8-6 Termination of membership.

If any voting member misses more than three consecutive meetings of the Committee without prior authorization from the Chairperson, the member shall be considered to have resigned from the Committee. The resignation shall be noted in the Committee minutes which shall indicate the reason for the resignation, and the Chairperson shall notify the Mayor in writing about the vacancy. In addition, any member of the Committee may be removed at any time with or without cause by a majority vote of the Borough Council.

§ 8-7 Meetings of members.

- A. Regular meetings of the Committee shall be scheduled at least monthly at a time acceptable to the Committee. Meetings are closed to the public, except for advertised open public meetings. Individuals who are not members can be invited to attend by a member of the Committee with advance invitation by the Chairperson or acting Chairperson.
- B. Special meetings may be called at any time by the Chairperson or four members of the Committee not including the ex officio members provided, however, that notification to the public and press is made in accordance with applicable state laws when meetings are open to the public.
- C. All meetings shall be held at Borough Hall or upon approval of the Administrator through audio visual meetings on a platform determined by the Borough.

§ 8-8 Appointment of officers.

- A. The officers of the Committee shall be a Chairperson, Vice Chairperson, and Secretary.
- B. The officers shall be appointed annually by vote of the Committee.
- C. The term for an officer shall run from January 1 and expire December 31 of that year.

§ 8-9 Duties of officers.

- A. Duties of the Chairperson. The Chairperson shall preside at all meetings of the Committee. When appropriate, including but not limited to when requested by the Mayor, the Chairperson will attend meetings of the Borough Council.
- B. Duties of the Vice Chairperson. In the absence, vacancy, or disqualification of the Chairperson, the Vice Chairperson shall assume all the duties and responsibilities of the Chairperson.
- C. Duties of the Secretary. The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Committee. The Secretary shall prepare agendas under the direction of the Chairperson and shall give notice of regular and special meetings of the Committee. The Secretary shall forward all approved meeting minutes to the Borough Clerk monthly.

§ 8-10 Ad hoc committees.

The Chairperson of the Committee may create such ad hoc committees as the business of the Committee may require, each of which shall exist for such period of time and perform such duties as the Committee may determine. The Chairperson shall appoint the members of the ad hoc committee. Each ad hoc committee will submit a final report to the Committee upon completion of its event or other assignment.

§ 8-11 Compensation; Committee expenses.

- A. Members of the Committee shall serve without compensation.
- B. Members of the Committee shall be reimbursed for expenses incurred in carrying out the duties of the Committee as approved by the Borough Council. A request for preapproval of available funds must be made in writing to the Borough Finance Department prior to the expenditure.

§ 8-12 Code of Conduct

- A. Committee members shall review and sign any Council-approved code of conduct documents required for Borough volunteers prior to involvement with any Borough or other Committee business. Failure to do so shall result in removal from the Committee.
- B. Council-approved code of conduct documents shall be furnished by the Clerk and the signed documents shall be provided by the members to the Clerk.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of High Bridge, in the County of Hunterdon, to amend the Borough code as above.

NOW THEREFORE BE IT FURTHER ORDAINED, that this Ordinance is effective immediately upon passage.