

ORDINANCE #2106-23

AN ORDINANCE AMENDING CHAPTER 6 (BYLAWS OF COUNCIL) OF THE MUNICIPAL CODE OF THE BOROUGH OF MIDDLESEX

WHEREAS, the Mayor and Council of the Borough of Middlesex desires to amend the by-laws of the Borough Council to provide for council liaison committees; and

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Middlesex, in the County of Middlesex, State of New Jersey, that Chapter 6 of the Municipal Code of the Borough of Middlesex shall be amended as follows:

SECTION I.

A new section shall be inserted into the Municipal Code of the Borough of Middlesex as Section 6-6, shall be entitled as "Ex Officio Member of Committees," and shall contain the following provisions:

The Mayor shall be an ex officio member of all committees, both standing and special, and shall be informed in advance of all meetings of such committees.

SECTION II.

A new section shall be inserted into the Municipal Code of the Borough of Middlesex as Section 6-7, shall be entitled as "Liaison," and shall contain the following provisions:

The Mayor shall serve as the liaison between the governing body and all boards, committees, agencies or organizations except as herein assigned to a specific Council committee for liaison purposes.

SECTION III.

Article V (Council Committees) is hereby repealed and replaced as follows (all text is novel):

Section 6-23 Relationship of Mayor.

The Mayor shall appoint all committees and shall be a member, ex officio, of each such committee. In addition, the Mayor shall see that all matters referred to the committee are acted upon and reported promptly to the Council.

Section 6-24 Enumeration and appointment.

The following Council committees, consisting of three Council members (other than the Mayor, ex officio) shall be appointed at the discretion of the Mayor:

- A. Finance, Taxation, Real Estate, Construction Official and Insurance.
- B. Recreation, Recreation Fields, Water and Light.
- C. Fire, Office of Emergency Management, Board of Health and Welfare.
- D. Public Works, Parks, Sanitation, Garbage, Recycling and Buildings & Grounds.
- E. Police, Legal, Code Enforcement, Municipal Court & Zoning.
- F. Administration, Legislation, License, Facilities Planning & Office of Aging & Disabled Services.

Section 6-25 Councilmanic liaisons.

The Mayor shall appoint the membership of each council committee as well as all boards or organizations as he deems necessary.

Section 6-26 Purpose, function and restrictions.

Standing committees are appointed to expedite and facilitate the work of the Council, but only

within statutory limits as the entire Council is held responsible for any or all of its acts.

A. A standing committee shall:

- (1) Plan, study, direct, make commitments within budgetary limitations, and carry on the routine activities for which it has primary responsibility.
- (2) Perform such acts as may be assigned to it by the Council.
- (3) Report and make recommendations to the Council regarding its responsibilities and activities.

B. Except as provided above, a standing committee shall not:

- (1) Exceed its budgetary appropriations without prior approval of the Council.
- (2) Make promises or commitments to anyone which directly or by inference bind the Council.
- (3) Act in such a manner or make decisions which set a precedent or violate established Council policy.

Section 6-27 Special committees for other purposes.

Special committees may be appointed by the Mayor for purposes other than those included in the duties of the standing committees.

Section 6-28 Reports to Mayor and Council.

The Chairperson of each standing or special committee shall be prepared to report to the Mayor and Council at each regular meeting on the principal activities and achievements of his or her committee. The Chairperson shall also prepare and submit in writing to the Mayor and Council not later than December 1 of each year a suitable annual report.

Section 6-29 Finance, Taxation, Real Estate, Insurance and Public Utility.

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

- A. The examination, review and approval of all vouchers prior to their submission to the Council for authorizing to pay the same.
- B. The administration, practices, procedures and records of the following:
 - (1) The Collector/Treasurer and his/her office.
 - (2) The Tax Assessor and his/her office.
 - (3) Public utilities (gas, electric and water).
- C. The initiation of foreclosure action, and subsequent administration and disposition of property acquired by the Borough under foreclosure of tax title liens.
- D. The coordination of departmental budgets; the preparation of budgetary figures relating to the activities above mentioned; the final preparation.
- E. The maintenance, review and revision of the Borough cost system.
- F. The review, revision and all other matters pertaining to any insurance coverage of the Borough.
- G. Serve as liaison between the Council and the registered municipal accountants, and any other body or organization on fiscal matters.

Section 6-30 Recreation, Recreation Fields, Swim Pool Commission and Community Celebrations.

This committee shall have primary responsibility for the following described activities and matters:

- A. The administration, practices, procedures and records of the following:
 - (1) Recreation field construction, maintenance and improvements.

- (2) Recreation activities conducted by the Recreation Commission.
- (3) Activities conducted by the Swim Pool Commission.
- (4) Community celebrations financed wholly or in part by public funds.

B. It shall serve as liaison between the Council and the following:

- (1) The Recreation Commission.
- (2) Community celebrations financed wholly or in part by public funds.

Section 6-31 Board of Health, Emergency Management and Rescue Squad.

This committee shall have primary responsibility for the following described activities and matters:

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

- (1) Fire activities.
- (2) Activities conducted by Animal Control Services.

B. It shall serve as the liaison between the Council and the Office of Emergency Management, the Board of Health and the Rescue Squad.

Section 6-32 Public Works, Recycling and Buildings and Grounds.

This committee shall have primary responsibility for the following described activities and matters:

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

- (1) Road construction, improvement, maintenance and cleaning, including street openings.
- (2) Maintenance and operations of the Borough facilities and adjacent grounds.
- (3) Maintenance of vehicles and other mechanical equipment as assigned.
- (4) Sanitation activities, including construction, maintenance and inspection of sanitary sewers and coordination of new sewer construction.
- (5) Garbage and refuse collection and disposal.
- (6) The Borough Engineer.
- (7) Stormwater collection and disposal.
- (8) Parks maintenance.
- (9) Cutting of grass and weeds on municipal property.
- (10) Recycling collection and disposal.

Section 6-33 Police, Municipal Court, Legal, Code Enforcement. Zoning and Construction.

This committee shall have primary responsibility for the following described activities and matters:

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

- (1) Police activities.
- (2) Borough Attorney.
- (3) Municipal Magistrate, Prosecutor, Public Defender and Court Services.
- (4) Code Enforcement activities.
- (5) Construction Office/Zoning Official activities.
- (6) Organizations or agencies concerned with public safety or juvenile delinquency.

Section 6-34 Administration, Legislation, Licensing, Facilities Planning and Office of Aging & Disabled Services.

This committee shall have primary responsibility for the following described activities and matters:

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

- (1) The Borough Clerk's office.
- (2) Maintenance and review of Borough ordinances.

- (3) Computer technology, web services, phone systems and radio services. It shall serve as the liaison between the Council and the Borough Technology Committee.
- (4) Administrative responsibility as designated by the Mayor.
- (5) The Office of Aging & Disabled Services

SECTION IV.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION V.

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to this section, paragraph, subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

SECTION VI.

This ordinance shall take effect upon adoption and publication in the manner required by New Jersey general law.

ATTEST:

Linda Chismar, Municipal Clerk

John L. Madden, Mayor

INTRODUCED: November 21, 2023

DATE OF PUBLICATION:
OF INTRODUCTION November 24, 2023

ADOPTED: December 19, 2023

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OF ADOPTION: December 22, 2023