

TOWNSHIP OF MILLBURN
ORDINANCE 2677-24
ESTABLISH CITIZEN ADVISORY COMMITTEE ON AFFORDABLE HOUSING

WHEREAS, Millburn Township wants to foster citizen participation in its affordable housing process as it prepares for the fourth round and any future rounds of its affordable housing obligations; and

WHEREAS, Millburn Township has a desire to establish a Citizen Advisory Committee on Affordable Housing (“CACAH”) to promote citizen participation; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee in the Township of Millburn, in the County of Essex and State of New Jersey as follows:

Section 1 Article 2-34 “CITIZEN ADVISORY COMMITTEE ON AFFORDABLE HOUSING”, is hereby established as shown in the underlined text.

2-34.1 Findings

The CACAH is established to advise and make recommendation to the Township Committee on the Township’s Housing Element and Fair Share Plan. This includes, but is not limited to, identifying suitable sites for the construction of affordable housing, methods for achieving the Township’s obligation under future rounds and providing recommendations to the Township on ways to fulfill the Township’s obligation with methods that are sustainable and sensitive to the current community. The advisory committee may, when necessary and agreed upon by the Township Committee, have access to confidential information shared by the Township’s Affordable Housing Attorney or General Counsel as it relates to affordable housing negotiations that take place between the Township of Millburn and Fair Share Housing Center or the Court’s appointed Special Master to help aid in the planning of future affordable housing obligations.

It is also the charge of the CACAH to promote a more open and transparent process as the township evaluates its affordable housing obligation in future rounds as required by the State of New Jersey. The CACAH will also be utilized as a public resource to assist in educating residents of Millburn Township, various committee groups and the Township Committee. CACAH will gather and disseminate information related to the township’s affordable housing obligation, create a greater public awareness of the Fair Share Housing Act, the Housing Element and Fair Share Plan and ensure the Township sufficiently communicates public matters related to affordable housing.

2-34.2 Establishment; membership; organization

There is hereby established a committee to be known as the Township of Millburn Citizen Committee on Affordable Housing (“CACAH”). The CACAH shall consist of eleven (11) members that will be appointed by a simple majority vote of the Township Committee as outlined here;

- a. Two (2) Township Committee members
- b. One (1) Planning Board Member
- c. One (1) Historic Preservation Commission

- d. One (1) Environmental Commission Member
- e. One (1) Board of Education Member or their designee
- f. Five (5) Resident members, one from each of the five (5) elementary school areas of the Township

A. Initially, the Township Committee shall appoint one (1) resident member for a one-year term, two (2) resident member for a two-year term and two (2) resident member for a three-year term. Thereafter, the Township Committee shall appoint or reappoint members for three-year terms.

B. Two members of the Township Committee shall serve on the CACAH as full voting members.

C. A vacancy occurring on the Committee other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. All members of the Committee shall serve without compensation.

D. All members shall be selected on the basis of their qualifications, fitness and desire to fulfill and advance the objectives and purposes of the Committee as defined herein.

E. The Township Committee shall have the discretion, upon recommendation from the CACAH to remove any member appointed to the Committee who are not fulfilling their duties and responsibilities.

2-34.3 Election of officers.

A. The Township Committee shall elect a Chairperson whose duties will be to fix meeting dates, conduct the meetings, appoint subcommittees and arrange the activities and functions of the Committee so the business shall be accomplished in an orderly and productive fashion.

B. The CACAH shall also elect one of its members as Vice Chairperson, whose duties are to assist the Chair or preside over the committee in the absence of the Chair.

C. The CACAH shall also elect one of its members as secretary, whose duties shall be to record the minutes of all meetings and to submit all agendas and minutes of the CACAH no later than January 30th of the following year to the Millburn Township Municipal Clerk's Office for record keeping.

2.34.4 Meetings; actions; recordkeeping.

A. The CACAH shall meet at least bimonthly, or upon call by the Chairperson. These meetings can be held in person, via ZOOM or both, but shall be advertised as such on the Township's website and calendar. Nothing shall preclude the CACAH from meeting more frequently than bi-monthly.

B. In order to conduct any official business a quorum of the established membership shall be present at a meeting. In the case of the CACAH a quorum will be six (6) members.

B. Actions shall be by a majority vote when a quorum is present. The meeting place and time shall be such as may be determined by the Citizen Advisory Committee on Affordable Housing and shall be open to all members of the public.

C. The CACAH will not be governed by the Open Public Meetings Act. In the event that the group must discuss confidential information that is not yet public, they will be permitted to hold Ad-Hoc meeting as necessary or meet prior to or after

D. The CACAH shall keep records of its meetings and activities and shall make an annual report on or before December 1 of each year and submit this report to the Municipal Clerks Office for dissemination to the Township's Committee. The report shall be comprehensive in detail concerning the operations and activities of the CACAH during the preceding year.

Ordinance 2677-24

Introduced: 5/21/2024

Published: 5/30/2024

Public Hearing/Adopted: 6/18/2024

Published: 6/27/2024

ATTEST:

MILLBURN TOWNSHIP

Christine A. Gatti, Municipal Clerk

By: _____
Annette Romano, Mayor

CERTIFICATION

I, Christine A. Gatti, Clerk of the Township of Millburn, in the County of Essex, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of an Ordinance duly adopted by the Township Committee at a regular meeting held on the 18th day of June, 2024.

Christine A. Gatti, RMC

Municipal Clerk