

**BOROUGH OF WATCHUNG
ORDINANCE 24/14**

**ORDINANCE REVISING CHAPTER 2, ADMINISTRATION, OF THE
CODE OF THE BOROUGH OF WATCHUNG TO ESTABLISH THE
WATCHUNG YOUTH SERVICES COMMISSION**

WHEREAS, the Borough of Watchung has previously established The Watchung Borough Youth Services Commission by Resolution adopted December 18, 2003, pursuant to N.J.S.A. 9:22-1, to assist in determining the needs of the community and provide a vision to coordinate activities of the Borough's youth; and

WHEREAS, the Commission also serves as a conduit between the Borough and the County of Somerset with regard to the receipt of grants for recreational and school activities; and

WHEREAS, the Mayor and Borough Council now desire to establish the Commission more formally by Ordinance and codify same in the Borough Code.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Borough Council of the Borough of Watchung, in the County of Somerset and State of New Jersey as follows:

Section 1. Section 2-48 entitled "(Reserved)" of Article V entitled "Boards, Committees, and Commissions" of Chapter 2 entitled "Administration" of The Code of the Borough of Watchung is hereby supplemented and amended to establish and codify the Borough's youth services commission to read as follows:

Chapter 2. Administration.

Article V. Boards, Committees, and Commissions

§2-48. ~~(Reserved)~~ Watchung Borough Youth Services Commission

§2-48.1. Purpose; Established.

A. Pursuant to the authority granted to local municipalities by resolution of the County of Somerset, State of New Jersey, and consistent with N.J.S.A. 52:17B-169, *et seq.*, and N.J.A.C. 13:90-2.1, *et seq.*, the Borough of Watchung hereby establishes a Youth Services Commission to be known as “The Watchung Borough Youth Services Commission.”

B. Purpose and responsibilities.

1. It shall be the purpose of the Watchung Borough Youth Services Commission to encourage, coordinate and integrate existing services for youth at risk of or already involved in the juvenile justice system by determining the needs of at-risk youth in their community, developing and proposing new innovative programs to meet the identified needs and informing the public of the availability of service to meet those needs.
2. The Commission shall work collaboratively with the Somerset County Youth Services Commission in their responsibility of assessing the needs of youth within the Borough of Watchung in order to develop appropriate prevention and intervention strategies that address those issues.
3. In carrying out this purpose, the Commission shall fulfill the following responsibilities:
 - (a) Provide an open forum to foster communication, education and information concerning problems and opportunities that exist within the community for youth;
 - (b) Assess the needs of the community’s youth;
 - (c) Advise on and recommend planning, policy and programs for the community’s youth;
 - (d) Explore various resources to meet the local community needs; and
 - (e) Assist in the development of a plan of action to implement recommended programs to the Borough.

C. Guiding principles of the Commission should include:

- Valuing youth
- Empowering youth
- Strengthening families
- Promoting healthy alternatives
- Supporting diversity
- Encouraging community based services
- Networking
- Youth / Adult Partnerships

- Access to services
- Community based youth development programs

§2-48.2. Appointments; Membership; and Qualifications.

- A. The Youth Services Commission shall consist of a minimum of seven (7) members, with a maximum of fifteen (15) members. The Commission shall consist of, but not limited to:
1. A member of the Watchung Borough Council;
 2. A representative of the Watchung Borough School District;
 3. A representative of the Recreation Committee;
 4. A Police Officer;
 5. A member of the Parent-Teacher Organization (PTO);
 6. Other members-at-large who are residents and/or employees of the Borough of Watchung and the Watchung Borough School District having an interest in youth.
- B. All members of the Commission shall be appointed by the Mayor, with the advice and consent of the Borough Council. Each member shall be chosen with consideration to their qualifications and fitness for service with regard to the purposes and responsibilities of the Commission as defined in this Section. In order to achieve the goals of the Commission, the direct involvement of a cross-section of local government, education, law enforcement and community leaders who live and/or work in the Borough is of preference.
- C. Members of the Commission shall be appointed to serve for a term of three (3) years or until their successors be appointed, with the exception that the terms of a member of the Borough Council and School District shall be annual and consistent with their respective terms of office. All terms shall begin as of January 1 of the year of their appointment and expire on December 31 of the last year of their term. Initially appointments to the Commission shall be staggered so that no more than 3 members are to be appointed/reappointed in any year, with the exception of the members of the Borough Council and School District.
- D. The Officers of the Commission shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer, who shall be elected by the general membership at the annual reorganization meeting, and shall serve for a period of one (1) year.
1. Chairperson. This member shall preside at all meetings, prepare the meeting agenda, appoint special committees to address specific issues and serve as an ex-officio member of all committees.
 2. Vice-Chairperson. This member shall, in the absence of the Chairperson, assume the responsibilities of the Chairperson.
 3. Secretary. This member shall take minutes of the proceedings at all meetings, sent the minutes to the membership, and send the approved minutes to the Borough

Clerk for acknowledgment and acceptance by the Borough Council. This member shall also provide for adequate notice of all meetings in accordance with the Open Public Meetings Act.

4. Treasurer. This member shall periodically file with the Borough Council a report giving a complete account of all financial transactions and a statement of activities showing the expenditure of public funds and the receipts, expenditure of fees, and charges collected. A separate budget account shall be maintained to record money and tangible personal property donated for current use. The Treasurer shall keep adequate records of all funds for long term projects handled by the Commission. The Commission shall approve all vouchers for the expenditure of funds of any character. The Treasurer shall report on the status of the funds at each meeting. In lieu of the need for a Treasurer, the Borough Chief Financial Officer will assume these duties.
- E. Vacancy. Any vacancy occurring other than by expiration of the term shall be filled for the unexpired term in the same manner as the original appointment for such member.
- F. All members and officers of the Youth Services Commission shall serve without compensation.

§2-48.3. Powers and Duties.

- A. The Youth Services Commission shall perform the following functions and duties:
 1. Provide an open forum to foster communication, education and information concerning problems and opportunities that exist within the community for youth;
 2. Advise on and recommend the planning and development of programs for youth;
 3. Serve as the functioning body in the development of plans in the areas of youth services;
 4. Assess the needs of the community's youth throughout the calendar year;
 5. Identify service gaps and priorities;
 6. Explore various means and resources to meet the local community needs;
 7. Assist in the development of a plan of action to implement recommended programs;
 8. Advise the Mayor, Borough Council, and administration on the availability of grant programs and economic initiatives relating to youth services;

9. Make recommendations to the Mayor and Borough Council with regard to any purchase or contract for the promotion of youth services within the Borough, with the final decision whether to enter or award such purchase or contract being at the sole discretion of the governing body;
 10. Carry out other related duties as may be assigned from time to time by the Borough Council; and
 11. Prepare and provide an annual report to the Mayor and Borough Council during December of each year setting forth, in detail, its operations and recommendations covering the preceding twelve (12) months.
- B. The Youth Services Commission shall coordinate its efforts with the Somerset County Youth Services Commission and shall be guided by the rules and regulations adopted thereby, including but not limited to the procurement of grants consistent with this Section and in furtherance of the purpose and mission of the Commission.
- C. By-laws; Subcommittees.
1. The Youth Services Commission shall adopt and establish By-laws to govern the Commission, within the parameters and authorities granted in this Section. The By-laws shall be reviewed and updated, if necessary, on an annual basis, and shall be subject to approval by the Borough Council. At a minimum, the By-laws shall include the following (consistent with the terms of this Section):
 - a. Name of Commission
 - b. Purpose and Function
 - c. Objectives
 - d. Organization, including Commission descriptions
 - e. Membership and Terms of Office
 - f. Officers
 - g. Duties of Officers
 - h. Nomination and Election of Officers
 - i. Meetings (Conduct, Cancellation or Addition of Meetings)
 - j. Other considerations of Members.
 2. The Youth Services Commission shall have the power to establish standing and ad hoc subcommittees as needed, including, but not limited to, an adjustment subcommittee consisting of persons qualified by experience and training to assist in and coordinate the efforts of police, school and other agencies to provide guidance and counsel to youth with incipient behavior and to cooperate with the Superior Court, Chancery Division, Family Part, having jurisdiction when cases arise in which official adjudication of delinquency seems indicated.
- D. Budget; Funding; Expenditures.

1. The Youth Services Commission shall have a budget as authorized by the Borough Council.
2. The Youth Services Commission is authorized to submit applications for grant funding, subject to the approval of the Borough Council.
3. On a periodic basis, but at least quarterly, the Youth Services Commission shall submit a detailed accounting of all anticipated expenditures to the Borough Council for review and approval. Goods and services cannot be procured by the Commission without approval from the Borough Council.
4. The Youth Services Commission shall not have any powers or authorities other than those set forth herein. Specifically, the Commission shall not have the power or authority to expend public funds outside of its budget, pledge the credit of the Borough or otherwise incur indebtedness, or enter into contracts on behalf of itself or the Borough, without the approval of the Borough Council.

§2-48.4. Meetings.

- A. Meetings of the Youth Services Commission shall comply with the requirements of Open Public Meetings Act, N.J.S.A. 40:4-6, *et seq.*; and shall follow the Roberts Rules of Order.
- B. The Youth Services Commission shall hold a re-organization meeting each calendar year, to be held on or before January 10th of each year, at which time the Commission shall establish its regularly scheduled meeting dates, and elect its officers. The Commission shall schedule a minimum of six (6) meetings in a calendar year.
- C. The Youth Services Commission shall keep accurate minutes of its meetings and activities; and approved minutes shall be filed with the Borough Clerk.
- D. A majority of the current appointed members of the Commission shall constitute a quorum for the holding of a meeting of the Commission.
- E. All decisions of the Commission shall be decided by a simple majority vote of those present at a meeting

BE IT FURTHER ORDAINED by the Council of the Borough of Watchung that should any section, paragraph, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this Ordinance are hereby declared to be severable; and

BE IT FURTHER ORDAINED by the Council of the Borough of Watchung that in the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Borough of Watchung, the provisions hereof shall be determined to govern, and the inconsistencies of the prior ordinance are hereby repealed. All other parts, portions and provisions of the Ordinances of the Borough of Watchung are hereby ratified and confirmed, except where inconsistent with the terms hereof; and

BE IT FURTHER ORDAINED by the County of the Borough of Watchung that within five (5) days after its adoption by the Council, this Ordinance shall be presented to the Mayor for his approval and signature, which approval shall be granted or denied within ten (10) days of receipt of same, pursuant to N.J.S.A. 40A:60-5(d). If the Mayor fails to return this Ordinance with either his approval or objection to same within ten (10) days after it has been presented to him, then this Ordinance shall be deemed approved; and

BE IT FURTHER ORDAINED by the Council of the Borough of Watchung that this Ordinance shall take effect upon final passage and publication according to law; and approval by the Mayor pursuant to N.J.S.A. 40A:60-5(d).

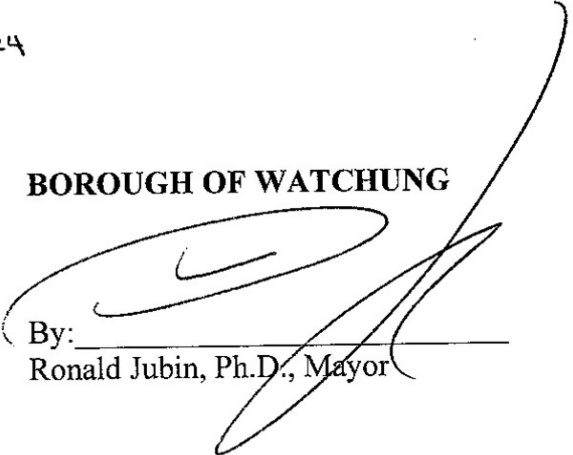
INTRODUCED BY: GIBBS
PASSED: AUGUST 15, 2024
PUBLISHED: AUGUST 22, 2024
ADOPTED: SEPTEMBER 5, 2024
CC: GEN.CODE,

ATTEST:



Edith G. Gil, Borough Clerk

BOROUGH OF WATCHUNG


By: _____
Ronald Jubin, Ph.D., Mayor