

AN ORDINANCE AMENDING CHAPTER 2 OF THE CODE OF THE TOWNSHIP OF ROBBINSVILLE ENTITLED “ADMINISTRATION OF GOVERNMENT”, SPECIFICALLY ARTICLE VII ENTITLED “ADMINISTRATIVE BRANCH”

WHEREAS, the Township Council of the Township of Robbinsville finds that in order for the Township government to achieve maximum efficiency and effectiveness the Township’s advisory boards, committees, commissions, and coalitions should be codified together in Chapter 2 of the Code of the Township of Robbinsville; and

WHEREAS, current members of the advisory boards, committees, commissions, and coalitions to be recodified by this ordinance shall continue to serve their respective terms unaffected by this recodification;

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Robbinsville in the County of Mercer, State of New Jersey that Chapter 2, Article VII of the Code of the Township of Robbinsville is hereby amended as follows [added portions are underlined, deleted portions are strikethroughs]:

SECTION 1.

Chapter 2 – Administration of Government

Article XIII. Boards, Committees and Commissions

§ 2-58 Appointments to boards, committees and commissions.

- A. Unless otherwise expressly stated in any chapter of the Code of the Township of Robbinsville, state or federal statute, or state or federal regulation, the appointment of any member to any board, committee and/or commission in existence at the time of adoption of this chapter, or to any board, committee and/or commission that may be formed by the governing body of the Township, shall be made by the Mayor, with the advice and consent of Council.
- B. The member so selected shall serve in accordance with the terms and conditions stipulated for the particular board, committee and/or commission so established.

§ 2-59 Board of Health.

Pursuant to N.J.S.A. 26:3-9(a), there is hereby created a local Board of Health.

- A. Membership.
 - (1) Council. The Board of Health shall be composed of the members of the township Council and such other members that the Council may appoint, as set forth herein.

- (2) Physician or school nurse. The Council may appoint as a member of the Board of Health one physician or school nurse, who shall serve for a three-year term from the time of appointment and until a successor is appointed. Upon consent of the prospective appointee, the Council may appoint, as the physician or school nurse appointment, the Township Physician or a school nurse to the local board, notwithstanding that the physician or nurse is not a resident of the Township.
- (3) Alternate members. The Council may appoint as members of the Board of Health, not more than two alternate members. The two alternate members shall be designated at the time of appointment as “Alternate No. 1” and “Alternate No. 2.” The term of the alternate members shall be for two years, except that of the first two alternate members appointed, one shall be appointed for a term of one year so that the term of not more than one alternate member shall expire in any one year. A vacancy occurring otherwise than by expiration of term shall be filled by appointment by the Council for the unexpired term only. Alternate members may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

B. Duties. The duties of the local Board of Health shall be as follows:

- (1) To administer and enforce the local health ordinances with the assistance of the Mercer County Board of Health.
- (2) To administer laws and ordinances relating to relief of the needy, including the furnishing of all forms of public assistance to needy persons who are eligible for assistance provided by law through county and state agencies.
- (3) To cooperate with other public agencies and institutions and with voluntary institutions in the certification of medically indigent patients for care and treatment.
- (4) To perform such other functions and duties as the Board of Health may from time to time require or deem necessary.

§ 2-60 Environmental Commission.

- A. There is hereby created an Environmental Commission known as the “Robbinsville Township Environmental Commission” for the protection, development or use of the natural resources, including water resources, located within the territorial limits of the Township, pursuant to N.J.S.A. 40:56A-1 et seq.
- B. Appointment; terms of office; vacancies; compensation.

- (1) The Mayor shall appoint not less than five nor more than seven members of the commission, one of whom shall be a member of the Planning Board and all of whom shall be residents of the Township. The terms of office of the first Commissioners shall be for one, two or three years and are to be designated by the Mayor in making the appointment so that the initial terms of approximately one-third of the members will expire each year, and their successor shall be appointed for terms of three years and until the appointment and qualification of their successors. The Mayor shall also designate the Chair. The Mayor shall also appoint a student in the Robbinsville School District as Student Liaison to the Commission. The Student Liaison shall not be a voting member of the Commission.
 - (2) The Mayor or Council may remove any member of the Commission for cause, on written charges served upon the member, and after a hearing thereon at which the member shall be entitled to be heard in person or by Council.
 - (3) A vacancy in the Commission occurring otherwise than by expiration of the term shall be filled for the unexpired term in the same manner as an original appointment.
 - (4) Members shall receive no compensation for their services.
- C. Powers. The Commission shall have, but not be limited to, the following powers:
- (1) Conducting research into the use and possible use of the open land areas of the Township.
 - (2) Coordinating the activities of unofficial bodies organized for similar purposes, where applicable.
 - (3) Advertising, preparing, printing and distributing books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its purposes.
 - (4) Keeping an index of all open areas publicly or privately owned, including open marshlands, swamps and other wetlands, in order to obtain information on the proper use of such areas.
 - (5) Promoting the conservation and development of the natural resources of the Township.
 - (6) Recommending to the Planning Board plans and programs for inclusion in a municipal master plan and the development and use of such areas.
- D. The Commission may, subject to the approval of the Township Council, acquire property, both real and personal, in the name of the Township by gift, purchase, grant, bequest, device or lease for any of its purposes and shall administer the same for such purposes, subject to the terms of the conveyance or gift. Such an acquisition may be to acquire the

fee or any lesser interest, development right, easement (including a conservation easement), covenant or other contractual right (including a conveyance on conditions or with limitations or reversions) as may be necessary to acquire, maintain, improve, protect, limit the future use of or otherwise conserve and properly utilize open spaces and other land use water areas in the Township.

- E. The Commission shall have power to study and make recommendations concerning open space preservation, water resources management, air pollution control, solid waste management, noise control, soil and landscape protection, environmental appearance, marine resources and protection of flora and fauna.
- F. The Commission shall keep records of its meetings and activities and make an annual report to the Mayor and Township Council.
- G. The Council may appropriate funds for the expenses incurred by the Commission, and the Commission may appoint such clerks and other employees as it may require, provided the same shall be within the limits of funds appropriated to it.

§ 2-61 Community Addiction Recovery Effort Coalition.

- A. Findings; policy; mission. Alcoholism and drug abuse are significant community health issues. The Township has addressed such issues through various substance abuse education, prevention and public awareness programs. It is recognized that attainment of the goal of reducing alcoholism and drug abuse in our community will be fostered by cooperation and active participation by the Township with those county and state agencies established to address such problems. Therefore, the Township reaffirms its policy to promote the health, safety, morals and welfare of the citizens of the Township by the creation of the Community Addiction Recovery Effort Coalition for the purpose of supplementing existing substance abuse education, prevention and public awareness programs. The Coalition shall serve as a mechanism for implementing policies to reduce substance abuse through prevention and education by making a comprehensive and coordinated effort to promote and support community-wide drug and alcohol prevention, education, and public awareness through programs and related activities. These programs and related activities shall include a needs assessment to determine the needs of the community in regards to drug, alcohol, and prevention issues, the implementation of evidence-based programs at the municipal level which have demonstrated to be effective, and collaboration with the local school district in the review of its K-12 comprehensive program for alcohol, tobacco, and other drug abuse prevention.
- B. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

COALITION

The Community Addiction Recovery Effort Coalition.

- C. Creation; membership; compensation. There is hereby created a Community Addiction Recovery Effort Coalition of 12 members, wherein each of the following areas of the community shall be represented; business; civic volunteer organization; healthcare professional; law enforcement; media; other substance abuse organization; parent; fraternal organization; school; state or local government representative; youth (age 18 or younger); and youth-serving organization. Coalition members shall be appointed by the Mayor with the advice and consent of the Council. Coalition members shall serve without compensation.
- D. Term of office of members. The terms of the members of the Coalition shall be three years. The terms of the members shall continue until their respective successors are appointed.
- E. Removal of members. Any member of the Coalition may be removed by the Mayor with the advice and consent of the Council for cause on written charges served upon the person, and after a hearing thereon, where the person shall be entitled to be heard and present evidence in person or by counsel.
- F. General powers and duties. The Coalition shall identify alcoholism and drug abuse prevention, education and community needs programs in the Township and shall have the power to carry out its mission as set forth in Subsection A.
- G. Organizational meeting. The Coalition shall organize at its first meeting, which shall be held within 30 days of appointment of all Coalition members as set forth in this section, at which time the Coalition shall select a chairperson and secretary as provided for in this section and provide for regular meetings at a time and place within the Township.
- H. Chairperson; secretary. There shall be a Chairperson of the Coalition elected by its members, who shall serve for a one-year period and until a successor is selected by the Coalition. There shall be a Secretary of the Coalition elected by its members. The secretary shall serve for a one-year term and may serve for consecutive or multiple terms.
- I. Conformance with Open Public Meetings Act; minutes. The Coalition shall conduct its regular meetings in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Accurate minutes of all meetings shall be kept and filed with the secretary of the Coalition.
- J. Quorum. A majority of the whole number of regular members shall constitute a quorum. If a quorum is not present one hour after the appointed time for any meeting, the presiding officer shall declare the meeting adjourned.
- K. Reports. The Coalition shall make a semiannual report to the Mayor of its activities, including receipt and disbursement of funds.

§ 2-62 Senior Citizens Advisory Council.

- A. Creation. There is hereby created a Senior Citizens Advisory Council (hereinafter referred to as the “Council”) to develop, coordinate, integrate and amplify the various programs and services available to senior citizens residing in the Township.
- B. Appointment of members. The Senior Citizens Advisory Council shall consist of seven members: two shall be senior citizens, two shall be from the community at large, two shall be Township officials, and one member shall represent a community organization (i.e., Meals on Wheels, Robbinsville Township Arts Council, Newtown Village, etc.). All members shall be appointed by the Mayor with advice and consent of the Council.
- C. Terms of office; vacancies. Members shall serve for one year terms, commencing January 1 and expiring on December 31. Vacancies occurring other than by expiration of term shall be filled for the unexpired term only.
- D. Organization. The Council shall organize at its first meeting each year and elect a Chairperson, a Vice Chairperson, a Secretary and such other officers as it shall deem necessary, and establish a meeting schedule which shall be noticed in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).
- E. Rules. The Council may adopt rules to govern the conduct of its business.
- F. Purposes and duties. The purposes and duties of the Council shall be as follows:
- (1) To identify the needs of the senior citizens in the community and bring them to the attention of the governing body.
 - (2) To recommend to the governing body programs, improvements and activities which will benefit all the Township’s senior citizens, as well as alleviate problem areas of concern to those residents who are senior citizens. Programs shall include, but not be limited to, the following:
 - (a) A nutrition program for the elderly;
 - (b) Formation of a telephone communication service for seniors living alone;
 - (c) Arrange for guest lecturers on a regular basis to counsel the seniors with regard to such areas as health benefits, social security and investments;
 - (d) Establishment of a communication system between senior citizens and other members of the community.
 - (3) To confer with appropriate municipal, county, state, federal and private agencies concerned with senior citizens, and to assist in the development and evaluation of

the scope of services rendered to determine whether needs of the aging are being met.

- (4) To submit to appropriate municipal, county, state, federal and private agencies, with the cooperation, advice and approval of the governing body, proposals for grants for facilities, programs and services.
- (5) To report upon the Council's activities and recommendations to the governing body annually and at such other times as the governing body shall request.
- (6) To submit on an annual basis a proposed budget request to the governing body which proposal shall include evidence of the annual review of the organization goals, both long- and short-term, with an emphasis on programs and services which will maximize the use of the senior citizens facility.

G. Funds. The governing body shall appropriate in its annual budget such sums as it deems appropriate and economic to assist in the implementation of the purposes set forth herein. The expenditure of the funds shall be approved in accordance with the Township's established purchasing policies.

§ 2-63 Recreation and Cultural Arts Advisory Committee.

- A. Creation. There is hereby created a Recreation and Cultural Arts Advisory Committee (hereinafter referred to as the "Committee") to advise the Mayor and Township Council of recreation and cultural arts programs to be implemented as well as their progress and success and to evaluate and make recommendations for any recreational and cultural opportunities at the request of the Mayor and/or Council.
- B. Appointment of members. The Recreation and Cultural Arts Advisory Committee shall consist of nine members who shall be appointed by the Mayor with advice and consent of the Council.
- C. Terms of office; vacancies. Members shall serve for one year terms, commencing January 1 and expiring on December 31. Vacancies occurring other than by expiration of term shall be filled for the unexpired term only.
- D. Organization. The Committee shall organize annually and at its first meeting each year it shall elect a Chairperson, a Vice Chairperson, a Secretary and such other officers as it shall deem necessary, and establish a meeting schedule which shall be noticed in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).
- E. Rules. The Committee may adopt rules to govern the conduct of its business.
- F. Duties. The duties of the Committee shall be as follows:

- (1) To identify recreational and cultural arts needs in the community and bring them to the attention of the Mayor and Township Council.
 - (2) To recommend to the Mayor and Township Council recreational and cultural arts programs, improvements, and activities that will benefit the Township.
 - (3) To confer with appropriate municipal, county, state, federal, and private agencies concerned with recreation and cultural arts, and to assist in the development and evaluation of the scope of services offered to determine whether needs of the Township are being met.
 - (4) To submit to appropriate municipal, county, state, federal and private agencies, with the cooperation, advice and approval of the Mayor and Township Council, proposals for grants for recreational or cultural arts facilities, programs, and services.
 - (5) To report upon the Committee's activities and recommendations to the Mayor and Township Council annually and at such other times as the Mayor and Township Council shall request.
 - (6) To submit on an annual basis a proposed budget request to the Mayor, which proposal shall include evidence of the annual review of the Committee's goals, both long- and short-term, with an emphasis on programs and services which will maximize the recreational and cultural arts offerings provided in the Township.
- G. Funds. The governing body shall appropriate in its annual budget such sums as it deems appropriate and economic to assist in the implementation of the purposes set forth herein. The expenditure of the funds shall be approved in accordance with the Township's established purchasing policies.

§ 2-64 Economic Development Advisory Committee.

- A. Creation. There is hereby created an Economic Development Advisory Committee (hereinafter referred to as the "Committee") to work with the Mayor and Township Council to target and attract various and appropriate businesses to the Township through marketing and networking, while still working with the existing business community to create a harmonious, cohesive and viable economic structure.
- B. Appointment of members. The Economic Development Advisory Committee shall consist of five voting members and one alternate member who shall be appointed by the Mayor with advice and consent of the Council, and one ex officio non-voting member appointed by the Mayor from within the township administration.
- C. Terms of office; vacancies. Each member shall be appointed to a three-year term, commencing January 1 of the first year and expiring on December 31 of the third year,

with two members, which shall include the alternate member, initially subject to reappointment after one year, two members initially subject to reappointment after two years, and two members subject to reappointment after the full three-year term. Vacancies occurring other than by expiration of term shall be filled for the unexpired term only.

D. Organization. The Committee shall organize annually and at its first meeting each year it shall elect a Chairperson, a Vice Chairperson, a Secretary and such other officers as it shall deem necessary, and establish a meeting schedule which shall be noticed in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).

E. Rules. The Committee may adopt rules to govern the conduct of its business.

F. Duties. The duties of the Committee shall be as follows:

(1) To identify economic development needs in the community and bring them to the attention of the Mayor and Township Council.

(2) To recommend to the Mayor and Township Council economic development programs, improvements, and activities that will benefit the Township.

(3) To confer with appropriate municipal, county, state, federal, and private agencies concerned with economic development, and to assist in the development and evaluation of the scope of programs offered to determine whether needs of the Township are being met.

(4) To submit to appropriate municipal, county, state, federal and private agencies, with the cooperation, advice and approval of the Mayor and Township Council, proposals for grants for economic development facilities, programs, and services.

(5) To report upon the Committee's activities and recommendations to the Mayor and Township Council annually and at such other times as the Mayor and Township Council shall request.

(6) To submit on an annual basis a proposed budget request to the Mayor, which proposal shall include evidence of the annual review of the Committee's goals, both long- and short-term, with an emphasis on programs and services which will maximize the economic development offerings provided in the Township.

G. Funds. The governing body shall appropriate in its annual budget such sums as it deems appropriate and economic to assist in the implementation of the purposes set forth herein. The expenditure of the funds shall be approved in accordance with the Township's established purchasing policies.

§ 2-65 Library Advisory Committee.

- A. Creation. There is hereby created a Library Advisory Committee (hereinafter referred to as the “Committee”) to advise the Mayor and Township Council on all issues related to the Township Library.
- B. Appointment of members. The Library Advisory Committee shall consist of nine members who shall be appointed by the Mayor with advice and consent of the Council. One of the nine members shall be the Township Librarian.
- C. Terms of office; vacancies. Members shall serve for one year terms, commencing January 1 and expiring on December 31. Vacancies occurring other than by expiration of term shall be filled for the unexpired term only.
- D. Organization. The Committee shall organize annually and at its first meeting each year it shall elect a Chairperson, a Vice Chairperson, a Secretary and such other officers as it shall deem necessary, and establish a meeting schedule which shall be noticed in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).
- E. Rules. The Committee may adopt rules to govern the conduct of its business.
- F. Duties. The duties of the Committee shall be as follows:
- (1) To identify recreational and cultural arts needs in the community and bring them to the attention of the Mayor and Township Council.
 - (2) To recommend to the Mayor and Township Council library-related programs, improvements, and activities that will benefit the Township.
 - (3) To confer with appropriate municipal, county, state, federal, and private agencies concerned with library-related matters, and to assist in the development and evaluation of the scope of services offered to determine whether needs of the Township are being met.
 - (4) To submit to appropriate municipal, county, state, federal and private agencies, with the cooperation, advice and approval of the Mayor and Township Council, proposals for grants for library-related facilities, programs, and services.
 - (5) To coordinate fundraising efforts related to the Township Library.
 - (6) To report upon the Committee’s activities and recommendations to the Mayor and Township Council annually and at such other times as the Mayor and Township Council shall request.

(7) To submit on an annual basis a proposed budget request to the Mayor, which proposal shall include evidence of the annual review of the Committee's goals, both long- and short-term, with an emphasis on programs and services which will maximize the library-related offerings provided in the Township.

G. Funds. The governing body shall appropriate in its annual budget such sums as it deems appropriate and economic to assist in the implementation of the purposes set forth herein. The expenditure of the funds shall be approved in accordance with the Township's established purchasing policies.

SECTION 2.

All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3.

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

SECTION 4.

This ordinance shall take effect upon final passage and publication according to law.

PASSED: 2/11/2021

ADOPTED: 2/22/2021

I hereby certify that the above ordinance adopted by the Council on the 11th day of February, 2021, was presented to the Mayor duly certified on the 12th day of February, 2021. Upon the Mayor's failure to sign it or return and file it with the Municipal Clerk within the 10 days thereafter, the said ordinance took effect in like manner as if the Mayor has signed it.

Michele Seigfried, Municipal Clerk