

**ORDINANCE 2005-06**

**AN ORDINANCE CREATING THE GRANTS AND SHARED SERVICES ADVISORY  
COMMISSION**

**BE IT ORDAINED**, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

**Section 1: Preamble.**

The Township Committee deems it desirable to identify available sources of funding for various programs and services, including methods and means for shared services with the federal, state, county, other municipal governments, and the Township's own boards, commissions and committees, in order to promote the health, safety and welfare of the residents of the Township.

**Section 2: Creation.**

There is hereby created a Grants and Shared Services Advisory Commission.

**Section 3: Membership.**

The Grants and Shared Services Advisory Commission shall consist of seven (7) members.

**Section 4: Appointment, qualification, term and organization.**

- A. Five (5) public members of the Grants and Shared Services Advisory Commission shall be appointed by the Township Committee and two (2) shall be appointed by the Mayor from the Recreation Commission, Economic and Business Development Commission, Environmental Commission or Historic Preservation Commission.
- B. The five (5) public members to be appointed by the Township Committee shall be appointed for three (3) year terms, with the terms of the original appointees staggered as follows: two (2) public members will be appointed for three (3) years, two (2) public members will be appointed for two (2) years, and one (1) public member will be appointed for one (1) year. The two (2) members to be appointed by the Mayor will be appointed for a term expiring on December 31 annually.
- C. If a vacancy in any term shall occur, other than by expiration of the term, it shall be filled by appointment as provided in Section 4B above for the unexpired term.
- D. Members of the Commission shall serve without compensation.
- E. Members of the Commission shall choose from among the membership a Chairman and Secretary and such other officers as it may deem necessary.

- F. The Mayor or designee may serve on the Commission but shall only serve in an ex officio capacity, and shall not have voting privileges.
- G. Members of the Commission may be removed by the Township Committee for good cause or for three (3) consecutive unexcused meeting absences.
- H. Each member and officer of the Commission shall, before assuming office, take and subscribe to an oath of office that the member will faithfully and impartially discharge the duties of that office.
- I. A majority of the members shall constitute a quorum of the Commission. However, the Commission may organize itself into subcommittees to perform its duties more efficiently.

**Section 5. Duties.**

The duties of the Grants and Shared Services Advisory Commission shall be as follows:

- A. To identify available sources of funding for various programs and services from private and public sources, including the federal, state and county governments.
- B. Once identifying a source of funding, provide that information to the appropriate Township department or board, commission or committee, and coordinate the submission of a grant application with that department, board, commission or committee and the Township Administrator.
- C. To identify those services that can be shared by and among federal, state, county, other municipalities and the Township's boards, commissions, committees or agencies.
- D. Once identifying those services that can be shared, recommend to the Township Committee how those shared services may be implemented.
- E. To recommend to the Township Committee when a public hearing is required on any grant or other application.
- F. To organize itself in any fashion the Commission deems appropriate to fulfill its duties.

**Section 6. Limitation of powers.**

The Commission is an advisory body to the Township Committee is not empowered to spend public funds or affect person's rights. Any grant application prepared or submitted by the Commission is not effective until the Township Committee authorizes or ratifies the submission of a grant application.

**Section 7. Effective date.**

This Ordinance shall take effect upon its adoption, passage, and publication according to law.

ATTEST:

TOWNSHIP OF HILLSBOROUGH

\_\_\_\_\_  
Kevin P. Davis, RMC, Township Clerk

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Robert C. Wagner, Jr., Mayor

*Introduced: 2/8/05*

*Public hearing: 3/22/05*

*Adopted: 3/22/05*