TOWNSHIP OF MAPLEWOOD

RESOLUTION NUMBER 01 -15

BY-LAWS
OF THE MAPLEWOOD TOWNSHIP COMMITTEE
2015

BE IT RESOLVED by the Township Committee of the Township of Maplewood, in Essex County, that the By-Laws and Regulations for the government of the Township Committee and other designated Administrative Officials, as adopted be amended and supplemented in the following respects:

1. ORGANIZATION OF TOWNSHIP COMMITTEE

The Township Committee shall consist of five members who shall choose from their own number a Chair, Vice Chair and ten Standing Committees, each to consist of up to three members of the Township Committee, the member first designated to be the Chair of the respective Standing Committee and a member designated second to be the Vice Chair thereof. The Township Committee may also appoint such Special Committees to consist of one or more members of the Township Committee or one or more other persons as occasion may require, for any specific purposes not especially covered in the duties of the Standing Committees hereinafter defined.

A. Chair of the Township Committee

The duties of the Chair of the Township Committee shall be to preside at all meetings, to act as Chief Executive Officer of the Municipality, to act as the General Administrative Officer and to exercise all powers as provided in NJSA 40A:63-5. The Chair of the Township Committee shall be known as Mayor (NJSA 40A:63-3(f)).

B. Vice Chair of the Township Committee

The duties of the Vice Chair of the Township Committee shall be to perform, in the absence of the Chair of the Township Committee or his/her inability to serve, all of the duties and functions of the Chair of the Township Committee which are imposed upon him/her by statute, ordinance or resolution. The Vice Chair of the Township Committee shall be known as Deputy Mayor.

C. Standing Committees of the Township Committee

The Township Committee, as promptly after organization as possible, shall appoint the following Standing Committees:

i. Public Safety Committee

The Public Safety Committee shall exercise supervision over the Police Department, Fire Department, and Emergency Management Services.

ii. **Planning and Engineering Committee**

The Planning and Engineering Committee shall exercise supervision over the Engineering Department. This Standing Committee shall also address issues related to the Joint Meeting of Essex and Union Counties, the Township's Planning Board, Historic Preservation Commission, and Transportation Committee.

iii. **Human Services Committee**

The Human Services Committee shall exercise supervision over all matters relating to the providing of social and recreational services to the residents of the Township.

This Standing Committee shall exercise supervision over the Department of Welfare and the Department of Recreation, Parks and Cultural Affairs. Further, this Standing Committee shall have general jurisdiction over the functioning of the pool, library, and the Affordable Housing Program of the Township and shall be responsible to address issues related to the Maplewood First Aid Squad, The Maplewood – South Orange After School Program and the Community Coalition on Race.

iv. **Public Works Committee**

The Public Works Committee shall exercise supervision over the Department of Public Works and the Township's Recycling Program.

v. **The Finance Committee**

The Finance Committee shall exercise supervision over all matters of the Finance Department including budgeting, auditing and the management, custody and control of the funds of the Township and the collection of taxes. This Standing Committee shall also monitor the Office of the Tax Assessor and address issues related to the Citizen's Budget Advisory Committee.

vi. **Economic Development Committee**

The Economic Development Committee shall exercise supervision over all matters related to Economic Development activities in the Township. This Standing Committee shall address issues related to the Maplewood Village Alliance, Springfield Avenue Partnership and the Township's Economic Development Advisory Committee.

vii. **Code Enforcement Committee**

The Code Enforcement Committee shall exercise supervision over the Building Department.

viii. **Communications Committee**

The Communications Committee shall exercise supervision over matters related to communicating Township information to the general public through cable television, the Internet and other media outlets.

ix. **Cultural Affairs Committee**

The Cultural Affairs Committee shall exercise supervision over matters related to the arts and cultural affairs within the Township, including the Durand Hedden House and First Night.

x. **Environmental Committee**

The Environmental Committee shall exercise supervision over matters related to Township initiatives in the area of Environmental Awareness, shall ensure compliance with environmental directives and shall oversee the Township Green Team and Township Environmental Advisory Committee.

D. Liaison Assignments to Advisory Committees

From time to time a member or members of the Township Committee may be assigned to a Citizen Advisory Committee. In those instances, the following Rules shall govern:

(a) Except for corporate non profit boards where Township Committee members are members of those boards, or where a State statute or Township Ordinance requires otherwise, Township Committee members are not to be regarded as members of Citizen Advisory Committees. Township Committee members are to act as liaisons and to provide information and advice. Township Committee members are not required nor expected to attend each meeting of the Citizen Advisory Committee.

(b) Township Committee members will not vote on any issues coming before the Citizen Advisory Committee to which they are assigned as liaison.

(c) Township Committee members will not present the position of the Citizen Advisory Committee to the Township Committee. This is the responsibility of the Citizen Advisory Committee Chair or appointed representative.

(d) Township Committee members acting as liaison to Citizen Advisory Committees are not expected to perform the duties of the Citizen Advisory Committee. However, the Township Committee member assigned as a liaison may instruct municipal departments to follow through on Citizen Advisory Committee recommendations and will work with the Citizen Advisory Committee Chair and Township Department personnel as the need arises.

2. THE ORDER OF MEETING

The order of the regular session meetings of the Maplewood Township Committee shall be as follows:

Salute to Flag

Statement – Open Public Meetings Act

Roll Call

Mayor's Introduction (Brief description of Agenda content)

Special Presentations and Proclamations

Board and Committee Appointments

Board of Health or other Department Head Reports

Public Comments – 5 minutes per person maximum
(on Agenda items only, excluding ordinances scheduled for public hearing)

Public Hearing on Ordinances (passage of ordinances establishes local laws)

Introduction of New Ordinances (first reading of an ordinance and setting of date and time for public hearing)

Non-Consent Agenda Resolutions (resolutions considered separate from Consent Agenda)

Discussion Items (on potential legislative actions)

Consent Agenda (resolution of administrative nature, approval of minutes And minor approvals)

Public Comments – 5 minutes per person maximum (comments welcome on Agenda items or other topics)

Reports from Departments (acknowledges receipt of reports from departments)

Administrative Reports (staff reports)

Reports of Elected Officials (Board & Committee liaison reports, reports of outside meetings)

Adjournment

3. CONDUCT OF MEETING

All meetings are to be held pursuant to the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. Ordinary Parliamentary Rules of Order shall govern the conduct of meetings, in the case of disputes, Robert's Rules of Order, 10th Edition shall govern.

4. CONDUCT OF THE MEMBERS OF THE TOWNSHIP COMMITTEE

A. Members of the Township Committee shall conduct themselves in conformance with the provisions of Resolution number 135-08 entitled "Code of Ethics and Conduct for the members of the Maplewood Township Committee" which provides in part:

i. **Act in Public**

Members will work for the common good of the people of the Township and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Township Committee or the Township Boards, Commissions and Committees (collectively the "Committees");

ii. **Comply with Law**

Members shall comply with the laws of the United States, the State of New Jersey and the Township of Maplewood in performance of their public duties;

iii. **Respect for Process**

Members shall perform their public duties in accordance with the processes and rules of order established by the Maplewood Township Committee;

iv. **Conduct of Members in Public**

During all official public functions, Members shall prepare themselves on public issues; Members shall treat other Members, the public and staff with respect; Members shall answer questions and requests of other Members; Members shall use their best efforts to assure that other Members have an understanding of the issues being discussed or deliberated;

v. **Decisions Based on Merit**

Members shall base their official decisions on the merits and substance of the matters at hand;

vi. **Conflict of Interest**

Members shall make public disclosure of all personal interests they may have regarding any decision charged to them. Personal interest shall be defined solely to include any actual, potential or apparent benefits or advantages that they or any person related to them by blood, marriage or operation of law, living in their household, might directly or indirectly obtain from a decision.
Members shall abstain completely from direct or indirect participation as an advisor or decision maker in any public function respecting any matter in which they have a personal interest and leave any venue in which such a matter is under deliberation.

Members shall annually complete the Financial Disclosure Statement in accordance with N.J.S.A. 40A:9-22.1 *et seq.*, the Local Government Ethics Law;

vii. **Political Campaign Contributions**

Members shall adhere to the provisions of the Maplewood Municipal Code dealing with Pay to Play and Use of Public Property for Political Fund Raising;

viii. **Use of Public Resources**

Members shall not use Township resources that are not available to the public in general, such as staff, time, equipment, supplies, property or facilities for private gain or personal purposes;

ix. **Advocacy**

Members shall present the official policies or positions of the Committee to the best of their ability when designated as delegates for this purpose. Nothing herein shall prevent Members from presenting their individual opinions and positions;

x. **Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive work place environment for Township Employees and for citizens and businesses dealing with the Township, and shall strive to act in a way that enhances the reputation and public image of the Township;

xi. **Implementation**

As an expression of the standards of conduct for Members expected by the Township, this Code is intended to be self-enforcing. It therefore becomes more effective when Members are thoroughly familiar with it and embrace its provisions

For this reason, ethical standards shall be included in the regular orientation for candidates for Township Committee. Members entering office shall sign a statement affirming that they read and understand this Code and agree to adhere to its contents. In addition, the Township Committee shall annually review the code, the Township Committee shall consider the recommendations of others and shall update the Code as appropriate.

B. Members of the Township Committee shall conduct themselves in conformance with the provisions of the Local Ethics Law, N.J.S.A. 40A:9-22.1, et seq.

C. Members of the Township Committee shall enforce the provisions of Ordinance number 2133-00, which prohibits the soliciting or accepting of political contributions on public property.

D. Members of the Township Committee shall enforce the provisions of Ordinance numbers 2339-06 and 2367-06, which prohibit the contribution of money, anything of value or in kind contributions to municipal candidates for Maplewood Township Committee or to a municipal party committee, or backed by a person or entity seeking an award of a contract for professional services or from a person or entity seeking work as a redeveloper within the Township, respectively.

5. ADMINISTRATIVE OFFICIALS

A. Business Administrator

The Business Administrator's function shall be to provide a liaison between the Township Committee and the Municipal departments, boards and officials; to act as agent for the Township Committee as executive and administrative official of the Municipal Government and to perform other duties more particularly described in the Ordinances and Code of the Township of Maplewood.

B. Chief Financial Officer/Tax Collector/Treasurer

The Chief Financial Officer/Tax Collector/Treasurer shall conduct their office and keep their records under the direction of the Finance Committee, in accordance with the statutes of the State of New Jersey, and in addition to their duties defined by law, shall perform such services as that Committee may direct. The Chief Financial Officer shall be present at the meetings of the Township Committee when requested.

1. Deposit of Municipal Funds

The Chief Financial Officer shall deposit daily, all moneys collected by him/her, under the authority of his/her office, for the use of the Township, in such banks as the Township Committee shall from time to time by resolution designate, in various accounts so named for the

Township of Maplewood. The bank or banks of deposit are hereby authorized to accept checks for deposit in said accounts whether drawn to the order of the "Collector of Taxes" or to the "Township of Maplewood" or to the "Collector" by name. Transfers between Township of Maplewood accounts may be made on the signature of the Chief Financial Officer or his/her designee. Funds may be withdrawn from the accounts maintained by the Treasurer, as herein provided, only on check signed by the following:

(a) Chair of the Township Committee or in his/her absence, the Vice Chair, and

(b) The Chief Financial Officer, or in his/her absence, the Township Business Administrator.

Specially designated funds shall be withdrawn from the Segregated Accounts only for the purpose set forth in the Statute, Ordinance and the Township Committee's directives concerning their use.

Funds to meet the payroll of all Township employees shall be withdrawn by a check or transferred by wire for the total amount to the order of the Township of Maplewood and shall be deposited in the bank as "Township of Maplewood – Payroll Account". The Chief Financial Officer, or in his/her absence, the Assistant Chief Financial Officer, shall pay each employee by check on said "Township of Maplewood – Payroll Account". The bank of deposit is authorized to honor checks drawn on such "Township of Maplewood – Payroll Account", signed by the Chief Financial Officer, or the Township Business Administrator.

2. Cash Management Plan

A Cash Management Plan shall be adopted annually by the Township Committee.

C. Other Administrative Officials

There shall be such other Administrative Officials as are set forth in the Ordinances and Code of the Township of Maplewood.

6.

PURCHASE OF GOOD AND SERVICES

The Township Committee shall appoint a Purchasing Agent who shall oversee the purchase of all materials, equipment, supplies and services according to the Local Public Contracts Law. The Purchasing Agent shall periodically promulgate a revised purchasing manual and distribute a copy to all departments, committees, boards and commissions that participate in the Township's decentralized purchasing process. The purchasing agent shall make recommendations to the Township Committee on various issues related to the purchasing policy including the establishment of a bid threshold and a quote threshold.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Township of Maplewood, County of Essex and State of New Jersey, at a regular meeting of said Committee held on January 1, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Township of Maplewood in the County of Essex and State of New Jersey this 1st day of January 2015.

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Elizabeth J. Fritzen, R.M.C.,C.M.C.
Township Clerk