

**BOROUGH OF BOUND BROOK
REORGANIZATION MEETING MINUTES
JANUARY 1, 2015- 12 Noon-
MUNICIPAL BUILDING-230 HAMILTON STREET**

CALL TO ORDER

SWEARING IN- NEWLY ELECTED COUNCIL

Mayor Fazen administered the oath of office to Abel Gomez for a three year term as councilman.

Mr. Anthony Pranzatelli held the bible.

Mayor Fazen administered the oath of office to Mr. Philip Fiadino for a three year term as councilman. Mr. Fiadino's Aunt Jenny held the bible.

Mayor Fazen read statement: Under the provisions of N.J.S.A. 10:4-6 et seq., notice of the time and place of this meeting has been posted and sent to the Courier News and the Star Ledger by way of annual notice. followed by the Pledge of Allegiance and Opening Prayer.

ROLL CALL

Mayor Robert Fazen – present

Councilman Vinnie Petti – present

Councilwoman Lisa Bogart- present

Councilwoman Beverly Pranzatelli – present

Councilman Peter Lazzaro – present

Councilman Abel Gomez- present

Councilman Philip Fiadino- present

RECOGNITION OF PUBLIC OFFICIALS

Mayor Fazen recognized Bob Bzik; Former Chair of Somerset County Planning Board;

Former councilman John Paul Levin and Freeholder Patrick Scaglione; former councilman Anthony Pranzatelli;

Matthew Moench; Bridgewater Council President.

NOMINATION FOR COUNCIL PRESIDENT – Beverly Pranzatelli

Motion: C. Lisa Second: C. Fiadino All in favor: Aye

Mayor Fazen stated this is an outstanding choice and is looking forward to working with Beverly.

ADOPTION OF THE BY-LAWS FOR YEAR 2015 OF THE MAYOR & COUNCIL

Motion: C. Beverly Pranzatelli Second: C. Petti
All in favor: Aye

Mayor announced the following-

COUNCIL COMMITTEE APPOINTMENTS

The first person named shall serve as Chairperson; second shall be designated the 1st Alternate and the third shall be designated the 2nd Alternate –

Finance -

Chairperson- C. Peter Lazzaro

1st Alternate- C. Beverly Pranzatelli

2nd Alternate- C. Abel Gomez

Public Works-Bldgs.-Grounds & Utilities

Chairperson- C. Lisa Bogart

1st Alternate- C. Vinnie Petti

2nd Alternate- C. Philip Fiadino

Public Safety-Police & Fire

Chairperson- C. Vinnie Petti

1st Alternate- C. Abel Gomez

2nd Alternate- C. Peter Lazzaro

Personnel- Administration & Ordinances

Chairperson- C. Philip Fiadino

1st Alternate- C. Vinnie Petti

2nd Alternate- C. Lisa Bogart

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Economic Development-

Chairperson- C. Beverly Pranzatelli

1st Alternate- C. Abel Gomez

2nd Alternate- C. Peter Lazzaro

Zoning-Construction-Code Enforcement-

Chairperson – C. Abel Gomez

1st Alternate- C. Beverly Pranzatelli

2nd Alternate- C. Lisa Bogart

**Appointments were given by the Mayor with the advice
and consent of the Borough Council-**

R2015-1:

Appointment of Professionals -

Municipal Attorney – (1) year

DeCotiis, Fitzpatrick, Cole LLP

Motion: Bogart Second: Petti

All in favor: Aye

Municipal Auditor – (1) year

Hodulik & Morrison, P.A.

Motion: Gomez Second: Pranzatelli

All in favor: Ayes

Municipal Bond Counsel – (1) year

McManimon, Scotland & Bawmann, LLC

Motion: Lazzaro Second: Bogart

All in favor: Ayes

Municipal Engineer- (1) year

T&M Associates

Motion: Fiadino Second: Gomez

All in favor: Ayes

Municipal Financial Advisor- (1) year-To Be Determined

Motion: Second: All in favor:

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Municipal Judge- (3) year
Michael Fedun, Esq.
Motion: Gomez Second: Petti
All in favor: Ayes

Municipal Prosecutor – (1) year
John E. Bruder, Esq.
Motion: Petti Second: Pranzatelli
All in favor: Ayes

Municipal Public Defender –(1) year
Robert D. Spengler, Esq.
Motion: Petti Second: Gomez
All in favor: Ayes

Municipal Labor Counsel- (1) year
DeCotiis, Fitzpatrick, Cole LLP
Motion: Petti Second: Fiadino
All in favor: Ayes

Municipal Tax Appeal Counsel- (1) year
Shain, Schaffer & Rafanello
Motion: Gomez Second: Bogart
All in favor: Ayes

R2015-2: Appointment of Municipal Officials

| | | |
|---------------------------|----------------------|-------------|
| Deputy Borough Clerk | Cynthia Piano | 1 year term |
| Tax Search Officer | Randy Bahr | 1 year term |
| Assessment Search Officer | Donna Marie Godleski | 1 year term |

Motion: Petti Second: Gomez All in favor: Ayes

OTHER MAYORAL APPOINTMENTS WITH CONFIRMATION

BOARD OF HEALTH

Judy Bailey- regular member –
4 year term –expires 12/31/2018

Albert Torregozza- Alternate No. 1-
1 year term- expires 12/31/2015

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Moriela Milanova- Alternate No. 2-
1 year term- expires 12/31/2015

Motion: Petti Second: Fiadino All in favor: Aye

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Tom Guarracia
3 year term – expires 12/31/2017

Christine Giamella
3 year term – expires 12/31/2017

Robert Dixon
3 year term – expires 12/31/2017

Josh Schroeder
3 year term – expires 12/31/2017

Curt Schmidt
2 year term – expires 12/31/2016

Reverend Clifford Wright
2 year term- expires 12/31/2016

John Gayeski
2 year term-expires 12/31/2016
Motion: Gomez Second: Bogart All in favor: Aye

HISTORIC PRESERVATION COMMISSION

Mary Swarbrick- Cl. A
4 year term – expires 12/31/2018

Diana Dimura- Cl. B
3 year term – expires 12/31/2017

Laura Dimura – Cl. A
2 year term – expires 12/31/2016

Karen Carroll- Cl. B
1 year term – expires 12/31/2015

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Thomas Buckingham- Cl. C

1 year term – expires 12/31/2015

Robert Yanetti-

Alternate No. 1 – 2 year term –expires 12/31/2016

Motion: Fiadino Second: Petti All in favor: Aye

LIBRARY ADVISORY BOARD

Ed Custy- 4 year term - expires 12/31/2018

Motion: Bogart Second: Pranzatelli All in favor: Aye

MUNICIPAL ALLIANCE/YOUTH SERVICES COMMISSION

Maria Strada- 1 year term- expires 12/31/2015

Nicole Epps- 1 year term – expires 12/31/2015

Dom Longo- 1 year term – expires 12/31/2015

Motion: Gomez Second: Pranzatelli All in favor: Aye

OFFICE OF EMERGENCY MANAGEMENT COORDINATOR

James Suk- 3 year term- 1/1/2015-12/31/2017

Motion: Gomez Second: Pranzatelli

C. Pranzatelli advised that the term needs to be checked;
it may be a 2 year term.

All in favor: Aye

PARKING COMMISSION

Sam Todaro – 3 year term – expires 12/31/ 2017

Joseph Yusiewicz- 2 year term- expires 12/31/2016

Motion: Petti Second: Fiadino All in favor: Aye

PLANNING BOARD -

Cl. 2- James Ayotte- 1 year term –expires 12/31/2015

Cl. 3- Abel Gomez- 1 year term- expires 12/31/2015

Alt. 1- Scott Sloan 1 year term-expires 12/31/2015

Motion: Petti Second: Lazzaro All in favor: Aye

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RECREATION COMMISSION -

Nick DeVecchio

5 year term – expires 12/31/2019

Judy Stoltz

4 year term – expires 12/31/2018

Joan Roberto

1 year term – expires 12/31/2015

Robert Yanetti

1 year term- expires 12/31/2015

Motion: Gomez Second: Fiadino All in favor: Aye

SHADE TREE COMMISSION -

Xue Du-

5 year term – expires 12/31/2019

George Daniel- Alternate No. 1-

1 year term- expires 12/31/2015

Suzanne Cerminara - Alternate No. 2 –

1 year term-expires 12/31/2015

Motion: Gomez Second: Lazzaro All in favor: Aye

COUNCIL LIAISON APPOINTMENTS

Board of Health - C. Abel Gomez

Board of Engineers - C. Vinnie Petti

Board of Education – C. Philip Fiadino

Economic Development Advisory Committee- C. Beverly Pranzatelli

Greenbrook Flood Control Commission- C. Lisa Bogart

Historic Preservation Commission- C. Lisa Bogart

Library Advisory Board – C. Beverly Pranzatelli

Municipal Alliance/Youth Service Commission- C. Philip Fiadino

Office of Emergency Management- C. Vinnie Petti

Parking Commission - C. Vinnie Petti

Planning Board- C. Abel Gomez

Recreation - C. Beverly Pranzatelli

Rescue Squad - C. Vinnie Petti

Senior Citizens – C. Philip Fiadino

Shade Tree Commission- C. Philip Fiadino

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SOMERSET COUNTY COMMITTEE APPOINTMENTS

Somerset County Community Development Committee
C. Beverly Pranzatelli; C. Abel Gomez; Alternate- C. Lisa Bogart

Somerset County Cultural and Heritage Advisory Committee
C. Lisa Bogart

Somerset County Solid Waste Advisory Council
C. Lisa Bogart

Somerset County/Municipal Wastewater Management Planning Committee
C. Lisa Bogart
T&M Associates-Engineer
Carlos Rodrigues, P.P.

Motion: C. Gomez Second: C. Fiadino All in favor: Aye

**MAYOR ROBERT P. FAZEN - NEW YEAR MESSAGE
MESSAGE ATTACHED TO THE RECORD OF MINUTES**

Mayor Fazen announced other public officials that were present.
Somerset County Freeholder Brian Levine
Democratic County Chair Peg Schaefer
Assemblyman Erik Peterson
Former Councilman John Buckley

Council Agenda - Reorganization -January 1, 2015

RESOLUTIONS

- R3: Adopt 2015 Meeting Schedule
- R4: Adopt Official Newspapers
- R5: Adopt designation of official depositories for borough funds
- R6: Adopt designation of check signatures
- R7: Authorize Tax Collector to cancel any tax refund or delinquency for less than \$10.00 or any refuse or sewer fee or delinquency for less that \$2.00 at the end of the year
- R8: Authorize Tax Collector to set interest rates for delinquent taxes
- R9: Authorize Tax Collector to conduct an on-line Tax Sale
- R10: Authorize Tax Assessor to correct erroneous assessments
- R11: Approve Appointment of Police Matrons
- R12: Approve 2015 Temporary Municipal Budget Appropriations
- R13: Approve Brown & Brown Insurance as Risk Management Consultant
- R14: Approve agreement between County of Somerset and Borough of Bound Brook for Recycling Collection

Motion: Bogart Second: Petti

All in favor: Aye

NEW BUSINESS – None

Mayor Fazen announced the
RECOGNITION OF EMPLOYEE SERVICE -30 YEARS
He thanked the retired employees of the Police Department for
their many years of service to the borough.

DAVID CZARCINSKI was present
STEPHEN SPOLARICH

COUNCIL COMMENTS

C. Abel Gomez- He wished everyone a Happy New Year and is
looking forward to the New Year with lots of plans.

C. Lisa Bogart thanked everyone for coming out today.
We are looking forward to the completion of the Flood Control
Project and are looking forward to great things for Bound Brook.

C. Vinnie Petti wished everyone a Happy New Year. He thanked
David Czarcinski for all his years of service to Bound Brook. He is
looking forward to working with C. Gomez and C. Fiadino and our new
Mayor. He thanked everyone for doing a good job on council and keep
up with all your good work.

C. Peter Lazzaro wished everyone a Happy New Year. He stated
that 2014 was a great learning experience. We are starting a lot of
good things and looking forward to continuing the work.

C. Beverly Pranzatelli wished everyone a Happy New Year. She
is looking forward to this year very much. We have a great council
and we are going to get a lot accomplished.

She advised that she and her husband are hosting a reception at
her home at 108 East Maple Avenue and everyone is welcome to
attend.

C. Philip Fiadino wished everyone a Happy New Year. He
thanked his Aunt Jennie for being here and for being a part of his
swearing in ceremony.

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C. Fiadino told everyone that when he was driving home last night it came over him what an awesome responsibility this is and he is so very grateful that the town elected him and will do his best to represent everyone in Bound Brook.

C. Fiadino stated that he grew up in Bound Brook but went away for many years and now he is back in Bound Brook.

C. Beverly Pranzatelli stated that all roads lead to Bound Brook as what was stated earlier in Mayor Fazen's New Year's Message.

PUBLIC PORTION

John Paul Levin- 269 Metape Circle

He wished everyone a Happy New Year and the best of luck to the new council and governing body.

Mayor Fazen announced that the benediction will be given by C. Philip Fiadino, honorary Bound Brook Chaplain.
BENEDICTION followed.

ADJOURNMENT @ 12:35 p.m.

MOTION: C. Abel Gomez SECOND: C. Philip Fiadino

ALL IN FAVOR: Aye

RESPECTFULLY SUBMITTED BY:

DONNA MARIE GODLESKI, BOROUGH CLERK

**BY-LAWS
OF THE COUNCIL OF THE
BOROUGH OF BOUND BROOK FOR 2015**

**ARTICLE I
PARLIAMENTARY PROCEDURE**

The deliberations of the Council shall be governed by the current edition of “Robert’s Rules of Order”, except as modified by the following articles.

**ARTICLE II
MAYOR AND COUNCIL**

Section 1. The mayor shall preside at meetings of the Mayor and Council.

Section 2. The Mayor shall on all occasions preserve the strictest order and decorum, and shall cause the removal of all persons, other than members of the Governing Body, who interrupt the orderly proceedings of the Council. Such an order of removal may be appealed to the Borough Council, which may affirm or reverse such order by majority vote.

Section 3. The Mayor shall decide all questions of order without debate, and he/she may call upon the Borough Attorney, who shall serve as the Parliamentarian, for his/her opinion upon any question of order. A member of the Council, by motion and second, may appeal any decision by the Mayor on any matter of parliamentary procedure to the full Council.

Section 4. The Council shall appoint one or more members of the Governing Body to serve as the liaison between the Governing Body and all boards, committees, agencies or organizations, as well as the Municipal Free Public Library, the Board of Education, the Board of Health, the Shade Tree Commission and all other agencies as the Council sees fit.

Section 5. Every member of the Governing Body shall be given the opportunity to respond to any question or comment posed by a member of the public during a meeting of the governing body.

Section 6. The Council President shall perform all the duties of the Mayor during any period in which the Mayor is absent from the Borough for three days or more or is unable to perform the duties of his office. Where such absence is intended, the Council President shall become the Acting Mayor until the Mayor’s return. If the Council President is unable to perform the duties of the Acting Mayor, then the member of the Council with the longest term of service may act temporarily for the Council President.

ARTICLE III BOROUGH CLERK

Section 1. The clerk shall perform the duties enjoined upon him/her by the Revised Statutes of New Jersey, the Revised General Ordinances of the Borough of Bound Brook (1967) and these by-laws.

Section 2. He/she shall keep the minutes and ordinance books properly and fully indexed and shall perform all the duties usually devolving upon such officer; and in addition, such other duties or services as the Mayor and Council may direct.

Section 3. Upon the introduction of an ordinance the same shall be properly numbered and recorded at length by the Borough Clerk in the ordinance book. The assigned number shall appear in the advertisement of such ordinances.

Section 4. It shall be the duty of the Borough Clerk, at the beginning of each year and as often thereafter as may be required, to prepare a sheet to be attached to the By-Laws listing all Borough Officials, and showing also all appointments to boards or committees.

ARTICLE IV MEETINGS

Section 1. The Council shall hold an annual meeting within the first week of the year. The time and place of the meeting shall be determined by the incoming Mayor and Council.

Section 2. Regular meetings shall be held at the Borough Hall at 7:30 PM during the course of the year, according to the schedule adopted and published in accordance with the Open Public Meetings Act. These meetings shall not be changed except by a resolution of the Council.

Section 3. At the Annual Meeting, the Council shall elect one of its members as Council President to serve for the calendar year and until the next annual meeting.

Section 4. The Mayor shall, when necessary, call special meetings of the Borough Council; in case of his/her neglect or refusal, any four members of the Borough Council may call such a meeting at such time and place as they may designate in the Borough and in all cases of special meetings, reasonable advance notice, considered to be forty-eight hours except in case of emergency, shall be given to all members of the Council, the Mayor and Clerk.

Section 5. A quorum shall be three Council persons and the Mayor, and in the absence of the Mayor, four council persons.

Section 6. If no quorum be present at any meeting, those assembled shall have power and are hereby authorized to set a new meeting date, and then adjourn.

Section 7. Except for the Annual Meeting, (the following order of business shall be observed for agenda meetings (2nd Tuesday of each month) of the council):

1. Call to order.
2. Opening prayer.
3. Pledge of allegiance to the flag.
4. Roll call.
5. Approval of the minutes.
6. Presentation of communications, petitions, etc.
7. Greetings for comments and invitation for discussion
8. Advertised hearings or special presentations.
9. Opening of bids.
10. Introduction of ordinances
11. Introduction/discussion of Resolutions.
12. Unfinished business.
13. New business.
14. Open to the public for comments
15. Adjournment

Section 8. Except for the Annual Meeting, (the following order of business shall be observed for regular meetings (4th Tuesday of each month) of the council):

1. Call to order
2. Opening prayer
3. Pledge of allegiance to the flag
4. Roll call

5. Approval of minutes
6. Presentation of communications, petitions, etc.
7. Greetings for comments and invitation for discussion
8. Reports of committees.
9. Introduction of ordinances
10. Ordinances on final reading and consideration.
11. Resolutions for final reading and consideration.
12. Unfinished business.
13. New Business
14. Approval of Vouchers
15. Open to the public for comments
16. Adjournment

Section 9. At the Annual Meeting the following order of business shall be observed:

1. Call to order.
2. Swearing in of elected officials.
3. Open public meeting law declaration.
4. Opening prayer.
5. Pledge of allegiance to the flag.
6. Roll call.
7. Election of Council President.
8. Adoption of By-Laws.
9. Council Committee appointments.
10. Mayor appointments with confirmation.

11. All other Mayoral appointments with confirmation.
12. Council liaison appointments.
13. Mayor's Message
14. Resolutions
15. New Business.
16. Benediction.
17. Adjournment

Section 10. The foresaid order of business may be changed by a majority vote of the members present at any meeting of the Borough Council.

Section 11. Except as otherwise required by statute, or specifically provided by these by-laws, all action of the Borough Council shall be by a majority vote of those present. Every member who shall be present, when the question is put to vote, shall vote for or against the same or abstain. Such abstention shall have no effect upon the final count, and shall be treated as neither affirmative nor negative.

Section 12. Upon the motion of one member of the Borough Council seconded by another member of the Borough Council, a roll-call vote shall be taken and the yeas, nays and abstentions entered in the minutes of the meeting.

Section 13. To the extent permitted by law, discussion during meetings of the Mayor and Council shall be limited to local issues involving the Borough of Bound Brook, and matters within the authority of the Mayor and Council.

ARTICLE V COMMITTEES

Section 1. The Council shall appoint all committees and shall see that all matters referred to committees are acted upon and reported promptly to the Council.

Section 2. The following Standing Committees of the Borough Council, consisting of three (3) council members each, shall be appointed by the Council at the annual meeting:

Finance

Public Works, Buildings, Grounds and Utilities

Public Safety (Police and Fire)

Personnel, Administration and Ordinances

Zoning, Construction and Code Enforcement

Economic Development

Section 3. Each Councilperson shall be Chairperson of one of the six Standing Committees named in this article and a member of two others.

- A. At the time the committee is formed, the first Councilperson named to a Standing Committee shall serve as chairperson of the committee, the second Councilperson named to a Standing Committee shall be designated the 1st alternate, and the third Councilperson named to a Standing Committee shall be designated the 2nd alternate.
- B. In the absence of the chairperson the 1st alternate shall act on all operational matters within the purview of said Standing Committee. In the absence of both the committee chairperson and 1st alternate, the 2nd alternate shall act on all operational matters within the purview of said Standing Committee.
- C. Each Standing Committee chairperson and alternate serving in the capacity shall be responsible for ensuring continuity of the committee's operational responsibility and related communications with the Mayor and Council.
- D. In the event no member of a Standing Committee is available, the Council President shall act, as may be necessary, to discharge the operational responsibilities of the committee.
- E. In the event no member of a Standing Committee is available, and the Council President is not available, the Council member with the longest term of service shall act, as may be necessary, to discharge the operational responsibilities of the committee.

Section 4. Standing Committees are appointed to expedite and facilitate the work of the Borough Council, but the entire Borough Council is held responsible for any and all of its acts.

Section 5. The general duties, powers and functions of a Standing Committee shall be to:

- A. Administer the activities and matters for which it has been given primary responsibility.
- B. Perform such additional acts and duties as may be assigned to it by the Mayor and Council.

- C. Report and make recommendations to the Borough Council concerning the Activities and matters assigned to it

Section 6. No standing Committee shall have the power to:

- A. Make promises or commitments to anyone directly or indirectly or by inference bind the Borough Council.
- B. Act in such a manner or make decisions which set a precedent or violate established Borough Council policy.

Section 7. Special Committees and Liaison assignments may be appointed by the Council for purposes other than those included in the duties of the Standing Committees.

Section 8. The Chairperson of each Standing Committee or Special Committee shall be prepared to report to the Mayor and Council at each monthly agenda meeting on the work of his/her committee. The Chairperson shall also prepare and submit in writing to the Mayor and Council, not later than the last meeting of the year, an annual report.

Section 9. In case of death, resignation, removal from office, or incapacity to serve of any Committee Chairperson, member or Liaison assignment, the Council shall name the successor Chairperson, member or Liaison assignment. The Council may, at any time, change existing Committees, Chairpersons, members or Liaison assignments if they deem same to be in the best interests of the Borough.

Section 10. On each occasion the Borough enters into negotiations, a Negotiation Committee shall be created as follows:

- A. The Chairperson of the Standing Committee for Finance shall be a member of every Negotiation Committee.
- B. The Chairperson to the involved Standing Committee (i.e., Public Safety for Police matters, etc.) shall be a member of any Negotiation Committee affecting matters within the purview of said committee. In the event the matter under negotiation falls within the purview of more than one Standing Committee, the Council shall designate, as a member of the Negotiation Committee, the chairperson of the Standing Committee that is best able to represent the Borough in the matter at hand.
- C. The Chairperson of the Standing Committee for Personnel, Administration and Ordinances shall be a member of any Negotiation Committee affecting matters involving any associations, government entities, groups or unions representing Borough employees.

- D. For matters not involving any associations, government entities, groups or unions representing Borough employees, the Council shall appoint Councilpersons to serve as members of a Negotiation Committee as may be necessary to constitute a three member committee.
- E. For each Negotiation Committee, three members shall select the committee chairperson from the committee membership with the Council resolving any impasse.
- F. More than one Negotiation Committee may exist concurrently.

Section 11. No negotiation committee shall sign, execute, commit, encumber or in any other way obligate the Council or the Borough, or any of its offices, departments or agencies in any matter whatsoever without prior Council approval.

ARTICLE VI DUTIES OF THE STANDING COMMITTEES OF THE COUNCIL

Section 1. The Finance Committee shall have primary responsibility for the following described activities and matters:

- A. The examination, review and approval of all vouchers prior to their submission to the Mayor and Council for authority to pay. Any comments and recommendations concerning said vouchers shall be attached to said vouchers prior to their submission.
- B. The Financial practices, procedures and records of all Borough Offices, Departments and Agencies including, but not limited to:
 - 1) The Finance Office,
 - 2) The Office of the Tax Collector, and
 - 3) The Office of the Tax Assessor
- C. The recommendation of Tax Lien Sales and foreclosure actions.
- D. The coordination of departmental budgets including the preparation, explanation and continuing supervisor of the entire municipal budget.
- E. The maintenance, review and revision of the Borough cost accounting and purchasing system.
- F. The review, revision and supervision of all matters pertaining to any insurance coverage of the Borough.

G. Welfare activities.

- H. It shall serve as the liaison between the Mayor and Council and the registered municipal accountant and any other body or organization on fiscal matters.

Section 2. The Public Works, Buildings, Grounds and Utilities Committee shall have primary responsibility for the following described activities and matters:

- A. Road construction, improvements, maintenance and cleaning of all streets. The supervision of any and all openings made in the streets of the Borough.
- B. Sidewalk construction and maintenance.
- C. Shade Tree matters.
- D. The cutting of grass and weeds on roads, streets and other municipal property.
- E. Sanitation activities, including construction, maintenance and inspection of sanitary and storm sewers.
- F. Maintenance and operation of the municipal garage.
- G. Maintenance of vehicles and other assigned equipment.
- H. Garbage, trash and refuse collection and disposal.
- I. Maintenance and operation of all buildings, grounds and other real property owned by the Borough.
- J. Construction and maintenance of public property and improvements thereon.
- K. Fire hydrant service.
- L. Street lighting.
- M. It shall also serve as the liaison between the Mayor and Council and the various public utility corporations operating within the Borough.

Section 3. The Committee on Public Safety (Police and Fire) shall have primary responsibility for the following described activities and matters:

- A. Recommendation for granting of licenses and the inspection of licensed premises.

- B. The administration, practices, procedures and records of the Chief of Police and the Police Department.
- C. Street traffic and all matters relating to existing or proposed off-street parking and regulation thereof.
- D. It shall also serve as the liaison between the Mayor and Council and the following:
 - 1) Volunteer fire companies located within the Borough.
 - 2) The Board of Fire Engineers.
 - 3) The Office of Emergency Management (OEM)
 - 4) The Rescue Squad.
 - 5) The Parking Commission.
 - 6) The Borough Engineer.
- E. The committee chair shall perform the duties of the Appropriate Authority or Police Commissioner and Fire Commissioner as prescribed by law.
- F. The committee shall perform the duties of the Appropriate Authority, Police Commission and Fire Commission as prescribed by law.

Section 4. The Committee on Personnel, Administration and Ordinances shall have primary responsibility for the following described activities and matters.

- A. Formulate procedures for the initiation and maintenance of job descriptions and personnel records.
- B. Formulate procedures for personnel administration.
- C. Formulate and recommend for approval revisions of the personnel ordinance.
- D. Serve as a resource to council committee or borough boards who have areas of responsibility that involve selection of personnel, handling of grievances or personnel concerns, evaluation of personnel and personnel development programs.

- E. Act as a line of communications with unsuccessful employment applicants within the Borough.
- F. Monitor compliance with all state and federal laws applicable to employers and employees.
- G. The personnel practices, procedures, and records of all Borough offices, departments and agencies including the Borough Clerk and Borough Administrator.
- H. Schedule and oversee a perpetual three-year review and update of all ordinances. Assign ordinance review/revision work to other committees and Borough employees. Track and report progress. Draft new ordinances that are outside the purview of other committees.
- I. Create and maintain a subject-matter index and an online database of Borough Ordinances.

Section 5. The committee on Zoning, Construction and Code Enforcement shall have primary responsibility for the following described activities and matters:

- A. Ensure enforcement and compliance with all Zoning regulations.
- B. Ensure enforcement and compliance with all Construction regulations.
- C. Ensure enforcement and compliance with all Property Maintenance regulations.
- D. Ensure enforcement and compliance with all Health regulations.
- E. Ensure registrations, licensing and inspection of all rental properties located with the Borough.
- F. It shall also serve as the liaison between the Mayor and Borough Council and:
 - 1) The Board of Health.
 - 2) The Dog Warden.

Section 6. The Committee on Economic Development shall have primary responsibility for the following described activities and matters:

- A. It shall act as the liaison between the Mayor and Borough Council on any civic, patriotic or other celebration financed wholly or in part by public funds.

- B. To solicit and recommend the pursuit of any governmental grant which might benefit the economic development of the Borough.
- C. To arrange consultative services related to economic development.
- D. To conduct studies regarding any specific area or areas of economic development and, if necessary, to appoint subcommittees to study, review and recommend proposals for the economic development of the Borough.
- E. Arrangement and coordination of all matters involving participation by intergovernmental persons or bodies in public events (including grand openings, open houses, etc.)
- F. Communications with the public. All programs of interest to citizens (Quarterly newsletters, etc.)
- G. To act as the liaison between public organizations (such as the Chamber of Commerce) to maintain awareness of issues and activities and to form a close working relationship for the benefit of the Borough.

ARTICLE VII PURCHASE PROCEDURE

Section 1. General Purchase Procedure for all purchases shall be in conformance with Chapter 2, Section 8.2 of the Revised General Ordinances (1967).

ARTICLE VIII CLAIMS, BILLS AND VOUCHERS

Section 1. All bills or claims against the Borough shall be in writing, fully itemized and on such forms as the Borough shall provide for that purpose. They shall be sworn by the claimant before submission for approval and payment.

Section 2. All bills and claims shall be presented for payment and processed as described in Chapter 2, Section 8.5a of the Revised General Ordinances (1967).

Section 3. Authorization to draw the checks and pay the amounts of the approved vouchers shall be by resolution of the Borough Council.

Section 4. The corresponding vouchers shall accompany all checks drawn in payment thereof when said checks are presented to the Mayor, Chief Financial Officer and the Borough Clerk-Administrator for signatures.

Section 5. All bills, vouchers and paid checks shall be filed in a safe place and be made available for public inspection whenever requested.

ARTICLE IX CONFERENCES OF THE COUNCIL

Section 1. The Borough Council may meet at any time in informal conferences for the preliminary consideration of any Borough business, prepare or plan agenda for its future meetings and meet with any officer or employee of the Borough or any other person.

Section 2. The public and the press shall be entitled to attend agenda conferences.

Section 3. The Mayor and Council shall at all time make reasonable attempts to weigh legitimate public reaction to major proposals and consider tabling voting to allow time to digest legitimate comments.

Section 4. This Article shall be subject to the provisions of Public Law 1975, chapter 231, known as the "Open Public Meetings Act."

ARTICLE X AMENDMENTS

Section 1.

- A. The Mayor, or any member of the Borough Council, may propose amendments to these By-Laws, at any regular meeting or adjourned regular meeting by resolution.
- B. The Council may then appoint a Special Committee of three members of the Council to consider the proposed amendments, which in addition may submit other suggested changes, or the proposed amendments may be processed in accordance with Section 2 of this Article.

Section 2. These By-Laws shall only be altered or amended an affirmative vote of not less than four (4) votes of the Mayor and Borough Council on a roll-call taken at two successive regular meetings of the Borough Council.

ARTICLE XI

The By-Laws as finally adopted and as amended from time to time, shall be effective until the next Annual Meeting of the Council.

MAYOR MESSAGE: REORGANIZATION 2015

First, we would like to wish everyone a Healthy and Happy New Year and to welcome the following special guests to our Reorganization Meeting.

New Year's Day is an especially American tradition, full of the optimism, hope, energy and confidence. We celebrate this spirit in Bound Brook today. We control our own destiny, we believe deep down inside that working together we can make each New Year better than the old.

During my campaign for Mayor, there were three promises that I made.

1. **COMMUNICATION:** To provide better communication between government and the people of Bound Brook.
 - a. We will publish a Bound Brook Newsletter. The first issue will be delivered to homes and businesses on February 19th. It will also be available on our Borough website and can be sent to you via email.
 - b. I have established a Mayor's Open Door Policy and am available to meet with concerned businesses or residents in my office on a daily basis. There is a private entrance to the Mayor's office on the South side of Borough Hall. Just ring the doorbell and I will meet with you.
 - c. My phone number at Borough Hall is 732-356-0833 extension 625 and my personal cellphone number is 732-735-1382. Call me at any time, or leave me a message and I will respond to you.

2. **REDEVELOPMENT:** Future Redevelopment Projects and agreements in Bound Brook must provide a clearly defined benefit to existing residents of BBNJ. With the help of our Council and legal professionals, negotiations with Redevelopers must result in Property Tax reduction for existing residents, increased property values and/or significant offsite improvements for the Borough.
3. **BELIEVE IN BOUND BROOK:** One of the most important obligations of your political representatives is to express the positive attributes of Bound Brook.

Founded in 1681, Bound Brook is a historic location with roots in the Revolutionary War. It is a place of history, traditions and patriotism. With that storied past, we can now include the following positive attributes.

- a. Reliable Public Safety: Professional and Responsive Police, Fire Department, Rescue Squad and Office of Emergency Management. Police patrol the neighborhoods of Bound Brook 24 hours per day, 7 days per week. If you have an emergency and dial 911, a police car will be at your location within minutes, followed by the Rescue Squad and Fire Department if necessary. An ambulance will be dispatched by a local hospital if requested.
- b. Outstanding Public Works Department: Reliable Rubbish Removal, Recycling, Snow Removal, Street Cleaning operations, pot hole repair, graffiti removal and much more.

- c. Exceptional School District: Curriculum and teachers in a technologically rich environment with Bound Brook High School recognized as a “NJ School of Choice.” Over \$3 million in financial aid awarded to senior class of 2014. Internationally competitive Robotics program and NJ state competitive sports teams. Students in the Bound Brook School System are issued notebook computers in Grades 6-8 and iPads in High School.

- d. Traditional Neighborhoods and Parks: A friendly town with sidewalks, a main street, churches, a synagogue, a historic Vaudeville theater, professional offices, local stores, banks, restaurants, a world-class grocery store, sporting goods store and flower shop. Billian-Legion Park and its impressive American Flag welcome visitors to Bound Brook and Codrington Park serves the residents with outstanding recreation facilities.

- e. Available New Jersey Transit Rail and Bus Service: Provides convenient access to New York City, Philadelphia, Newark International Airport and Atlantic City. With the one-seat round-trip ride from Bound Brook to NYC now available to commuters at 9-10-11-12 & 1. NJT will add the evening one-seat ride to the RVL on January 18th, with round-trip trains returning from NYC to BB at 8-9-10-11 & 12.

- f. All Roads lead to Bound Brook: Bound Brook is a primary exit from U.S. Routes 287 & 206 and County Routes 22 & 28 and has easy access to and from U.S. Route 78.

- g. World-Class Entertainment & Sports: Somerset Patriots Minor League Baseball, The Brook Theatre, The State Theater in New Brunswick, Rutgers University sport venues, "Tour of Somerville/Bound Brook" bike races, nationally recognized public golf courses and more.

- h. Exceptional Nearby Shopping & Lodging: Home Depot, Costco, Target, Shoprite, Bed Bath and Beyond, Old Navy, Marshall, PetSmart, Babies 'R' Us, Golfsmith, Pepboys, Bridgewater Mall (over 100 Stores), Marriott, Hilton Garden, Radisson, Embassy Suites, Ramada, Double Tree, Courtyard, La Quinta and Holiday Inn Express.

- i. Award Winning Somerset County Services: Voted one of the nation's five best counties to live in, offers the Adult Day Center, Senior Center, Public Bus Shuttle Service, Kids Clubhouse, Youth Leadership Program, and much, much more.

- j. Active Local Service Organizations: The Elks, Moose, VFW, American Legion, Rotary Club, Garden Club, Friends of the Library, Bound Brook Seniors, Bound Brook Women's Club and many more.

I plan to reach out to the Real Estate Community and the media and present this "Believe in Bound Brook" message.

Finally, after having been the Mayor for exactly 59 days, I have given myself a few more goals:

1. To work with FEMA in expediting the completion and certification of the Green Brook Flood Control Project and coordinating with Mortgage lenders in order to eliminate the flood insurance requirement where appropriate.
2. Make every effort to reduce overall Property Taxes in Bound Brook. It is understood that a thorough review of the BOE (51%), County (18%) and Borough (31%) portions of the overall Property Tax is necessary. In every decision the Mayor and Council make, we will consider what the cost is to the Bound Brook taxpayer.

Once again, we wish everyone a happy and healthy New Year and we can now continue with the meeting.

Robert Fazen
Mayor