



BOROUGH COUNCIL Reference Manual 2023

UPDATED

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BYLAWS OF THE MAYOR AND COUNCIL OF THE BOROUGH OF GLEN ROCK

ARTICLE I: Rules of Order

When not in conflict with any statute, ordinance, or provision of these Bylaws, the deliberations of the Mayor and Council shall be governed by “Roberts Rules of Order.”

ARTICLE II: MAYOR

Section 1.

The Mayor shall preside over the deliberations of the Council, craft the agenda, and shall conduct the meetings thereof. The Mayor shall also participate in the determination of Borough affairs to the extent permitted by Statute.¹

Section 2.

The Mayor shall, on all occasions, maintain peace and good order at all regular and special meetings of the Council.

Section 3.

The Mayor shall see those laws of the State and the Ordinances of the Borough are faithfully executed. The Mayor shall recommend to the Council such measures deemed necessary or expedient for the welfare of the Borough.

Section 4.

The Mayor shall decide all questions of order without debate subject to an appeal to the Council, and the Mayor may call upon the Borough Attorney for an opinion upon any questions or order.

Section 5.

The Mayor shall be an ex-officio member of all committees, both Standing and Special, and shall be informed in advance of all meetings of such committees.

Section 6.

The Mayor shall serve as the liaison between the Governing Body and all Boards, Committees, Agencies, or Organizations except as herein assigned to a specific council committee for liaison purposes.

¹ See R.S. 40A: 60-5 / N.J.S.A. 40A:60-1 et.seq

Section 7.

The Mayor shall not vote except to give the deciding vote in the case of a tie or as otherwise provided by the laws of the State of New Jersey.

Section 8.

The Mayor, as presiding officer, shall recognize those who are qualified to speak. Each person addressing the council shall give their name and address for the record, state the subject they wish to discuss and state whom they represent. All comments should be addressed to the presiding officer. No remarks shall be addressed to the other members of the Council without the permission of the presiding officer, and the member to be addressed. No question may be asked of a Council member or member of the Borough staff without the permission of the presiding officer. All speakers are limited to three (3) minutes. The three-minute limitation may be waived by the presiding officer, or by motion and affirmative vote of four members of the Council.

Section 9.

The Mayor shall sign all ordinances, contracts, bonds, or other instruments requiring the consent of the Borough.

ARTICLE III: Council President

Section 1. Election

The President of the Borough Council shall be elected by a majority vote of the Members of the council at the annual reorganization meeting. If the council fails to elect a President, the Mayor shall appoint the President from the council and, in that case, no confirmation by the council shall be necessary.

Section 2. Term

The term of the Council President shall be for a period of one year without limit to the number of years that may be served.

Section 3. Duties

In the absence of the Mayor, or if the Mayor is unable to perform the duties, the Council President (or, in their inability to act the council member having the longest term as such) shall act as presiding officer, as provided by Statute.²

² See R.S. 40A:60-3 (b) and (c).

The Council President shall serve as the official liaison of the governing body responsible for creating and maintaining the Council Action Items Spreadsheet.

Section 4. Acting Mayor

If the Mayor is absent from the Borough for a period of three (3) days, or, for any reason is unable to act, the Council President shall perform all the duties of the Mayor during such absence or inability. The Mayor, in case of intended absence from the Borough for more than three (3) days' time, shall notify the Council President, in writing, of such intended absence, where upon the Council President shall be acting Mayor, upon the receipt of such notice and continue to act in that capacity until the Mayor's return.

Section 5. Reporting of Absent Members

If a Councilmember shall be absent from the Borough for more than three (3) days, that member shall so notify the Mayor and Council President.

Section 6. Guidance for New Members

The Council President shall guide all new council members as to the responsibilities of their various appointments. The Council President may use materials and internal publications as to those roles and responsibilities.

ARTICLE IV: Members of the Council

Section 1.

It is the right and the privilege of all members of the Governing Body to attend all meetings of the Mayor and Council. This shall include work sessions, public meetings and any informational sessions which are open to the Public and noticed by Statute. For any Borough sponsored event, each member shall make every attempt to attend on behalf of the Borough.

Section 2.

All members of the Governing Body shall attend every Budget meeting. If attendance is not possible, that member must inform the Borough Administrator of the intended absence. That member must obtain a copy of the minutes and any documents shared for that meeting.

Section 3.

All members of the Council shall be assigned committee and liaison appointments at the annual reorg meeting. It is the duty of those members to attend all meetings, ensure timely approval and publication of the meeting minutes, and oversee election procedures.

Section 4.

All members will be provided with a Borough email address which shall be accessed daily, or as often as possible. The members of the Council are responsible for timely correspondence between members of the Governing Body and employees of the Borough. For correspondence with the public, timely communication shall be paramount. Under no circumstances shall any decision making be made via email.

Section 5.

All members of the Governing Body shall participate in training courses deemed necessary by the Borough of Glen Rock, the J.I.F., or the New Jersey League of Municipalities. Additional training may be taken at the members' request and with the approval of the Borough Administrator. Every opportunity to grow and expand will be encouraged.

Section 6.

While the Council is in session, the members shall observe order and decorum. A council member shall neither, through conversation or otherwise, delay or interrupt the proceedings of the Council nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

Section 7.

The Council shall possess all the powers granted by or permissible under the laws of the State of New Jersey.

ARTICLE V: Borough Administrator

Section 1.

The Borough Administrator shall perform all the duties and functions required by Ordinance and as may be directed by the Mayor and Council.

Section 2.

The Borough Administrator shall be Chief Administrative Officer of the Borough of Glen Rock. The Borough Administrator shall be responsible to the Mayor and Council for the proper and efficient administration of the business affairs of the Borough. The Borough Administrator shall be responsible for the general management of all Borough business, except those duties and responsibilities conferred upon other Borough Officials by State Statute, other applicable laws, rules, and regulations promulgated by the State and County agencies, decisional law, or ordinance of the Borough of Glen Rock.

Section 3.

The Borough Administrator shall supervise and direct business activities of all Borough Departments, including the direction of central purchasing and recommend

to the Mayor and Council the employment and replacement of personnel as may be required in said departments.

Section 4.

The Borough Administrator shall prepare and submit to the Mayor and Council before the close of the fiscal year, or on such alternative date as the Mayor and Council shall determine, a proposed budget for the next fiscal year, and an explanatory budget message. The Borough Administrator shall maintain a continuing review and analysis of the budget operations, work programs and costs of municipal services.

Section 5.

The Borough Administrator may be the purchasing officer of the Borough. The Borough Administrator shall issue rules and regulations governing the requisition and purchase of all municipal supplies and equipment, consistent with the provisions of this Ordinance. The Borough Administrator shall keep an account of all purchases.

Section 6.

The Borough Administrator shall supervise and continually review the Borough's insurance program and make periodic reports thereof to the Mayor and Council.

Section 7.

The Borough Administrator shall submit to the Mayor and Council, as soon as possible after the close of the fiscal year, a complete written report on the administrative activities of the Borough for the preceding year.

ARTICLE VI: Borough Clerk

Section 1.

The Clerk shall perform the duties enjoined upon him/her by the Revised Statutes of New Jersey and these Bylaws.³ The Clerk must have a Registered Municipal Clerk Certificate.⁴

Section 2.

The Clerk shall:

- a. Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts, an archival of records of the municipal corporation. The Governing Body may, however, provide by ordinance that any other specific officer shall have custody of any special other class of record.

³ See R.S. 40A:9-133 et seq.

⁴ N.J.S.A. 40A:9-133 et seq.

- b. Act as secretary to the Governing Body, prepare meeting agendas at the discretion of the Governing Body, be present at all meetings of the Governing Body, keep a journal of the proceedings of every meeting, retain the original copies of all ordinances and resolutions and record the minutes of every meeting.
- c. Serve as chief administrative officer in all elections held in the municipality, subject to the requirements of Title 19 of the Revised Statutes.
- d. Serve as the administrative officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits, except where statute of municipal ordinance has delegated that responsibility to some other municipal officer.
- e. Serve as the coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes.
- f. Perform other duties as are now or hereafter imposed by statutes, regulation or municipal ordinance or regulation.
- g. Perform other such duties as directed by the Mayor and Council.
- h. Keep the minutes and ordinance books properly and fully indexed and coded and shall perform all the duties usually developing upon such an officer and, in addition, such other duties or services as the Mayor or Council may direct.
- i. Keep the minutes up to date and shall perform all the duties evolving upon such an office and such reasonable special services as the Mayor and Council may require.
- j. Have custody of the Official Seal of the Borough of Glen Rock.

Section 3.

The Mayor, with the approval of the Borough Attorney, shall submit to the Borough Clerk proposed resolutions and/or ordinances for any meeting of the Governing Body as early as possible and shall attempt to have all such resolutions submitted no later than 5 p.m. the Thursday preceding the meeting. However, proposed agenda items may be submitted at any time prior to the meeting by the Borough Administrator when deemed urgent by any member of the Mayor and Council.

Section 4.

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 code number should appear in the advertisement of such ordinance.

ARTICLE VII: Borough Attorney

Section 1. APPOINTMENT, QUALIFICATIONS, COMPENSATION

The Borough Attorney shall be appointed by the Mayor with the advice and consent of the Council for a one-year term. They shall be an attorney at law of New Jersey but need not be a resident of the Borough. The Attorney shall receive a retainer and be paid such fees and charges as deemed reasonable.

Section 2. POWERS AND DUTIES

The Attorney shall have such powers and perform duties provided for the office of Borough Attorney by general law or ordinances of the Borough. They shall represent the Borough in all judicial and administrative proceedings in which the municipality or any of its officers or agencies may be a party or have an interest. They shall give all legal counsel and advice where required by the Council or any member thereof and shall, in general, serve as the legal advisor to the Council on all matters of Borough business. In furtherance of such general powers and duties, but without limitation thereto, the Borough Attorney shall:

- a. Draft or approve as to form and sufficiency all legal documents, contracts, deeds, ordinances, and resolutions made, executed, or adopted by or on behalf of the Borough.
- b. With the approval of the Council, conduct appeals from orders, decisions or judgments affecting any interest of the Borough as they may in their discretion determine to be necessary or desirable or as directed by the Mayor and Council.
- c. Subject to the approval of the Borough Council, they have the power to enter into any agreement, compromise, or settlement of any litigation in which the Borough is involved.
- d. Render opinions, in writing, upon any question of law submitted to them by the Council or any member thereof with respect to their official powers and duties and perform such duties as may be necessary to provide legal counsel to the Council in the administration of municipal affairs.
- e. Supervise and direct the furtherance of any legal matters for the Borough of Glen Rock as they pertain to certain additional attorneys, technical and professional assistants.

ARTICLE VIII: Meetings

Section 1. Reorganization

The Council shall hold an Annual Reorganization Meeting in the first seven (7) days of January. The date and time of the annual meeting will be determined by Resolution of

the Governing Body at a regular meeting held in December of the year preceding the annual meeting.

Section 2.

At the aforesaid meeting, the Council shall by resolution fix the time and place for holding regular meetings and work sessions during the ensuing year, which time and place shall not be changed except by a resolution introduced at a regular meeting and acted upon at a subsequent regular meeting.⁵ The Council shall hold its regular meetings each year during the months of January through December, except for the months of July and August, on the second and fourth Wednesdays of each month. In the months of July and August, the regular meeting is held on the fourth Wednesday. In the event a meeting is unable to be conducted in person, the Governing Body has the option to conduct the meeting via video conference with the required public notice.

Section 3. Council President

At the Annual Reorg Meeting, the Council will elect one of its members a Council President to service for the calendar year.⁶

Section 4. Special Meetings

The Mayor shall, when necessary, call special meetings of the Council; in case of mayoral neglect or refusal, any four members of the Council may call such meeting at such time and place in the Borough, in accordance with the provisions of the “Open Public Meetings Act”, and in all cases of special meetings reasonable advance notice, considered to be of forty-eight hours except in the case of emergency, shall be given to the newspapers with general circulation in the Borough and in person to all members of the Council. For emergencies, as determined by the Mayor or four councilpersons, the 48-hour notice may be waived.

Section 5. Quorum

A quorum shall be as provided by the Revised Statutes of New Jersey, via: Three Council Members and the Mayor, and in the absence of the Mayor, four council members.⁷

Section 6.

If no quorum is present at any meeting, those assembled shall have power and are hereby authorized to set a new meeting date and then adjourn giving notice in compliance with the “Sunshine Law.”

Section 7. Order of Business

All regular and special meetings of the Council shall be open to the public. Promptly at the hour set forth for each meeting or as soon thereof.

⁵ See R.S. 40A:60-3(f).

⁶ See R.S. 40A:60-3(b).

⁷ See R.S. 40A:60-3(d).

The following order of business shall be observed:

1. Reading of Open Public Meetings Act Statement
2. Call to Order/Roll Call
3. Flag Salute
4. Moment of Silence
5. Presentations
6. Consent Agenda
7. Resolutions
8. Reports of Committees and/or department heads.
9. Introduction of Ordinance(s).
10. Public Hearing & Adoption of Ordinance(s).
11. Public Comment
12. Adjournment
13. Closed Session: any matter permitted to be discussed in Closed Session pursuant to N.J.S.A. 10:4-2
14. Adjournment.

Section 8.

The aforesaid order of any business meeting may be changed by a majority vote of the members of the council present at such a meeting.

Section 9. Vote

Except as otherwise required by the Statutes or specifically provided in these By-Laws, all action of the Council shall be by a majority vote of those present. The vote shall be entered upon the minutes. Resolutions and ordinances shall be signed before they are entered upon the minutes; the votes of the members of the Council shall be recorded on the original copies to be filed with the Clerk.

Section 10.

Upon demand of one (1) member of the Council, or when ordered by the Mayor, or when directed by Statute, a roll-call vote shall be taken, and the yeas and nays entered in the minutes of the meeting.

Section 11. Rules of Order

1. No question or motion shall be put unless seconded, except, referring to a report or question put to the presiding officer, subject to the exceptions set forth in Roberts Rules of Order.
2. Every member, when speaking, shall address themselves to the presiding officer unless directed otherwise.
3. While a member is speaking, no other member shall entertain any private discourse.
4. Every member who shall be present, when a question is put, shall vote for or against it, unless that member must abstain for any reason.
5. No person, not a member of the Governing Body, shall be given the privilege of the floor except with permission of the Mayor as the presiding officer.

6. A member called to order, shall cease speaking immediately unless permitted to explain. That member may, if so wished, appeal to the council for permission to continue their remarks. If there is no appeal, the decision of the presiding officer shall stand and be final.
7. A motion to lay on the table shall be decided without amendment or debate; and such motion, until it is decided, shall preclude all amendments or debate of the main questions.
8. A motion to adjourn shall be decided without debate and shall always be in order, except when the council is voting or when a member is addressing the council, or immediately after the question of adjournment has been decided in the negative.
9. A consent agenda may be used by unanimous agreement of the council.

Section 12.

Any members of the public addressing council who make personal, slanderous, or profane remarks or who are willfully utters loud, threatening, or abusive language or engages in any disorderly conduct which disrupts or disturbs the orderly conduct of any meeting shall be called to order by the presiding officer. If such conduct continues, the presiding officer may, at their discretion, order such person barred from further audience before the Governing Body during that meeting. No members in the audience shall engage in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, shouting or other similar demonstrations which disturb the peace and order of the council meeting.

Section 13. Adjournment

Meetings shall be concluded at a reasonable time. A reasonable time is 10:30 P.M. The closing time may be extended by the Mayor or by the motion and affirmative vote of four members of the council.

ARTICLE IX: Agendas

Section 1.

All matters requiring the attention of the Mayor and Council at any regularly scheduled meeting per annual notice thereof shall be filed with the Borough Clerk no later than Thursday prior to the Regular Council meeting by 5p.m.

Section 2.

The Mayor shall prepare an agenda of all such matters to be brought before all Regular and Executive meetings. Any member of the Governing Body may prepare a resolution or proclamation to be included in the agenda, with notice given to the Mayor. Any resolutions or ordinances must be approved by the Borough Attorney for

content and form. The Borough Administrator shall prepare a list of bills presented for payment.

Section 3.

A copy of the agenda and copies of all ordinances and resolutions to be acted upon and shall be delivered by the Borough Clerk electronically to each member of the Governing Body no later than 5 days prior to the Regular Council Meeting. At that time, a copy shall be sent to the Communications Coordinator for publication to the Borough Web Site.

Section 4.

No item shall be added to an agenda unless it has been timely submitted in accordance with Section 2. However, a late item may be added at a meeting and this rule suspended, but only for reasons of emergency, and by an affirmative vote of at least four (4) council members.

Section 5.

All ordinances, resolutions, claims, contract documents and all other legal documents shall be approved by the Borough Attorney prior to their consideration by the council. No legal document shall be signed by the Mayor or administrative heads until the approval of the Borough Attorney is appended thereto.

Section 6.

Items of business which the council at its work session has determined to be routine and non-controversial shall be included under a single section of the agenda known as the "consent agenda." such items may be adopted, approved, or introduced upon motion by a single roll call vote in accordance with the procedure of the council. The Consent Agenda section of the agenda shall be preceded by an explanatory note substantially as follows:

"All items listed are considered routine and non-controversial by the Borough Council and will be approved by one motion. There will be no separate discussion on these items unless a Council member(s) so requests it, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The one motion signifies adoption of all resolutions, received and filed letters, correspondence, reports, and approval of applications and minutes."

ARTICLE X: Committees/Commissions

Section 1. Appointment by Mayor

The Mayor, subject to the concurrence of the majority of the Council, shall appoint members of all committees and shall be a member, ex-officio, of each committee. In addition, the Mayor shall see that all matters referred to by the committees are acted

upon and reported promptly. Should the Mayor's presence at a committee meeting thereby constitute a quorum of the Council, that committee meeting will, therefore, fall under the provisions of the "Sunshine Law." Meetings of committees shall not be held during Council meetings.

Section 2. Standing Committees/Commission

The following standing committees/commission of the Council, consisting of three Council Members each (other than the Mayor, ex-officio), shall be appointed at the Annual Meeting:

Division of Revenue and Finance

Division of Public Safety

Division of Planning, Development and Public Building

Division of Public Works

Division of Parks and Recreation

Division of Community Affairs

Division of Technology

Division of Licenses and Franchises

Section 3.

Each council member shall be chairperson, or co-chair, of one of the standing committees named in this Article and a member of at least two others.

Section 4.

Standing Committees are appointed to expedite and facilitate the work of the council, but only within statutory limits as the entire council, and the Borough itself, is held responsible for any or all its acts.

A Standing Committee shall:

1. Plan, study, direct, make commitments within budgetary limitations, and carry on the routine activities for which is has primary responsibility.
2. Perform such acts as may be assigned to it by the Governing Body.
3. Report and make recommendations to the Governing Body regarding its responsibilities and activities.

Except as provided above, a Standing Committee shall NOT:

1. Exceed its budgetary appropriations without prior approval of the council.
2. Make promises or commitments to anyone which directly or by inference bind the council.
3. Act in such a manner or make decisions, which set a precedent, or violate established council policy.

4. Direct the operations of any Borough department head or Borough employee.
5. Establish policy, practice or procedures otherwise set by statute.

Section 5. Special Committees

Special Committees may be appointed by the Mayor for purposes other than those included in the duties of the Standing Committees, subject to approval of the council.

Section 6.

At the time of the appointment of any committee, the Mayor shall name some member thereof as the Chair of such committee. The Mayor may, with the concurrence of the majority of the Council, change existing Committee assignments and/or the Chair when it is in the best interest of the Borough to do so.

Section 7.

The Chair, or Co-Chairs, of each Standing or Special Committee shall be prepared to report to the Governing Body at each Regular meeting on the principal activities and achievements of such Committee.

ARTICLE XI: Duties of Standing Committees of the Council

Section 1. Revenue and Finance Committee

The Division of Revenue and Finance Committee shall have responsibility for:

1. The examination, review, and approval of all vouchers prior to their submission to the council for authority to pay same.
2. Communications with the Tax Collector, Assessor, Auditor and CFO.
3. Establishing goals and priorities to govern the budget process, long-term revenue and expenditure forecasting, a debt management plan, and transparency and accountability measures.
4. Understand all insurance matters, including coverage and claims.
5. The preparation and supervision of the entire Municipal Budget process.
6. The maintenance, review, and revision of the Borough Cost System.

It shall also serve as the Council's liaison for any other body or organization on fiscal matters.

Section 2. Public Safety Committee

The Division of Public Safety shall have responsibility for:

1. General charge of all matters relating to the Police Department, Fire Department, and Ambulance Corps.
2. General charge of all matters relating to the Glen Rock Municipal Court and Office of Emergency Management.

3. They shall examine and report on the qualifications of all applicants for membership in the GRPD (Glen Rock Police Department).
4. Conducting monthly reviews of reports sent from Public Safety department heads and reporting back to the Governing Body.
5. Reporting of contract negotiations with the PBA at contract renewal.

It shall also serve as the Council's liaison for the Animal Control Agency, Emergency 911 (dispatch) Coordinator, and all organizations or agencies concerned with public safety.

Section 3. Planning, Development and Public Buildings

The Division of Planning, Development and Public Building shall have responsibility for:

1. Supporting the maintenance, improvement and repair of all municipal buildings and grounds.
2. General charge of the Building Inspector, the building codes, and all matters relating to the Building Department.
3. Coordination of updates from the Building Department, including Planning Board and Zoning Board.
4. Interact with local businesses and community groups

It shall also serve as liaison for Affordable Housing matters and any local business groups (I.e., Chamber of Commerce, Glen Rock Guild, etc.)

Section 4. Public Works Committee

The Division of Public Works shall have responsibility for:

1. Road Department, sidewalks, drainage problems, sewer maintenance, recycling, garbage collection, solid waste and all matters and applications relating to same, their improvement, maintenance, alteration, or use.
2. General charge of the cleaning of the streets and shall supervise the method adopted by the Governing Body for the removal of leaves, snow, and garbage.
3. Supervise the removal and planting of all shade trees in the Borough of Glen Rock.

It shall also serve as the Council's liaison to Ridgewood Water and PVSC (Passaic Valley Sewerage Commission).

Section 5. Parks and Recreation

The Division of Parks and Recreation shall have responsibility for:

1. General charge of the operation and supervision of the Recreation committee and shall work with the Recreation Director in establishing a recreation program in the Borough of Glen Rock (e.g., Shack program).

2. General charge of all equipment pertaining to recreational use, the public parks, playgrounds, Glen Rock Pool, and other recreational facilities.
3. General charge of all projects or proposals, the object of which is to provide the means or method of addressing matters involving the general welfare of the Youth and/or Senior Citizens of the Borough.
4. Electronic Sign at Borough Hall.

It shall also serve as the Council Liaison to the Rec Advisory Board.

Section 6. Community Affairs

The Division of Community Affairs shall have responsibility for:

1. Assisting public events sponsored by the Borough.
2. Assisting the Email blast.
3. Assisting the Senior Newsletter.
4. Creating the Borough Calendar.
5. Liaison with the Communications Coordinator.

It shall also serve as the Council Liaison for the Senior Advisory Committee, the Glen Rock Board of Health, C.R.A.N., and organizations, or agencies concerned with community outreach.

Section 7. Technology Committee

The Division of Technology shall have responsibility for:

1. Evaluating the Borough's current information technology inventory to identify deficiencies and make suggestions or upgrades and/or replacement of deficient technology.
2. Establish a five-year plan for the Borough's information technology inventory and identifying potential improvements and opportunities for cost savings.
3. Evaluating and identifying changes necessary for the Borough web site to ensure its information is both accurate and timely.

It shall also serve as the Council Liaison to the technology vendors contracted with the Borough and organizations or agencies concerned with technology.

Section 8. Licenses and Franchises

The Division of Licenses and Franchises shall have responsibility for:

1. Granting of Licenses and Inspections of Licensed Premises and Persons as designated by the Council via signing off on applications.
2. Maintaining the Borough's interest in all matters with non-Borough operated public utility corporations.
3. Reporting on proposed changes to existing license holders for approval by the Borough.

4. Evaluating the issuance of alcoholic beverage licenses, the installation of streetlighting, and railroad and bus transportation and public utility matters.

It shall serve as the Council's liaison to PSEG (Public Service Electric and Gas), Altice, and Verizon.

ARTICLE XII: Ordinances and Resolutions

Section 1. Preparation

The Borough Attorney or their designee, when requested, shall prepare ordinances or resolutions which shall be delivered to the Clerk. A copy of the same shall be forthwith furnished to each member of the Governing Body by the Clerk.

Section 2. Introduction of Ordinances

Ordinances may be introduced and adopted by Title and shall be read in full by the Clerk before consideration of the council on second and final reading, except as otherwise provided by law, including N.J.S.A. 40:49-2.

Section 3. Publication of Ordinance

Every ordinance after introduction and adoption on first reading shall be published in full together with a notice as required by law and said publication shall be at least ten (10) days prior to the time fixed for further consideration for second and final passage. At the time and place so specified in such notice, all persons interested shall be given an opportunity to be heard thereon.

Section 4. Resolutions

Resolutions may be introduced and adopted by title only; resolutions shall be posted at least twenty-four (24) hours prior to consideration by the council. Resolutions which are so posted in accordance with this rule shall not be read in full by the Clerk for consideration by the council unless a member of the Governing Body requests such a reading.

Section 5.

All ordinances and resolutions before presentation to the council by the Mayor shall have been reduced to writing. Prior to presentation to the Borough Attorney, they shall have first been referred for a report on the accuracy of the facts to the Department Head under whose jurisdiction the ordinance or resolution would devolve. Thereafter, but before introduction by the council, the same shall be approved, pursuant to law, by the Borough Attorney or their designee.

Section 6. Effective Date

All ordinances shall take effect twenty (20) days after final passage and approval by the Governing Body. Two-thirds (2/3) of the council may, however, declare an emergency by written resolution to reduce this twenty-day period, except the period for bond ordinances shall not be reduced.

Section 7. Amendments

Ordinances amending any existing ordinances shall contain, in brackets, the part repealed, and the new part to be inserted shall be underscored.

ARTICLE XIII: Bills, Claims and Vouchers

Section 1.

All bills or claims against the Borough shall be in writing, fully itemized, and on such forms as the Borough of Glen Rock shall provide for that purpose. As required by Statute, they shall be sworn to by the claimant before submission for approval and payment.

Section 2.

1. All bills and claims must be supported by a certificate or the receipt of the goods, or the satisfactory rendering of the Borough, and who may be held accountable therefor.⁸
2. All checked vouchers with supporting papers attached will then be presented to the Council Committee having primary interest in the matter. Each such voucher will be reviewed, and if approved by the committee having jurisdiction over the activity or matter for which the expenditure was incurred, it will then be referred to the Finance Committee.
3. Following the review and recommendation by the Borough Administrator, the Finance Committee shall examine all vouchers previously approved by the appropriate committee or committees and will indicate its approval on each such voucher prior to submitting it to the Governing Body for authorization to pay the same.

Section 3.

1. All vouchers recommended for payment shall be presented to the council by the Borough Clerk at a Regular meeting or an adjourned Regular meeting.
2. Authorization to draw the checks and pay the amount of the approved vouchers shall be by resolution of the council.

Section 4.

⁸ See R.S. 40A:4-17

The corresponding vouchers and all checks drawn in payment thereof shall agree when the said checks are presented to the Mayor and CFO and Borough Clerk for signature.

Section 5.

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

ARTICLE XIV: Seal

Section 1.

The seal of the Borough shall be circular in form and contain the following: “The Borough of Glen Rock, Bergen County, New Jersey” including thereafter year of incorporation.

Section 2.

The seal shall be in the custody of the Clerk and shall be impressed on all appropriate documents or papers by the Clerk when ordered by the Governing Body or when required by law.

ARTICLE XV: Amendments to By-Laws

Section 1.

1. The Mayor or any member of the council may propose amendments to these By-Laws at any Regular meeting.
2. The Mayor will then appoint a Special Committee of three council members to consider the proposed amendment and may submit other suggested changes.

Section 2.

The Special Committee will present its recommendation at a Regular meeting or adjourned Regular meetings of the council within thirty (30) days of appointment of the Committee by the Mayor.

Section 3.

These By-Laws shall only be altered or amended by a majority vote of the full membership concurring taken at two successive regular Meetings.

ARTICLE XVI: Adoption and Term

Section 1.

These Bylaws shall be adopted by a Resolution of the Mayor and Council concurred in by a majority of the members.

Section 2.

The Bylaws shall become effective immediately after adoption and shall remain in effect until the Mayor and Council or a succeeding Mayor and Council shall amend, supplement, or modify same.

Section 3.

A copy of these Bylaws shall be provided to all Governing Body members and available to the public upon request.

APPENDIX I

1. Rule 1: The vote on every motion or resolution, unless otherwise provided by law, may be by the Council calling for “yeas” and “nays” unless a roll call is called for by the presiding officer or called upon a motion and majority vote of Councilmembers present and participating in the vote.
2. Rule 2: A member who reuses themselves from a vote shall not be counted as part of the quorum and shall not participate in any manner in the issue from which they are recusing.
3. Rule 3: No ordinance may be introduced unless it has been presented to Municipal Clerk and distributed to all members of the Governing Body at least five (5) days prior to introduction – unless under extraordinary circumstances
4. Rule 4: When a matter is under consideration, any discussion or comment other than related to that matter under consideration shall be out of order until the matter is decided.
5. Rule 5: Council may adopt at any meeting a time limitation of public comment in terms of a time limit for each member of the public and an hour at which public comment will be terminated. Currently set at three (3) minutes, this time may be extended for a specific situation.
6. Rule 6: Any member of the public wishing to speak a second time or more time will only be recognized after all members of the public withing to be heard for a first time have been recognized.

BOROUGH SOCIAL MEDIA POLICY

Added 2-27-2019 by Ord. No. 1797

§ 36-4 PURPOSE

A. This policy sets forth guidelines for the establishment and use by the Borough of Glen Rock ("the Borough") of its social media sites and public outreach tools (Facebook, Vimeo, Twitter, Instagram, website, electronic sign, email blast, public access TV and any future approved media - hereinafter collectively "social media") to address the fast-changing landscape of the internet and the way residents communicate and obtain information online. In the interest of transparency and effective communication, the Borough has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites and what information gets disseminated through its public outreach tools.

B. The purpose of this social media and Public Outreach policy is to establish enforceable rules for the use of social media by Borough officers and employees when engaged in Borough business. Social media and public outreach tools at this time refers to Facebook, Vimeo, Twitter, Instagram, website, electronic sign, email blast, NIXLE, Reverse 911 and public access TV and any other communication whether or not such communication is open to response or comment. Rules are necessary to assure that communications made on behalf of the Borough are properly authorized and in correct form; that communications to the municipality by means of social media which can be viewed by the public are appropriate and pertinent; that all communications to the municipality are related to the posted municipal information; and most importantly that the sender is clearly and fully informed that a message received by means of social media is not a substitute for required reporting procedures.

C. For purposes of this policy, "social media" is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include Facebook, Vimeo, Twitter, and Instagram. "Public outreach tools" is understood to be content created by individuals and published to the website, electronic sign, email blast, NIXLE, Reverse 911 and public access TV. For purposes of this policy, "comments" include information, articles, and pictures and any other written or communicated words or phrases.

D. This policy shall apply to all Municipal agencies and departments as well as any affiliated government or Glen Rock sponsored clubs or organizations, and organizations hosting an event for a nonprofit organization in Glen Rock or official and/or commission or council permitted by the Borough to post on Borough social media sites and public outreach tools.

E. Public social media set up by Borough and elected officials where they identify themselves as Borough elected officials can only be administered by the elected official using their official Borough email address. This site will be subject to the same rules and regulations below.

F. The Borough Clerk will coordinate the dissemination of information from these sites per OPRA rules.

G. This policy does not apply to individuals who post as individuals and not on behalf of the Borough or a Borough entity.

§ 36-5 GENERAL EMPLOYEE POLICY

A. Personal use.

(1) All Borough employees including elected officials ("Borough employees") may have personal social media accounts. These accounts should remain personal in nature and be used to share personal opinions or non-work-related information. Following this principle helps ensure a distinction between sharing personal and Borough views.

(2) Borough employees must never use their Borough email account or password in conjunction with a personal social media site. They may use it in conjunction with a Borough-related social media site which then will subject those posts to OPRA rules and regulations.

(3) The following guidance is for Borough employees who decide to have a personal social media site or who decide to comment on posts about official Borough business:

(a) State your name and, if relevant, role, when discussing Borough business.

(b) Use a disclaimer such as "The postings on this site are my own and do not reflect or represent the opinions of the agency for which I work." Example: "I am a council member of the Borough of Glen Rock; the following comments do not reflect the Borough"

B. Professional use.

(1) All official Borough-related communications through social media outlets should remain professional in nature and should always be conducted in accordance with the Borough's Communications Policy, practices, and expectations. Employees must not use official Borough social media for political purposes, to conduct private commercial transactions, or to engage in confidential business activities.

(2) Borough employees should be mindful that inappropriate usage of official Borough social media sites can be grounds for disciplinary action. If social media sites are used for Borough business, the entire Borough site, regardless of any personal views, is subject to best practices guidelines and standards.

(3) Only individuals authorized by the Borough may publish content to the Borough website and social media sites.

C. General policy. The objective of the use of social media and public outreach tools by the Borough or its departments is to improve communication with residents, specifically to expand and facilitate the dissemination of information from the Borough to its residents, taxpayers, and the public. This is not the primary method of communicating with the Borough or residents.

(1) No Borough social media site shall be established without prior approval of the Borough Council. The following social media sites and Public Outreach Tools are approved under the direction of the Borough Administrator and his/her designee: Facebook, Vimeo, Twitter, Instagram, website, electronic sign, email blast, NIXLE, Reverse 911 and public access TV. The Borough social media sites and public outreach tools shall be administered by the Borough Administrator or his/her designee. The Administrator or his/her designee shall designate a representative from any Borough department or organization to administer their own social media in accordance with this policy. The Borough social media sites shall clearly set forth that they are maintained by the Borough and that they follow this Social Media Policy.

(2) Wherever possible, the Borough social media sites and public outreach tools should link back to the official Borough website for forms, documents, online services, and other information necessary to conduct business within the Borough.

(3) The Borough social media sites are not to be used for making any official communications to the Borough, for example, reporting crimes or misconduct, reporting dangerous conditions, requesting an inspection, giving notice required by any statute, by ordinance or regulations such as but not limited to notices of claim. Prominent notice of this subsection shall be displayed on every Borough social media site, along with the appropriate contact information for submitting official communications.

(4) This Social Media Policy shall be posted on the Borough website and all Borough social media sites and public outreach tools.

(5) The Borough Communications Coordinator and/or his/her designee shall monitor Borough social media sites and public outreach tools to ensure adherence to both this Social Media and Public Outreach Policy and the interest and goals of the Borough. The Borough has the right and will restrict or remove any content that is deemed in violation of this policy or any applicable law. Any content removed based on these guidelines will be retained by the Borough Communications Coordinator and/or his/her designee pursuant to the applicable Borough retention policy, including the time, date, and identity of the poster, when available and sent to the Borough Clerk.

(6) These guidelines must be displayed to users or made available by hyperlink.

(7) The Borough will approach the use of social media tools as consistently as possible Borough-wide.

(8) The Borough website at www.glenrocknj.net will remain the Borough's primary and predominant internet presence.

(9) The Borough social media sites and this policy are subject to all applicable federal and NJ laws and regulations, as well as applicable record retention requirements.

(10) Employees and volunteers representing the Borough's government via its social media sites shall conduct themselves at all times as a representative of the Borough and in accordance with all its policies especially the Borough of Glen Rock social media Policy for employee behavior in the Borough of Glen Rock JIF Personnel Manual.

(11) This Social Media and Public Outreach Policy may be revised at any time by approval of the Borough Council.

(12) This policy governs all social media and public outreach Tools used by or on behalf of the Borough and/or its departments.

(13) The Borough shall have a single municipal presence on social media approved for use, and a Borough Police Facebook page, a Borough Fire Department Facebook page, a Borough Volunteer Ambulance Corps Facebook page, and a Borough Office of Emergency Management Facebook page. No other social media sites are authorized. Other Borough sponsored groups who have a social media presence should look to this policy for direction.

(14) All Borough presence and activity on social media are an integral part of the Borough's information networks and must comply with all rules and policies governing the Borough's computers and electronic media, including but not limited to the applicable JIF Municipal internet access and use guidelines.

(15) All Borough use of social media is responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), Open Public Record Act (OPRA), First Amendment, privacy laws, sunshine laws, and information security policies (if applicable) established by the Municipality.

(16) All Municipal policies are applicable to interactions on social media sites when acting in an official capacity and representing the Municipality.

(17) Social media is run by a third party separate from the Borough and social media sites occasionally become inoperable. The Borough reserves the right to disable its social media accounts either temporarily or permanently at any time. There is no guarantee of "uptime."

D. Comment policy.

(1) As a public entity the Borough must abide by certain standards to serve all its constituents in a civil and unbiased manner.

(2) The intended purpose behind establishing the Borough social media sites and its public outreach tools is to disseminate information from the Borough about the Borough to its residents, employees, and visitors.

(3) A comment posted by a member of the public on any Borough social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Borough, nor do such comments necessarily reflect the opinions or policies of the Borough.

(4) Any attempt to hack or otherwise compromise the Borough's internet or social media sites will be reported to law enforcement and the perpetrator will be denied access to the sites.

(5) All comments posted to any Borough sites are bound by any applicable terms and conditions of Facebook's statement of rights and responsibilities, located at <http://www.facebook.com/terms.php>, and the Borough reserves the right to report any violation of Facebook's statement of rights and responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsible action. All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

(6) All comments posted to any Borough sites are bound by any applicable terms and conditions of Twitter's terms of service, located at <https://twitter.com/tos>, and the Borough reserves the right to report any violation of Twitter's terms of service to Twitter with the intent of Twitter taking appropriate and reasonable responsible action. All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

(7) All comments posted to any Borough sites are bound by any applicable terms and conditions of Vimeo's terms of service, located at <https://vimeo.com/terms> and the Borough reserves the right to report any violation of Vimeo's terms of service to Vimeo with the intent of Vimeo taking appropriate and reasonable responsible action. All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

(8) All comments posted to any Borough sites are bound by any applicable terms and conditions of Instagram's terms of service, located at <https://help.instagram.com/581066165581870> and the Borough reserves the right to report any violation of Instagram's terms of service to Instagram with the intent of Instagram taking appropriate and reasonable responsible action. All Borough policies are applicable to interactions on social media sites when acting in an official capacity and representing the Borough.

(9) All comments posted to any future social media medium or site shall be bound by such site's applicable terms and conditions regarding such posting or commenting.

(10) Persons posting prohibited content are subject to being barred from posting comments on Borough social media. If a known user is barred, that information will be subject to retention and archiving requirements.

§ 36-6 Prohibited content.

A. Comments containing any of the following inappropriate forms of content shall not be permitted on the Borough's social media sites or public outreach tools and are subject to removal and/or restriction by the Borough Administrator, Borough Communications Director and/or his/her designees:

(1) Profane, obscene, violent, or pornographic content and/or language, or sexually suggestive or explicit content links to such materials. Any image or link containing minors or suspected minors in sexual and/or provocative situations will be reported to law enforcement.

(2) Content that promotes or fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin, marital status, status with regard to public assistance, physical or mental disability or sexual orientation.

(3) Reference to any political party or activity of a political party.

(4) Reference to any religious belief.

(5) Reference to any private interests' group or activity of a private interest's group.

(6) Defamatory attacks.

(7) Threats to any person or organization.

(8) Solicitation of commerce, including but not limited to advertising of any business or product for sale.

(9) Conduct in violation of any federal, state, or local law.

(10) Encouragement of illegal activity or illegal activity.

(11) Information that may tend to compromise the safety or security of the public or public systems.

(12) Content that violates a legal ownership interest, such as a copyright, of any party the Borough does not permit or allow copyright-infringing activities and/or infringement or intellectual property rights on its website or social media sites and will remove any and all content and submissions if properly filed notice that such content and/or submission infringes on another's intellectual property rights.

(13) Private contact information such as names, addresses and phone numbers no matter how easily obtained elsewhere, unless given approval by the organization, Personal information of a person other than the poster.

(14) Spamming or repetitive content.

(15) Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a Borough Media Site, users acknowledge that they are at least 13 years old. Parents are responsible for any minor child's posting or comments.

(16) Content that incites violence.

(17) Comments containing vulgar, offensive, threatening, or harassing language, personal attacks, or accusations.

(18) Persons posting prohibited content are subject to being blocked and barred from posting on Borough social media.

§ 36-7 Breach of policy

A. The Borough Administrator or Borough Communications Coordinator and/or his/her designee may be required to remove internet postings on Borough social media sites which are deemed to constitute a breach of policy, as determined by the Borough Administrator subject to applicable archiving and retention requirements.

B. Any social media site created by the Borough remains the property of the Borough, including all the followers and friends generated by the site. If the person who created the site leaves the employment of the Borough, they must relinquish everything related to the site, including usernames, passwords and/or access codes or information.

§ 36-8 Terms of use disclosure.

(To be posted on all Borough social media sites.)

A. Information disclaimer.

(1) By visiting this site, you understand and agree that the Borough of Glen Rock site is provided "as is." The Borough of Glen Rock makes every effort to provide accurate and complete information on this website. The information contained herein is not official nor in any way shall it be deemed to constitute legal notice where such legal notice is required by law. The information contained in this site is provided as a service and convenience to people needing information about the Borough of Glen Rock. Portions of the information on this site may be incorrect or not current. Borough of Glen Rock local government, its officers, employees, or

agents shall not be liable for damages or losses of any kind arising out of or in connection with the use or performance of information, including but not limited to, damages or losses caused by reliance upon the accuracy or timeliness of any such information, or damages incurred from the viewing, distributing, or copying of those materials.

(2) We recognize that the internet and social media are available 24/7. Comments are welcome at any time. However, due to the need to manage resources, questions and comments will be responded to by Borough Communications Coordinator during normal business hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

B. Linking policy, links to external sites.

(1) The Borough of Glen Rock local government site contains links to outside websites. These websites are not owned, operated, controlled, or reviewed by the Borough of Glen Rock local government. These links are provided solely as a courtesy and convenience to you, the visitor.

(2) The Borough of Glen Rock local government, its officers, or employees, exercise no control over the organizations, views, accuracy, copyright or trademark, compliance or the legality of the material contained in these outside websites. The Borough of Glen Rock local government, its officers, or employees, do not sponsor, endorse, or approve the information, content, proceeds, materials, opinions, or services contained on such outside websites. The visitor proceeds to these outside websites at his/her own risk. The Borough of Glen Rock local government specifically disclaims any and all liability from damages, which may result from the accessing of a third-party site, which is linked to the Borough of Glen Rock local government website or from reliance upon only such information.

C. Endorsement disclaimer. Reference in this website to any specific commercial products, processes, or services, or the use of any trade firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by Borough of Glen Rock local government or its officers, employees, or agents.

D. Copyright and trademark limitations. Borough of Glen Rock local government makes no warranty that materials contained herein are free of copyright or trademark claims or other restrictions or limitations on free use or display. Making a copy of such material may be subject to copyright or trademark laws.

E. Use of material from this site.

(1) The Borough of Glen Rock local government has made the content of these pages available to the public and anyone may view, copy or distribute Borough of Glen Rock local government information found here without obligation to the Borough of Glen Rock for

noncommercial, personal use only, unless otherwise stated on particular material or information to which a restriction on free use may apply.

(2) The design of this site, original graphics, and original content are all copyrighted by the Borough of Glen Rock and may not be reengineered, distributed, modified, transmitted, reused, reposted, or duplicated without the express written permission of the Borough of Glen Rock in each instance. All requests to use any part of the original design, code, graphics, or content of this site should be made via email to the Borough Communications Coordinator and/or the Borough Administrator.

F. Unauthorized modifications. Unauthorized attempts to modify or otherwise alter any information or image stored on any Borough of Glen Rock local government website may result in criminal prosecution.

G. Public records law. Social media sites are subject to applicable public records laws. Any content maintained in a social media format related to Borough business, including communications posted by the Borough and communication received from citizens, is a public record. The Borough Communications Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content in conjunction with the Borough Clerk of Glen Rock.

§ 36-9 Procedure.

A. This procedure sets forth the guidelines to having information posted on the Borough of Glen Rock's social media sites by an organization other than the Borough.

(1) Borough of Glen Rock information, Borough events and meetings announcements, and emergency notifications take precedence over any other announcements.

(2) Requests, including the text of proposed messages, must be emailed to the Borough Communications Coordinator and Borough Administrator and/or his/her designee at least seven days prior to posting the information. The request must contain the following information: full name of organization, time, date and place of the event, contact name, email address and telephone number.

(3) Information shall be emailed as a Microsoft Word document in paragraph form, or PDF.

(4) Organization shall include a maximum of two dates of when to post the information.

(5) Information will be disseminated two weeks prior to the event.

(6) Only Glen Rock sponsored clubs or organizations, and organizations hosting an event for a nonprofit organization in Glen Rock shall be permitted to seek approval to post information on Borough of Glen Rock's social media sites and public outreach tools.

(7) Every effort will be made to accommodate all requests. If many requests are received for the same period of time, the postings will be determined on a first come, first serve basis. The dates of postings and their duration and content are the final decision of the Borough Communications Director, Borough Administrator and/or his/her designee.

B. This procedure sets for the guidelines to have information posted on the Borough of Glen Rock's electronic sign by an organization other than the Borough.

(1) Borough of Glen Rock information, Borough event and meetings announcements, and emergency notifications take precedent over any other announcements.

(2) Requests, including the text of the proposed message, must be emailed to the Borough Administrator, Director of Parks and Recreation and/or their designee at least seven days prior to the posting of the event. The request must contain the following information: full name or organization, time, date, and place of the event, contact name, email address and telephone number. The information requested to be posted must be kept to the barest minimum. The sign can hold three to four lines of 16 to 22 characters, depending on the font size. We reserve the right to shorten, abbreviate and/or condense the announcement so that it fits.

(3) Event announcements will be placed on the sign no more than 14 days (about 2 weeks) prior to the event. Date(s) and duration or postings will be determined by the number of postings requested. Announcement will be removed the following the event conclusion.

(4) Only Glen Rock sponsored clubs or organizations, and organizations hosting an event for a nonprofit organization in Glen Rock shall be permitted to seek approval to post information on Borough of Glen Rock's social media sites and public outreach tools.

(5) Every effort will be made to accommodate all requests. If many requests are received for the same period of time, the postings will be determined on a first come, first serve basis. The dates of postings and their duration and content are the final decision of the Borough Communications Director, Borough Administrator and/or his/her designee.

FORM OF GOVERNMENT

A municipality in New Jersey derives its authority from the State Legislature under Title 40 of the Revised Statutes, which mandates that municipalities enforce certain state regulations in matters of finance, law enforcement, education, health, and welfare. Article 4, Section 7, Paragraph 11 of the New Jersey Constitution requires a “liberal construction” of New Jersey statutes in favor of local authority. This constitutional language makes New Jersey a “Home Rule State” and is responsible for the generally broad authorities that New Jersey municipalities must make local policy.

The Borough⁹ form remains the single most popular form of local government in New Jersey. This form dates to the Borough Act of 1878 and was revised in 1897 and by the Borough Act of 1987.

Since it became a Borough, Glen Rock has been governed by a Mayor and six (6) Council members who are chosen through partisan elections held in November annually. The Mayor is the chief executive officer and the six Council members handle legislative functions. A full-time Borough Clerk assists the Mayor and Council and coordinates the operations of government departments.

The Borough form is often referred to as “weak mayor – strong council” form. The mayor retains all general law authority, presides over Council meetings, and can vote in the case of a tie. The Mayor appoints, with the advice and consent of the Council, all subordinate officers of the municipality. The Council is the legislative body of the Borough. All executive responsibilities not placed in the office of the Mayor by general law or the Borough law remain with the Council.

The Council acts as the Legislative body of the municipality. The Council can override a Mayor’s veto by 2/3 of the majority of all members. They confirm the Mayor’s appointments and gain appointment power upon failure to confirm Mayor’s appointee or after office vacant for 30 days. The Council has all executive responsibilities not placed in the office of the Mayor. Like other traditional forms, a Borough may appoint an Administrator and delegate all or a portion of the executive responsibilities to him/her. The Council may also adopt an administrative code, prescribing how the Council shall perform its duties.

One specific power that municipalities have deserves special note. Municipalities have the authority to zone and make land use decisions under the Municipal Land Use Law (MLUL).

⁹ N.J.S.A.: 40A:60-1 et. seq.

BOROUGH ADMINISTRATOR & CITIZEN INQUIRIES/ DEPARTMENT HEADS

When a citizen comes to an elected or appointed official with a problem, it is their responsibility to direct them to Administration. From there it is the job of the Administrator to aid the citizens with their issues. This is done to protect, not prohibit, your ability to serve the public at large.

In all matters of Borough Business, the Borough Administrator (“BA”) is the key facilitator as all Department Heads report to the BA. If an issue should arise in any department, the Borough Administrator is tasked with finding resolution. The Borough Administrator may, at her discretion, inform the Mayor and/or Councilmember who is chair of that department of any issues. A Councilmember shall not intervene nor circumvent the authority of the Borough Administrator.

ATTENDANCE POLICY

Election to the Borough Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Borough of Glen Rock. Attendance at Council meetings is critical to fulfilling this responsibility. If, for any reason, a councilmember is unable to attend a meeting or activity, they must let the Mayor, Borough Administrator, or Borough Clerk know. Absences may be excused for the following reasons: work emergencies, sickness, or death.

ROBERTS RULES OF ORDER AND PARLIAMENTARY PROCEDURES

Roberts Rules of Order is the short title of a book, written by Henry Martyn Robert, that is intended to be a guide for conducting meetings and making decisions as a group.

Motions are proposals to commit the organization to action. It is a motion that stands alone and does not apply to another motion. There can be only one main motion on the floor at one time. Once a motion is on the table, discussion ends.

Seconding a motion reflects that you agree with the main motion as stated. You must always vote in the affirmative to any motion you second.

Voting in the Borough of Glen Rock is done by a "Roll Call Vote" which means that the roll is called in order of term with the Mayor's vote being required only in the event of a tie. Voters may respond with the following "Ayes or Yes" "Nays or No" "Abstain" or "Pass". Abstain means that you are not voting while pass simply means that you are not ready to vote and will be called again at the end of the call of the roll.

Councilmembers should give their undivided attention to the public and other members of the council, and refrain from using their cell phones, electronic devices, and having sidebar conversations during the meeting.

WHAT ARE POLICY VOTES, RESOLUTIONS AND ORDINANCES?

POLICY VOTE: The term “Policy vote” means and includes any act or regulation of the Governing Body of any municipality that is not required to be reduced to writing or read at more than one meeting and published in order to be passed.

Example: A request for permission from an outside organization to hold an event at Borough Hall would be considered a policy vote.

RESOLUTION: A resolution is any act or regulation of the Governing Body that is required to be reduced to writing but which may be finally passed at the meeting at which it is introduced. Typically, these deal with administrative functions.

Example: The approval of a one-year contract that is awarded to a vendor to complete a project for the Borough.

ORDINANCE: the term “ordinance” means and includes any act or regulation of the Governing Body of any municipality required to be reduced to writing and read at more than one meeting and published. Typically, this deals with legislative acts.

Example: Parking regulations throughout the Borough would need to have an ordinance adopted or amended to become a “local law.”

An ordinance has a first and second reading. The first reading is considered the “Introduction of Ordinance(s).” Once an ordinance is introduced, it is advertised in the local newspaper stating the date and time of the public hearing. The second reading is considered the “Public Hearing & Adoption of Ordinance(s)” where the public hearing is held after which the Council votes on the ordinance.

***a notable exception of course is the municipal budget. This is passed by “resolution” but follows the procedure for an ordinance.*

OPMA – “Open Public Meetings Act”

OPMA is a state law which places several requirements on the way in which public meetings are run to promote openness in government. The law does several things: (1) places notice requirement on the meeting; (2) requires that the public be given access to the meeting and a meaningful way to participate; (3) creates limited exceptions to allow the governing body to deliberate in private.

N.J.S.A. 10:4-6. “Senator Byron M. Baer Open Public Meeting Act.”

This act shall be known and may be cited as the “Senator Byron M. Baer Open Public Meetings Act.”

N.J.S.A. 10:4-7. Legislative Findings and Declaration

The Legislature finds and declares that the right of the public to be present at all meetings of public bodies, and to witness in full detail all phases of the deliberation, policy formulation, and decision making of public bodies, it is vital to the enhancement and proper functioning of the democratic process; that secrecy in public affairs undermines the faith of the public in government and the public’s effectiveness in fulfilling its role in a democratic society, and hereby declares it to be the public policy of this State to insure the right of its citizens to have adequate advance notice of and the right to attend all meetings of public bodies at which any business affecting the public is discussed or acted upon in any way except only in those circumstances where otherwise the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

The Legislature further declares it to be the public policy of this State to ensure that the aforesaid rights are implemented pursuant to the provisions of this act so that no confusion, misconstruction, or misinterpretations may thwart the purposes thereof.

The Legislature, therefore, declares that is the understanding and intention of the Legislature that in order to be covered by the provisions of this act a public body must be organized by law and collectively empowered as a multi-member voting body to spend public funds or affect persons’ rights; that, therefore, informal or purely advisory bodies with no effective authority are not covered, nor are groupings composed of a public official with subordinates or advisors, who are not empowered to act by vote such as a mayor or the Governor meeting with department heads or cabinet members, that specific exemptions are provided for the Judiciary, parole bodies, the State Commission of Investigation, the Apportionment Commission and all political party organization; that to be covered by the provisions of this act a meeting must be open to all the public body’s members and the members present must intend to discuss or act on the public body’s business; and therefore, typical partisan caucus meetings and chance

encounters or members of the public bodies are neither covered by the provisions of this act, nor are they intended to be covered.

N.J.S.A.10:4-8. Definitions

As used in this act:

- a. “Public body” means a commission, authority, board, council, committee or any other group of two or more persons organized under the laws of this State, and collectively empowered as a voting body to perform a public governmental function affecting the rights, duties, obligations, privileges, benefits, or other legal relations of any person, or collectively authorized to spend public funds including the Legislature, but does not mean or include the judicial branch of the government, any grand or petit jury, any parole board or any agency or body acting in a parole capacity, the State Commission of Investigation, the Apportionment Commission established under Article IV, Section III, of the Constitution, or any political party committee organized under Title 19 of the Revised Statutes
- b. “Meeting” means and includes any gathering whether corporeal or by means of communication equipment, which is attended by, or open to, all the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does not mean or include any such gathering that (1) attended by less than effective majority of the members of the public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.
- c. “Public Business” means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body’s functions or the conduct of its business.
- d. “Adequate Notice” mean

N.J.S.A. 10:4-9. Meeting of the public body; adequate notice to the public; necessity; exceptions

- a. Except as provided by subsection b. of this section, or for any meeting limited only to consideration of items listed in [N.J.S.A. 10:4-12B], no public body shall hold a meeting unless adequate notice thereof has been provided to the public.
- b. Upon the affirmative vote of three quarters of the members present a public body may hold a meeting notwithstanding the failure to provide adequate notice if:
 1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purposes of providing adequate notice would be likely to result in substantial harm to the public interest; and
 2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and

3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in [N.J.S.A.10:4-8d] above, and also by notifying the two newspapers described in [N.J.S.A.10:4-8d] by telephone, telegram, or by delivering a written notice of same to such newspapers; and
4. Either (a) the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

N.J.S.A. 10:4-9.1 Electronic notice of meeting of public body; terms defined.

In addition to the notice requirements of the “Open Public Meetings Act,” P.L.1975, c. 231 (N.J.S.A. 10:4-6 et seq.), a public body may provide electronic notice of any meeting of the public body through the Internet.

As used in this section, “electronic notice” means advance notice available to the public via electronic transmission of at least 48 hours, giving the time, date, location and, to the extent known, the agenda of any regular, special or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken at such meeting.

As used in this section, “Internet” means the international computer network of both federal and non-federal interoperable packet switched data networks.

N.J.S.A. 10:4-9.2 Construction of act

Nothing in this act shall be construed as affecting or superseding the adequate notice requirements that are imposed by the “Open Public Meetings Act,” P.L.1975, c. 231 (N.J.S.A. 10:4-6 et seq.) and no electronic notice issued pursuant to this act shall be deemed to substitute for, or be considered in lieu of, such adequate notice.

N.J.S.A. 10:4-10 Statement in minutes of meeting on adequate notice

At the commencement of every meeting of a public body the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect:

- a. that adequate notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided; or

- b. that adequate notice was not provided, in which case such announcement shall state
- (1) the nature of the urgency and importance referred to in subsection [N.J.S.A. 10:4-9.b] and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
 - (2) that the meeting will be limited to discussion of and acting with respect to such matters of urgency and importance;
 - (3) the time, place, and manner in which notice of the meeting was provided; and
 - (4) either (a) that the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or (b) that such need could reasonably have been foreseen at a time when adequate notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice was not provided.

N.J.S.A. 10:4-11 **Failure to invite portion of members to circumvent provisions of act; prohibition.**

No person or public body shall fail to invite a portion of its members to a meeting for the purpose of circumventing the provisions of this act.

N.J.S.A. 10:4-12. **Meetings open to public, exceptions.**

a. Except as provided by subsection b. of this section all meetings of public bodies shall be open to the public at all times. Nothing in this act shall be construed to limit the discretion of a public body to permit, prohibit, or regulate the active participation of the public at any meeting, except that a municipal governing body and a board of education shall be required to set aside a portion of every meeting of the municipal governing body or board of education, the length of the portion to be determined by the municipal governing body or board of education, for public comment on any governmental or school district issue that a member of the public feels may be of concern to the residents of the municipality or school district.

b. A public body may exclude the public only from that portion of a meeting at which the public body discusses any:

- (1) matter which, by express provision of federal law, State statute, or rule of court shall be rendered confidential or excluded from the provisions of subsection a. of this section;
- (2) matter in which the release of information would impair a right to receive funds from the Government of the United States;
- (3) material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any

educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by an institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress, or condition of any individual, unless the individual concerned (or, in the case of a minor or an incapacitated individual, the individual's guardian) shall request in writing that the material be disclosed publicly;

(4) collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body;

(5) matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates, or investment of public funds, if it could adversely affect the public interest if discussion of the matters were disclosed;

(6) tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair that protection, or investigations of violations or possible violations of the law;

(7) pending or anticipated litigation or contract negotiation other than in subsection b. (4) herein in which the public body is, or may become, a party, or matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

(8) matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting; or

(9) deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act or omission for which the responding party bears responsibility.

N.J.S.A. 10:4-13. Exclusion of public; resolution; adoption; contents

No public body shall exclude the public from any meeting to discuss any matter described in [N.J.S.A. 10:4-12b] until the public body shall first adopt a resolution, at a meeting to which the public shall be admitted:

- a. Stating the general nature of the subject to be discussed; and
- b. Stating as precisely as possible, the time when and the circumstances under which the discussion conducted in closed session of the public body can be disclosed to the public.

N.J.S.A. 10:4-14 Minutes of meeting; availability to the public

Each public body shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with [N.J.S.A. 10:4-12].

N.J.S.A. 10:4-15 Proceeding in lieu of prerogative writ to void action at nonconforming meeting; parties; limitation; corrective or remedial action.

- a. Any action taken by a public body at a meeting which does not conform with the provisions of this act shall be voidable in a proceeding in lieu of prerogative writ in the Superior Court, which proceeding may be brought by any person within 45 days after the action sought to be voided has been made public; provided, however, that a public body may take corrective or remedial action by acting de novo at a public meeting held in conformity with this act and other applicable law regarding any action which may otherwise be voidable pursuant to this section; and provided further that any action for which advance published notice of at least 48 hours is provided as required by law shall not be voidable solely for failure to conform with any notice required in this act.
- b. Any party, including any member of the public, may institute a proceeding in lieu of prerogative writ in the Superior Court to challenge any action taken by a public body on the grounds that such action is void for the reasons stated in subsection a. of this section, and if the court shall find that the action was taken at a meeting which does not conform to the provisions of this act, the court shall declare such action void.

N.J.S.A. 10:4-16 Injunctive orders or other remedies to ensure compliance.

Any person, including a member of the public, may apply to the Superior Court for injunctive orders or other remedies to insure compliance with the provisions of this act, and the court shall issue such orders and provide such remedies as shall be necessary to insure compliance with the provisions of this act.

N.J.S.A. 10:4-17 Penalty; enforcement

Any person who knowingly violates any of the foregoing sections of this act shall be fined \$100.00 for the first offense and no less than \$100.00 nor more than \$500.00 for any subsequent offense, recoverable by the State by a summary proceeding under “the penalty enforcement law” (N.J.S.A. 2A:58-1 et seq.). The Superior Court shall have jurisdiction to enforce said penalty upon complaint of the Attorney General or the county prosecutor. Whenever a member of a public body believes that a meeting of such body is being held in violation of the provisions of this act, he shall immediately state this at the meeting together with specific reasons for his belief which shall be recorded in the minutes of that meeting. Whenever such a member’s objections to the holding of such meeting are overruled by the majority of those present, such a member may continue to participate at such meeting without penalty provided he has complied with the duties imposed upon him by this section.

N.J.S.A. 10:4-18 Schedule of regular meetings of public body; publicity; revision; procedure

At least once each year, within 7 days following the annual organization or reorganization meeting of a public body, or if there be no such organization or reorganization meeting in the year, then by not later than January 10 of such year, every public body shall post and maintain posted throughout the year in the place described in [N.J.S.A. 10:4-8(d)(1)], mail to the newspapers described in [N.J.S.A. 10:4-8(d)(2)], submit to the persons described in [N.J.S.A. 10:4-8(d)(3)], for the purpose of public inspection a schedule of the regular meetings of the public body to be held during the succeeding year. Such schedule shall contain the location of each meeting to the extent it is known, and the time and date of each meeting. In the event that such schedule is thereafter revised, the public body, within 7 days following such revision, shall post, mail and submit such revision in the manner described above.

N.J.S.A. 10:4-19 Requests for notices of meetings; annual review

Any person may request that a public body mail to him copies of any regular meeting schedule or revision described in [N.J.S.A. 10:4-18] and any advance written notice described in [N.J.S.A. 10:4-8.d] of any regular, special or rescheduled meeting of such body, and upon prepayment by such person of a reasonable sum, if any has been fixed by resolution of the public body to cover the costs of providing such notice, the public body shall mail to such person written advance notice of all of its meetings within the time prescribed by [N.J.S.A. 10:4-8.d], subject only to the exceptions set forth in [N.J.S.A. 10:4-9.b] herein. Such resolution may provide that notice requested by the news media shall be mailed to such news media free of charge. All requests for notices made under this section shall terminate at midnight on December 31 of each year, but shall be subject to renewal upon a new request to the public body.

N.J.S.A. 10:4-20 Severability

If any section, subsection, clause, sentence, paragraph, or part of this act or the application thereof to any person or circumstances, shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this act.

N.J.S.A. 10:4-21 **Liberal Construction**

This act shall be liberally construed in order to accomplish its purpose and the public policy of this State as set forth in [N.J.S.A. 10:4-7].

OPRA – “Open Public Records Act”

Summary

OPRA¹⁰ provides that government records shall be readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest. Any limitations on the right of access shall be construed in favor of the public’s right of access. Specifically, OPRA is intended to (1) expand the public’s right of access to government records; (2) create administrative appeals process if access is denied; (3) define what records are and are not “governmental records.” It is important to note that the law provides for access to existing records; it does not provide access to information or require the Borough of Glen Rock to create documents for the purpose of responding to a request.

Time Frame

The Municipal Clerk is the Records Custodian for the municipality. The Records Custodian has seven (7) business days to respond to an OPRA request. However, immediate access ordinarily must be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. The Records Custodian can request an extension from the requestor; however, the requestor does not have to grant the extension.

Disputes

Government Records Council¹¹.

Note – NEVER conduct Borough Business via email. Always assume that your email will become public and be guided accordingly.

¹⁰ NJSA 47: 1A

¹¹ NJSA 47: 1A-7

2023 COUNCIL MEETING SCHEDULE

| <u>DATE</u> | | <u>TIME</u> | <u>PLACE</u> |
|-------------|------------------|-------------|------------------|
| JAN 6 | SINE DIE – REORG | 6:30PM | Borough Chambers |
| JAN 11 | WS/PM | 6:30 PM | Borough Chambers |
| JAN 25 | | 6:30 PM | Borough Chambers |
| FEB 8 | | 6:30 PM | Borough Chambers |
| FEB 22 | | 6:30 PM | Borough Chambers |
| MAR 15 | | 6:30 PM | Borough Chambers |
| MAR 29 | | 6:30 PM | Borough Chambers |
| APR 12 | | 6:30 PM | Borough Chambers |
| APR 26 | | 6:30 PM | Borough Chambers |
| MAY 10 | | 6:30 PM | Borough Chambers |
| MAY 24 | | 6:30 PM | Borough Chambers |
| JUN 14 | | 6:30 PM | Borough Chambers |
| JUN 28 | | 6:30 PM | Borough Chambers |
| JUL 26 | | 6:30 PM | Borough Chambers |
| AUG 23 | | 6:30 PM | Borough Chambers |
| SEP 13 | | 6:30 PM | Borough Chambers |
| SEP 27 | | 6:30 PM | Borough Chambers |
| OCT 11 | | 6:30 PM | Borough Chambers |
| OCT 25 | | 6:30 PM | Borough Chambers |
| NOV 8 | | 6:30 PM | Borough Chambers |
| DEC 13 | | 6:30 PM | Borough Chambers |

BOROUGH BUDGET

The municipal budget will be your roadmap for the upcoming year. The budget will set forth the revenues and appropriations for the municipality's fiscal year. The budget cycle is on a calendar year. The budget must have a vote of the majority of the full Council, must be introduced by February 10 and adopted by March 20**. A public hearing on the municipal budget must be heard no later than 28 days (about 4 weeks) after introduction. Once the budget is adopted, transfers between line-items can only occur in the last 2 months of the year by resolution with a vote of 2/3 of the majority of the full membership.

During times of a public emergency, these dates may be subject to change. Follow the State guidelines.

It is important to note that the municipal budget is subject to certain caps. There is an appropriation cap of 2.5%, with many exceptions, and a levy cap of 2% with limited exceptions of debt service, pension increases, health benefit increases, and emergency appropriations. A public referendum can be held to exceed the 2% levy cap.

GENERAL BUDGET

The General or Annual Budget means the Official Budget required to be adopted by the Local Budget Law, and which for purposes of this subchapter includes a separate section known as the Capital Budget and Capital Improvement Program.

CAPITAL BUDGET

The Capital Budget is a plan for all capital expenditures for the current fiscal year. A Capital Improvement Program is the multi-year plan and schedule for capital projects which includes prospective financing sources and when pertinent, first year operating costs and savings. A project can be any of the following, with an expected useful life of five years or more and prospective individual or (when added to the cost of other such items as are listed below) cumulative cost in any year of \$25,000 or more, regardless of the financing sources:

1. Acquisition and/or development of land.
2. Acquisition of major equipment, furniture, or other individual property.
3. Acquisition, construction, improvement and/or renovation of buildings, roads, utilities, structure, improvements, or public works.
4. Any other matter described in N.J.S.A. 40A:2-22

MUNICIPAL DEPARTMENTS

Mayor

Hon. Kristine R. Morieko (2020-2023)

kmorieko@glenrocknj.net

201-670-3956 x1 (Office)

Council

Amy Martin (2021-2023)

amartin@glenrocknj.net

Jon Cole (2021-2023)

jcole@glenrocknj.net

Mary Barchetto (2022-2024)

mbarchetto@glenrocknj.net

Jill Orlich (2022-2024)

jorlich@glenrocknj.net

Teresa Gilbreath (2023-2025)

tgilbreath@glenrocknj.net

Paula Gilligan (2023-2025)

pgilligan@glenrocknj.net

Administrator

Lenora Benjamin, CFO

lbenjamin@glenrocknj.net

201-670-3956

The Borough Administrator is nominated by the Mayor and appointed with the advice and consent of the council. The Borough Administrator shall be the Chief Administrative Officer of the Borough of Glen Rock and be responsible to the Mayor and Council for the proper and efficient administration of the business affairs of the Borough. The Borough Administrator administers personnel regulations, works on the budget, handles citizen inquiries, and performs other such administrative duties and special projects in connection with the Mayor and Council.

Borough Clerk

Jackie Scalia

jscaliam@glenrocknj.net

201-670-3955

Mary Villareal, Admin Asst.

Mvillareal@glenrocknj.net

201-670-3956

Deana Scardigno, Admin Asst.

Dscardigno@glenrocknj.net

201-670-3956

The Borough Clerk serves as secretary to the Governing Body, secretary to the municipal corporation, chief administrative office of all elections, custodian of minutes, ordinances, resolutions, contracts, deeds, and archival records of the municipality. The Clerk's office issues liquor, social affairs, and raffle licenses; registers voters and provides information to the public. It is also the duty of the Borough Clerk to respond to all OPRA requests.

Borough Attorney

The Borough Attorney is appointed by the Mayor with the advice and consent of the Council. Their duty shall be to attend all meetings of the council. They shall advise the Council, the Mayor, and officers of the Borough on matters which may be submitted for their opinion. They shall draw such ordinances and resolutions as may be required of them by the Governing Body. They shall prepare all legal instruments relating to the business of the Borough. They shall prosecute and defend as Attorney and Counsel for the Borough all actions which may be brought by or against it or any Borough Officer, or in which the Borough is interested, in any court of the State.

Labor Attorney

Joseph Garcia, Esq. Of Cleary, Giacobbe, Alfieri and Jacobs, LLC

Jgarcia@cgajlaw.com

973-845-6700 (work)

The Labor Attorney is appointed by the Mayor with the advice and consent of the Council. Their duty shall be to handle all employment issues which arise. To maintain costs, all communications with the Labor Attorney go through the Borough Administrator. If you have any questions or concerns direct them to the BA who can then follow up on your behalf.

Engineer

Colliers, Carl O'Brien

Carl.obrien@colliersengineering.com

Craig Zimmermann

Craig.zimmermann@colliersenginnering.com

Grant Writer

Millenium Strategies, Monica Ludwinski

Mludwinski@m-strat.com

Catherine Kapura

Ckapura@m-strat.com

Glen Rock Police Department

www.glenrockpolice.com

Chief Dean Ackermann

dackermann@glenrockpolice.com

201-670-3945

201-670-3941 Administrative Services

201-652-3800 Non-emergency number

The GRPD organization is determined by the local governing body by ordinance with parameters established by State statute and Attorney General guidelines.

Tax Assessor

William Yirce

wyrce@glenrocknj.net

201-670-3962

Shall hold a tax assessor certificate and is responsible for assessing property for the purpose of general taxation.

Tax Collector

Patricia Miller

pmiller@glenrocknj.net

201-670-3962

Every municipality shall provide, by Ordinance, for the appointment of a municipal tax collector. The DLGS (Division of Local Government Services) must hold examinations semiannually for tax collector certification.

Building

Brian Frugis, Construction Official

bfrugis@glenrocknj.net

201-670-3965 x1

Tracy Jeffery, Zoning Officer/Property Maintenance Officer/Housing Liaison

tjeffery@glenrocknj.net

201-670-3965 x2

Suzanne Harris, Technical Assistant

Sharris@glenrocknj.net

201-670-3965

Nicole Sneyer, Technical Asst.

Nsneyer@glenrocknj.net

201-670-3965

Code enforcement officers are charged with enforcing all ordinances within a municipality and ensuring that all local, county and state ordinances and regulations are observed and adhered to. Enforce the provisions of the local zoning ordinance. Responsible for inspecting properties for violations, issuing cease and desist orders to owners of property in violation of the zoning ordinance and filing complaints in the municipal courts against property owners that fail to comply with an ordinance.

Fire Prevention

Sam Antoshak

santoshak@glenrocknj.net

Fire Official

201-670-3986

Barbara Shuart, Admin Asst.

Bshuart@glenrocknj.net

201-670-3986

Municipal Court

Kimberly McWilliams, Court Administrator

Kimberly.mcwilliams@njcourts.gov

201-670-3950

Dave Pfund, Judge

E. Carter Corrison, Jr. Prosecutor

The Municipal Courts are considered courts of limited jurisdiction, and have responsibility for adjudicating motor vehicle offenses, parking offenses, some criminal offenses (simple assault and certain harassment offenses), and municipal ordinance violations. Municipal Courts usually only have jurisdiction over cases that occur within the boundaries of the municipality they occurred in.

Glen Rock Municipal Court holds Court the 2nd and 4th Tuesday of the month at 1p.m. The Court also schedules special sessions as necessary to meet the administrative needs of the court.

Parks and Recreation

Johnny Fabrazzo, Director

jfabrazzo@glenrocknj.net

201-670-3951 x1

TBD

Glen Rock Pool Manager

Department of Public Works

Bob Buono, Director

bbuono@glenrocknj.net

201-670-3980

Mary Hill

Public Works, Office Assistant

201-670-3979

Mhill@glenrocknj.net

Kathy Warren, Admin Asst.

Publicworks@glenrocknj.net

201-670-3980

Glen Rock Library

www.glenrocklibrary.com

Ellen O'Keefe, Director

okeefe@glenrock.bccls.org

201-670-3970

Communications

www.glenrocknj.net

Ashley Biggs

Twitter& Instagram **glenrockborough**

Grinfo@glenrocknj.net

Facebook: **glenrocknj**

Office of Emergency Management

Tom Jennings

Greg Carter

tjennings@glenrocknj.net

gcarter@glenrockpolice.com

Phone: 201-670-3956 x1

Phone:

Joanne Perry

jperry@glenrocknj.net

Phone: 201-652-1175

RIDGEWOOD WATER

PSEG

201-670-5520

800-436-7734

www.water.ridgewoodnj.net

www.pseg.com

Further information can be found at www.glenrocknj.net

ENTITIES LOCAL ELECTED OFFICIALS SHOULD KNOW

1. The Governor's Office

Phil Murphy

www.state.nj.us/governor

2. Legislative District 38

www.njleg.state.nj.us

Joe Lagana, Senator;

Lisa Swain, Assemblywoman; Chris Tully, Assemblyman

3. 5th Congressional District

Congressman Josh Gottheimer

4. Department of Community Affairs

www.state.nj.us/dca/

a. Division of Local Government Services

www.nj.gov/dca/divisions/dlgs

b. Local Finance Board

www.state.nj.gov/dca/division/dlgs/programs/lfb.html

c. Division of Codes and Standards

www.state.nj.us/dca/divisions/codes/

d. Council on Affordable Housing

www.state.nj.us/dca/affiliates/coah/index.html

5. Department of Environmental Protection

www.nj.gov/dep/

6. Public Employees Relations Commission (PERC)

www.state.nj.us/perc/

2023 BOARDS AND COMMISSIONS

PLANNING BOARD

Hon. Kristine R. Morieko, Mayor (*Term of office*)

Dean Ackermann (*1 year term*)

Paula Gilligan (*1 year term*)

Scott King, Chair (*2023-2026*)

Ed Morley (*2020 - 2023*)

Jason Solowsky (*2021 - 2024*)

Leslie Schraer (*2022 - 2025*)

Sue Tryforos, Alt. 1 (*2022 - 2023*)

Gabe Bullario, Alt. 2 (*2022 - 2023*)

ZONING BOARD

1 Diane Herlett, Chair (*2022 – 2025*)

2 Janet Chen (*2022 - 2025*)

3 Robert Bourne (*2021 – 2024*)

4 Kay Tuite (*2021- 2024*)

5 Barbara Schineller (*2021 - 2024*)

6 William Mitchell (*2023 - 2026*)

7 Denley Chew (*2023-2026*)

Marc Sturiale - Alt (*2023 – 2024*)

Tom Chadwick, Alt (*2022 – 2023*)

BOARD OF HEALTH

1 Marilyn Bernstein, President (*2022 – 2024*)

2 Dr. Benjamin Kalinkowitz (*2023 – 2025*)

3 Elizabeth Carr (*2022 – 2024*)

4 Dr. Ebben Smith (*2021 – 2023*)

- 5 Joanne Perry (2021 – 2023)
- 6 Kristine Sova (2022 – 2024)
- 7 Ms. Fay Sharit (2023-2025)
- A1 Nicole Hayward, Alt (2023 – 2024)
- A2 Eric Bober, Alt (2023-2023)

LIBRARY BOARD

- 1 Rachel Feinmark, President
- 2 Kathleen Walter
- 3 Dan Lesso
- 4 Christa Falco
- 5 Matt Jacobs
- 6 Lisa Tomaselli
- 7 Jeff Shlecht
- 8 Maggie Jacoby

ENVIRONMENTAL COMMISSION

grec@glenrocknj.net

- 1 Ken Jones (2021 – 2023)
- 2 Ben Meyer (2022 – 2024)
- 3 Sylvia Rabacchi (2020 – 2022)
- 4 Lesley Elton (2021 – 2023)
- 5 AnnMarie Brennan (2022 – 2024)
- 6 Candace Lynch (2022 – 2024)
- A1 Michelle Tyler - Alt (2021 – 2022)
- A2 Sara Froiklin Gordon - Alt (2021 – 2022)

SHADE TREE ADVISORY

grstac@glenrocknj.net

- Bob Buono (2023 – 2023)
- Arati Kreibich (2021 – 2023)

Candy Hall (2023 – 2025)

Elaine Silverstein (2022 – 2023)

Bill Gould (2023 – 2023)

Melissa Sawvell (2023 – 2023)

Terry Higgins, Alt (2023 – 2023)

Cheryl Wardrop, Alt (2023 – 2023)

PERSONS WITH DISABILITIES ADVISORY BOARD

Rona Mc Nabola

Susan Vanino

Joann Perry

Marilynn Bernstein

GLEN ROCK HISTORICAL SOCIETY

grhistoricalsociety@gmail.com

Kathleen Walter, Historian

Kay Tuite

Diane Herlett

Barbara Schineller

Rosemary Brown

Anne Ciliberti

FRIENDS OF THE ARBORETUM

www.thielkearboretum.org

Grace Cosgriff, Co-Chair

Andrea Vachon, Co-Chair

John Thielke

Elaine Howe

Jennifer O'Toole

Tom Scerbo

Len Greer

Bruce Walenczky
Jean Epiphan
Tom Veilbig

EMERGENCY MANAGEMENT COUNCIL

Hon. Kristine R. Morieko, Mayor
Thomas Jennings, Emergency Management Coordinator, GRFD
Joann Perry, Emergency Management Deputy
Greg Carter, Emergency Management Deputy
Lenora Benjamin, Borough Administrator
Mary Barchetto, Council President
Dean Ackermann, GRPD
Mike Teegan, GRVAC
Michael Rinderknecht, GRPS BA
Brian Frugis, Building Department
Marilynn Bernstein, GR Board of Health

GLEN ROCK SENIOR CITIZENS ADVISORY COMMITTEE

1
2 Minna Greenberg
3 Donna Feigenbaum, Chair
4 Charles Flynn
5 Bob Brooke
6 Barbara Schineller
7 Anne Ciliberti
8 Ruth Kerr
9 Kathy McCann
10 Sandra Gougousis

GLEN ROCK TV

www.glenrocktv.com

Ed Hayward

Beng Spies

Hal Knapp, III

Howard Spaeth

Veronica McFall

FRIENDS OF THE LIBRARY

friends@glenrocklibrary.org

Ludmilla Golad

Paul Natalizio

Robert Krumm

Emily Beezely

John Blackman

Denley Chew

Minna Greenberg

Petra Inbar

Caroline Lederer

Caren Yegelwel

Kristine Larson

Marie Fiorella

Mark Golad

Joyce Stein

Swan Chen

Kay Tuite

C.R.A.N.

cran@glenrocknj.net

Nicole Crifo

Re. Dr. Joanne Van Sant

Avon Morgan

Mireille Schuck
Miyuki Tsukada
Candy Hall
Roann Rubin
Matt Stanislao

GLEN ROCK PRIDE COMMITTEE

hollysgoshin@gmail.com

Holly Goshen
Julie Weber

STIGMA FREE TASK FORCE

stigmafree@glenrocknj.net

Dr. Kevin Brennan
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2023 COUNCIL LIAISON AND COMMITTEE LIST

| PUBLIC SAFETY | PARKS AND REC | FINANCE |
|------------------------------|---------------------------|-----------------------------------|
| Chair: Mary Barchetto | Chair: Jill Orlich | Co-Chair: Teresa Gilbreath |
| Jill Orlich, GRFD | Jon Cole | Jill Orlich |
| Jon Cole, GRVAC | Paula Gilligan | Mary Barchetto |

| PLANNING, DEVELOPMENT AND PUBLIC BUILDINGS | LICENSES AND FRANCHISES | TECHNOLOGY |
|---|------------------------------|------------------------|
| Chair: Jill Orlich | Chair: Paula Gilligan | Chair: Jon Cole |
| Teresa Gilbreath | Jill Orlich | Mary Barchetto |
| Amy Martin | Amy Martin | Jill Orlich |

| PUBLIC WORKS & SOLID WASTE | COMMUNITY AFFAIRS | |
|----------------------------|------------------------------|--|
| Chair: Amy Martin | Chair: Mary Barchetto | |
| Paula Gilligan | Teresa Gilbreath | |
| Jon Cole | Jill Orlich | |

| LIBRARY BOARD OF TRUSTEE FRIENDS OF THE LIBRARY | BOARD OF HEALTH | ENVIRONMENTAL COMMISSION |
|--|------------------|-----------------------------|
| Jill Orlich | Teresa Gilbreath | Amy Martin |

| BOARD OF EDUCATION | GLEN ROCK TV | SHADE TREE ADVISORY |
|--------------------|----------------|---------------------|
| Jon Cole | Paula Gilligan | Jill Orlich |

| STIGMA FREE | CRAN | FOGRA |
|-------------|------------------|------------|
| Jill Orlich | Teresa Gilbreath | Amy Martin |

| SENIOR CITIZENS ADVISORY | PARKING COMMITTEE | RIDGEWOOD WATER |
|--------------------------|-------------------|------------------|
| Mary Barchetto | Mary Barchetto | Teresa Gilbreath |

| HISTORICAL SOCIETY | GLEN ROCK PRIDE |
|--------------------|-----------------|
| Jon Cole | Mary Barchetto |

| PERSONS WITH DISABILITIES | GLEN ROCK BUSINESS COMM. | GLEN COURTS |
|---------------------------|--------------------------|----------------|
| Jill Orlich | Mary Barchetto | Mary Barchetto |

NEW MEMBER CHECKLIST

| Item | Description/Comments | Person Who Handles or Who Can Help |
|---|--|--|
| Re-Org | The Re-org meeting will take place within the first 7 days of the new year. | Mayor |
| E-mail | First initial + last name@glenrocknj.net | Borough Administrator |
| Title | Personal Decision | SELF |
| W-2 | Prepared and submitted for stipend | Tax Department |
| Direct Deposit Form | Prepared and submitted for stipend. | Tax Department |
| Employee Handbook | For all employees and volunteers. | Borough Clerk |
| New Jersey League of Municipalities website: | This website is a key source of information for elected officials. https://www.njlm.org | NJLOM |
| New Jersey League of Municipalities – Annual Conference | This three-day conference takes place in Atlantic City in mid-November. Information regarding the dates can be found on the League’s website: https://www.njlm.org | Borough Clerk |
| Website/ Calendar | Select your photo and submit to communications coordinator | grinfo@glenrocknj.net |
| Access Fob | For access to Borough Hall & Rooms | Chief of Police |
| Business Cards | <ul style="list-style-type: none"> • Name, Title • Borough Telephone (201) 670-3956 | Admin Office |

| | | |
|---|---|--|
| | <ul style="list-style-type: none"> • Borough Fax (201) 670-3959 • Name@glenrocknj.net | |
| Borough Hall/Department tour | Arrange tour with Borough Administrator a to be introduced to all department heads | Borough Administrator |
| DPW tour | Contact DPW to arrange a tour of facilities | Director of DPW |
| Budget | Meet with Borough Administrator to review budget and budget process. | Borough Administrator |
| Session for Newly Elected Officials | The League will offer Saturday Sessions in January. The session usually runs from 8:30 am – 3:30 pm. | The Borough Clerk can register Council Members for this session. |
| Budgeting for Elected Officials training | The League presents this training in January or February. The session usually runs from 8:30 am – 2:00 pm. | The Borough Clerk can register Council Members for this session. |
| Decide if you will have a “Council Member” Facebook or other social media account | It is critical to keep your Elected Official page and your personnel page separate. Review the Borough Social Media Policy. | |
| Financial Disclosure Statement | http://www.state.nj.us/dca/divisions/dlgs/programs/ethics_docs/lgethics.pdf -Due in April for year prior | SELF |
| eCode Training | <ul style="list-style-type: none"> • Obtain Login User Access • Obtain Administrative Access | |

| | | |
|----------------|---|-----------------------|
| | <ul style="list-style-type: none"> • Take 3 Levels of Training: | |
| Training | <p>MEL Safety Institute</p> <ul style="list-style-type: none"> • All Council Members have access to this training. <p>It is a service that is provided by the JIF. Training is included in our annual coverage.</p> <p>If you need more, you can speak with our risk manager, Deb Ginetto, who I am sure can answer some of your questions. Her contact is Debra Ginetto penn80tw@aol.com and 201-664-0310, Burton Agency.</p> | Borough Clerk |
| Technology | <p>This includes support for your Glen Rock Borough email, SharePoint, and certain training such as Online Security Training.</p> <p>www.baroan.com</p> <p>Phone: 201-796-0404</p> <p>Fax: 201-796-7667</p> <p>Email: help@Baroan.com</p> <p>Normal business hours for Baroan are Monday through Friday 8:00 am to 5:00 pm.</p> | Baroan Technologies |
| Billing | Signing invoices | Borough Administrator |
| Email protocol | Never reply to all; Mayor will delegate who should respond. | Mayor |

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|-------------------------------------|---|--|
| Meeting protocol/ committee reports | Get lay of the land of meetings, clarify which information should be included in your monthly committee reports | Council President/ Councilmember formerly chairing committee |
| Public Safety | Arrange tour of Police Headquarters Arrange ride along with police officer Arrange tour of Central dispatch | Police Chief |
| Ridgewood Water | Arrange tour with Rich Calbi | Borough Administrator |