

ORDINANCE 2016-12

*Borough of Metuchen
County of Middlesex
State of New Jersey*

**ORDINANCE AMENDING CHAPTERS 10 AND 29 OF THE CODE OF THE
BOROUGH OF METUCHEN, ENTITLED, “COMMISSIONS AND
COMMITTEES” AND “OFFICERS AND EMPLOYEES”**

WHEREAS, the Borough of Metuchen created a Recreation Commission consisting of seven members, all of whom have been appointed to serve terms for the period of five years; and

WHEREAS, the creation of the Recreation Commission was not codified in the Code of the Borough of Metuchen; and

WHEREAS, pursuant to *N.J.S.A. 40:12-1.1*, the Mayor and Council of the Borough of Metuchen wish to add two (2) positions of alternate members to the Recreation Commission.

NOW THEREFORE BE IT ORDAINED by the Council of the Borough of Metuchen that it hereby supplements Chapters 10 and 29 of the Code of the Borough of Metuchen, entitled, “Commissions and Committees” and “Officers and Employees” to include the following:

**CHAPTER 10
Commissions and Committees**

**Article 12
Recreation Commission**

§ 10-41 Establishment; composition.

The Recreation Commission heretofore created is continued with the functions, powers and duties prescribed by general law and the provisions of *N.J.S.A. 40:12-1, et seq.* The Commission shall consist of seven (7) members appointed by the Mayor. All members of the Commission, including the alternates set forth below, shall be residents of the Borough of Metuchen. Members of the Commission shall receive no compensation for their services.

§ 10-42 Term and Vacancies

Members of the Recreation Commission shall serve for a term of five (5) years and shall serve until their respective successors are appointed and shall qualify. Vacancies shall be filled for the member’s unexpired term only.

§ 10-43 Alternate Members

- A. In addition to the seven (7) members provided above, there shall also be two (2) alternate members to be appointed by the Mayor. At the time of appointment. 4S Alternate members shall be designated as “Alternate No. 1” and “Alternate No. 2.” Alternate members shall serve for a term of five (5) years. However, the initial appointment shall be for a term of four (4) years for “Alternate No. 1” and five (5) years for “Alternate No. 2.” A vacancy occurring otherwise than by expiration of term shall be filled by the Mayor for the unexpired term only.
- B. No alternate member shall be permitted to act on any matter in which the alternate has either directly or indirectly any personal or financial interest. An alternate member may, after public hearing if he requests one, be removed by the governing body for cause.
- C. Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member of the board of recreation commissioners. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

**CHAPTER 29
Officers and Employees**

**Article 3
Recreation Director**

§ 29-10 Recreation Director

The position of Recreation Director heretofore created is continued. The Recreation Director shall be the administrative head of the Recreation Department and shall report to the Borough Administrator. The Recreation Director shall be appointed by the Mayor upon the advice and consent of the Council in consultation with the Recreation Commission.

§ 29-11 Duties and Responsibilities

The Recreation Director shall, under the supervision and control of the Borough Administrator, to the extent not prohibited by law, have the following duties and responsibilities:

- A. Prepare and submit annual department budget, subject to the approval of the Mayor and Council;
- B. Plan, organize, manage and administer all recreation and cultural arts programs and supervise their implementation, in coordination with the Borough Administrator, the Recreation Commission and Arts Council.
- C. Assess and plan for future needs, maintaining records, preparing reports.
- D. Plan and organize special events throughout the year and coordinate special events with other departments to secure necessary assistance.
- E. Supervise and direct the activities and use of public recreational facilities.
- F. Plan and develop recreational programs, approve activities, plans and procedures prepared by staff members, evaluate the adequacy of existing facilities for recreation and recommend methods to secure needed replacements, alterations and additions.
- G. Administer and operate municipal playgrounds, playfields and facilities for indoor and outdoor sports, athletics and recreational programs and activities for children and adults.
- H. Supervise, select, assign, and train part-time recreational personnel.
- I. Monitor the Department's expenditures to ensure compliance with budgetary constraints.
- J. Perform all other related recreation related tasks, set forth in the Borough's job description, and as may be requested, delegated or required by the Borough Administrator, Recreation Commission and/or Arts Council.
- K. Attend monthly meetings of the Recreation Commission and Arts Council.
- L. At each regular meeting of the Recreation Commission and Arts Council, report to the Commission/Council the status of recreation and cultural arts programming and park facilities and such other matters as the Commission/Council may request;

BE IT FURTHER ORDAINED that the within Ordinance shall not affect the current terms and membership of the existing Recreation Commission; and

BE IT FURTHER ORDAINED that if any part of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance; and

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed or amended to the extent of such inconsistency; and

BE IT FURTHER ORDAINED that his Ordinance shall take effect upon final passage and publication according to law.

Introduction: April 18, 2016
 Date of Publication: April 21, 2016

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED	X				MULDOON	X			
GRAYZEL	X				RASMUSSEN	X			
INSERRO	X				WALLACE	X			
MOTION	GRAYZEL				SECOND	RASMUSSEN			
X – INDICATES VOTE		AB- ABSENT			NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of an ordinance introduced by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on April 18, 2016

 Susan D. Jackson, RMC
 Borough Clerk

Adopted: May 2, 2016
 Date of Publication: May 5, 2016

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED	X				MULDOON	X			
GRAYZEL	X				RASMUSSEN	X			
INSERRO	X				WALLACE	X			
MOTION	GRAYZEL				SECOND	LEIBFRIED			
X – INDICATES VOTE		AB- ABSENT			NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of an ordinance adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on May 2, 2016

 Susan D. Jackson, RMC
 Borough Clerk

ATTEST:

BOROUGH OF METUCHEN

 Susan D. Jackson, RMC
 Borough Clerk

By: _____
 Peter Cammarano
 Mayor