



BOROUGH OF RIVERDALE
MAYOR AND COUNCIL
BY-LAWS

Issued: January 1, 2016

Updated: January 1, 2017



BY-LAWS OF THE BOROUGH COUNCIL Borough of Riverdale

ARTICLE I MAYOR

SECTION 1: The Mayor shall perform the duties enjoined upon him by the Revised Statutes of New Jersey and these By-Laws.

SECTION 2: The Mayor shall preside over the deliberation of the Council and shall conduct the meetings thereof. He shall also participate in the determination of all borough affairs to the extent permitted by statute.

SECTION 3: The Mayor shall on all occasions reserve the strictest order and decorum, and he shall cause the removal of all persons who interrupt the orderly proceedings of the Council.

SECTION 4: The Mayor shall decide all questions of debate subject to an appeal to the Council; and he may call upon the Council for its opinion upon any question of order.

SECTION 5: The Mayor shall be an ex-officio member of all committees, both Council and Advisory, 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 and Organizations, except as herein assigned to a specific Council Committee for liaison purposes.

SECTION 7: In the absence of the Mayor, or if he is unable to perform his duties, the Council President (or in his inability to act, the council member having the greatest seniority) shall act as Mayor as provided by statute.

SECTION 8: The Borough Attorney shall report to and be responsible directly to the Mayor.

ARTICLE II BOROUGH CLERK

SECTION 1: The Clerk shall perform the duties enjoined upon him by the Revised Statutes of New Jersey and these By-Laws.

SECTION 2: The Clerk shall keep the minutes and ordinance books properly and fully indexed and shall perform all the duties usually devolving upon such officer; and in addition, such other duties as the Mayor or Council may direct.

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

SECTION 4: The Borough Clerk shall report to and be responsible directly to the Mayor.

ARTICLE III GOVERNING RULES OF ORDER

SECTION 1: Except as otherwise provided by provision of State Statute or the succeeding By-Laws, it is hereby determined and declared that Robert's Rules of Order shall be the controlling source of authority for all matters of procedural governance of all meetings of the Council.



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ARTICLE IV MEETINGS

SECTION 1: The Council shall hold an annual meeting on January 1st, at three o'clock unless a substitute date and/or time is agreed upon and is in conformity with the statutes.

SECTION 2: At the aforesaid meeting, the Council shall by resolution fix the time and place for holding regular meetings 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.

SECTION 3: At the annual meeting, the Council shall elect one of its members as Council President to serve for the calendar year.

SECTION 4: The Mayor shall, when necessary, call special meetings of the Council, in case of his neglect or refusal, any four (4) members of the Council may call such a meeting, at such time and place, in the borough, as they may designate. In all cases of special meetings, reasonable advance notice (1 week), except in case of emergency, shall be given in person to all members of the Council, or left at their place of residence.

SECTION 5: A quorum shall be as provided by the Revised Statutes of New Jersey, three (3) councilmen and the Mayor, and in the absence of the Mayor, four (4) councilmen.

SECTION 6: In the event of the absence of a quorum at any meeting, those assembled shall have power and are hereby authorized to set a new meeting date and then adjourn.

SECTION 7: The following order of business shall be observed:

1. Roll Call
2. Statement of Compliance with Open Public Meeting Act
2. Pledge of Allegiance to the Flag
3. Approval of Minutes
4. Presentations
5. Introduction of Ordinances.
6. Public Hearing and Adoption of Ordinances
7. Open Public Comment on Resolutions
8. Resolutions – Consent Agenda
9. Resolutions
10. Reports of Council Committees / Department Heads.
11. Report of Borough Clerk / Mayor
12. Report of Borough Attorney
13. New business.
14. Old Business
15. Open Public Comment
16. Executive Session
17. Adjournment

SECTION 8: The aforesaid order of business may be changed by a majority vote of the members of the Council present at such meeting.



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SECTION 9: Except as otherwise required by the Statutes, or specifically provided for in these By-Laws, all action of the Council shall be by a majority vote of those present.

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 or the meeting.

ARTICLE V COMMITTEES

SECTION 1: The Mayor shall appoint all committees and shall be a member, ex-officio, of each committee. In addition, he shall see that all matters referred to the committees are acted upon and reported promptly.

SECTION 2: The following Council Committees consisting of two (2) members each shall be appointed by the Mayor with consent of the Council at the annual meeting. The Mayor will be the third member of each committee.

1. Finance
2. Public Safety
3. Public Works
4. Communications
5. Utilities
6. Personnel

SECTION 3: Each Councilman shall be chairman or one of the six Council Committees named in this article and a member of one other, providing his activity and attendance warrant such appointment.

SECTION 4: Council Committees are appointed to expedite and facilitate the work of the Council, but only within statutory limits, as the entire Council is held responsible for any or all of its acts.

The Council Committee shall:

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

Except as provided, a Council 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.

SECTION 5: Council Committees may be appointed for purposes other than those included in the duties of Council Committees, subject to approval of the Council.

SECTION 6: At the time of appointment of any committee, the Mayor shall name some member thereof as the Chairman of such committee, and shall name the successor to any such Chairman in case of their death, resignation, or removal from office, while serving in such capacity.



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SECTION 7: The Chairman of each Council Committee shall be prepared to report to the Mayor and Council at each regular meeting on the principal activities and achievements of their Committee. He shall also prepare and submit in writing to the Mayor, at the last regular meeting of the year, a suitable annual report.

ARTICLE VI DUTIES OF STANDING COMMITTEES OF THE COUNCIL

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

- A. The examination, review and approval of all vouchers prior to their submission to the Council for authority to pay same.
- B. The administration, practices, procedures and records of the following:
 - 1. The Collector and Treasurer (also any appointed deputies) and his office.
 - 2. The Board of Assessors and its office.
 - 3. The Chief Financial Officer and its office.
- C. The initiation of foreclosure action and subsequent administration and disposition of property acquired by the Borough under foreclosure of Tax Title Liens.
- D. The coordination of departmental budgets; the preparation of budgetary figures relating to the aforementioned activities; the final preparation, explanation, and continued supervision of the entire Municipal Budget.
- E. The maintenance, review, and revision of the Borough Purchasing System.
- F. The review, revision, and all matters pertaining to insurance and bond coverage.
- G. It shall also serve as the liaison between the Council and the Registered Municipal Accountants, and with any other body or organization on fiscal matters.
- H. It shall receive, review, and present to the Council the proposed budget of the Planning Board, Zoning Board of Adjustment, Board of Health, Shade Tree Commission, Senior Citizens Club, and any other board or entity with appropriations in the Municipal budget.
- I. The examination, review, and approval of the Water and Sewer billing.

SECTION 2: The Public Safety Committee shall have the primary responsibility for the following described activities and matters:

- A. The administration, practices, procedures, and records of the following:
 - 1. Police Department (including equipment)
 - 2. Fire Department (including equipment)
 - 3. Emergency Management and CERT Team
 - 4. First Aid Squad
 - 5. Highway traffic and all parking matters
 - 6. Granting of licenses and the inspection licensed premises and persons as designated by the Council.
 - 7. The Public Safety Committee will have the primary responsibility for contract negotiations with the PBA at contract renewal.
- B. It shall also serve as the liaison between the Council and:
 - 1. Municipal Judge
 - 2. Municipal Court and Court Clerk
 - 3. Dog Warden
 - 4. Board of Health**
 - 5. All organizations or agencies concerned with Public Safety or Juvenile Delinquency.



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SECTION 3: The Public Works Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
 - 1. DPW Personnel
 - 2. Streets and Roads
 - 3. Building and Grounds
 - 4. Property Maintenance
 - 5. Maintenance and upkeep of all borough street lights and signage.
 - 6. Vehicle Maintenance of all borough equipment. (including Police and Fire)
 - 7. Maintenance and upkeep of all Recreation Fields in the borough.
 - 8. Performance review and reporting of all licensed Quarry activity.
 - 9. The administration, practices, procedures and records of the Borough Engineer and his office, **and the Construction Department.**

SECTION 4: The Communications Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
 - 1. Serve as the liaison between the Council and any organizations regarding Veterans Affairs.**
 - 2. Serve as the liaison between the Council and the Recreation department.
 - 3. Serve as the liaison between the Council and the Senior Citizens club.
 - 4. Serve as the liaison between the Council and the Riverdale Board of Education.
 - 5. The administration, practices, procedures, and records pertaining to the rentals of all Borough facilities and the coordination of all public events.
 - 6. The administration, practices, procedures, and records pertaining to all aspects of social media including but not limited to the Official Borough website, newsletter, and any other form of communications to the residents of the borough.

SECTION 5: The Utilities Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
 - 1. Water Department
 - a. Planning, purchase, installation, and maintenance of all fire hydrants and water system related improvements in conjunction with the Chairman of Public Works.
 - b. Maintenance, repair or replacement of all equipment.
 - c. Maintain sufficient inventory of material.
 - 2. Sewer Department
 - a. Planning, purchase, installation, and maintenance of all sewer connection and sewer related improvements in conjunction the Chairman of Public Works.
 - b. Maintenance, repair or replacement of all equipment.
 - c. Maintain sufficient inventory of material.
 - 3. Sanitation activities, including the collection of garbage, refuse, and recycling.
 - 4. The administration, practices, procedures, and records pertaining to the operation of the Borough Compost facility.



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5. It shall also serve as the liaison between the Council and the various utility corporations operating within the borough, except in matters which are the primary responsibility of other committees; it shall be the liaison between the Council and the supplier of water to the Borough of Riverdale on a contract basis.
6. Serve as the liaison between the Council and Morris County Community Development.
7. Serve as the liaison between the Council and Riverdale Shade Tree Commission.
- 8. Serve as the liaison for any Shared Service or Inter-local agreements.**

SECTION 6: The Personnel Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
 1. The administration, practices, procedures, and records pertaining to Employee salary and benefits.
 2. The administration, practices, procedures, and records pertaining to the Borough Insurance policies.
 3. The administration, practices, procedures, and records pertaining to performance reviews, annual salary ordinances and resolutions.
 4. Review and recommendation of annual salary increases.
 5. The administration, practices, procedures, and records pertaining to the Borough of Riverdale Employee Handbook.
 6. Serve as the liaison between the Council and Riverdale Public Library.

ARTICLE VII SPECIAL CITIZEN ADVISORY COMMITTEES

SECTION 1: From time to time the Mayor and Council may deem it appropriate to establish Special Citizen Advisory Committees to address particular programs, issues or concerns facing the Borough. These committees will consist of a Chair and a Second, to be selected from and confirmed by the Council, with the Mayor as an ex-officio member of each committee.

SECTION 2: These committees may also consist of up to **4** resident members, appointed by the committee Chair and confirmed by the Council, to participate in committee meetings. Special Citizen Advisory Committees can be established or dissolved at the discretion of the Council any time by resolution. Special Citizen Advisory Committees and their members will be confirmed annually at the Reorganization meeting.

ARTICLE VIII BILLS, CLAIMS, AND VOUCHERS

SECTION 1: All bills or claims against the borough shall be in writing, and on such forms as the borough shall provide for that purpose. As required by statute, they shall be sworn to before submission for approval and payment.

SECTION 2: All purchases for goods or services must pass through the Borough Clerk, who will, upon proper authority, initiate a Purchase Order listing all pertinent data in addition to the official authorizing same. On all emergency purchases, a confirming purchase order shall be issued.



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SECTION 3: All bills and claims must be supported by a certification of the receipt of the goods, or the satisfactory rendering of services, by the responsible person accepting the same on behalf of the Borough of Riverdale and who may be held accountable therefor.

SECTION 4: All vouchers returned for payment shall be checked with original Purchase Order by the Borough Clerk and any irregularities noted for the benefit of the Finance Committee. The duplicate copy of purchase orders shall be attached to vouchers.

SECTION 5: All vouchers recommended for payment shall be presented to the Council by the Finance Committee at a regular or at an adjourned regular meeting.

SECTION 6: Authorization to draw the checks and pay the amounts of the approved vouchers shall be by resolution of the Council.

SECTION 7: All bills, vouchers, and paid checks shall be filed in a safe place and be made available for public impaction.

ARTICLE IX OFFICIAL SEAL OF THE BOROUGH

SECTION 1: The Official Seal of the Borough shall be circular in form and shall contain the following information:

BOROUGH OF RIVERDALE, NJ
CORPORATE SEAL
1923
NJ



SECTION 2: The Borough Clerk shall maintain custody of the Official Seal of the Borough, which shall be affixed by the Borough Clerk to all documents upon which the Official Seal is legally required to be affixed as well as upon any other such documents as the Council may from time to time so direct be affixed with the Official Seal.



**BY-LAWS OF THE BOROUGH COUNCIL
Borough of Riverdale**

**ARTICLE X
OFFICIAL LOGO OF THE BOROUGH**

SECTION 1: The Official Logo of the Borough of Riverdale is as follows:



SECTION 2: The Official Logo shall be affixed by the Borough Clerk to all borough documents upon which the logo is required to be affixed as well as upon any other such documents as the Council may from time to time so direct be affixed with the Official logo.

**ARTICLE XI
AMENDMENTS**

SECTION 1: The Mayor or any member of the Council may propose amendments to these By-Laws at any regular or adjourned regular meeting. The Mayor will appoint a Special Committee of three members of the Council to consider the proposed amendments and in addition, may submit other suggested changes.

SECTION 2: The Special Committee will present its recommendation at a regular or adjourned regular meeting of the Council.

SECTION 3: These By-Laws shall only be altered or amended by a two-thirds vote on a roll call vote taken at a regular or adjourned regular meeting of the Council.

RECORD OF COUNCIL VOTE

Motion – by Councilman: _____ Second - by Councilman: _____

COUNCILMAN Yes No Absent Abstain **COUNCILMAN** Yes No Absent Abstain

Pellegrini					Desai				
Revis					Oswald				
Clinton					Purcell				

A.J. Jalloh, Borough Clerk

Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.