



**Borough of Manville**  
**Resolution # 2024-10**

**Duties of Six Standing Committees of the Manville Council**

**WHEREAS**, the Mayor is the presiding officer of all Council Meetings, the Mayor is responsible for setting the agenda for Council meetings with the help of our Borough Administrator; and

**WHEREAS**, the agenda presented can be modified at the beginning of a Council meeting by a majority vote of the members present; and

**WHEREAS**, the Mayor will sit in on any committee meetings when a sitting member cannot attend; and

**WHEREAS**, the Mayor and Council of the Borough of Manville wish to establish the duties of the following Six Standing Committees:

• **FINANCE COMMITTEE:**

The **FINANCE COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend policy governing the administration, practices, procedures and records of the following:
  1. The Borough Administrator /Clerk and the Administrator / Clerk's Office
  2. The Tax Collector and the Collector's Office
  3. The Treasurer and the Treasurer's Office
  4. The Tax Assessor and the Assessor's Office
  5. Water and Sewer Billing and Collections
  6. Insurance coverage (excluding Health, Death and Worker's Compensation)
  7. Budget preparation.
  8. Audit
  9. Employee contract negotiations
- B. Review foreclosure action, and subsequent administration and disposition of property acquired by the Borough under foreclosure of Tax Title Liens.
- C. Coordination of departmental budgets; the preparation of budgetary figures relating to the activities above mentioned; the final preparation, explanation and continuing supervision of the entire Municipal Budget.
- D. Maintenance, review, revision and all other matters pertaining to General Liability / Blanket Insurance coverage of the Borough.
- E. Review and revision of the accounting system of the Borough, including procedures relating to the purchasing and receiving of supplies and services.

F. Serving as the liaison between the Council and the Registered Municipal Accountant and with any other body or organization on fiscal matters.

• **POLICY, PLANNING AND PERSONNEL COMMITTEE:**

The **POLICY, PLANNING AND PERSONNEL COMMITTEE** shall have primary responsibility for the following described activities and matters:

A. Except for Mayoral appointments authorized by law, recommend hiring (with the exception of Police) within the Borough of Manville. Review resumes submitted for job vacancies. It may, at its discretion, interview candidates. The committee will consider the recommendations of the Borough Administrator and/or Department Head(s), and present its findings and recommendations to Council for approval.

B. Creation of a flexible hiring practice, policy, and procedure relating to the needs of a particular vacancy.

C. In the event of an opening for the Administrator's position, if the Mayor's appointment is not confirmed, responsibility to search, interview, and recommend candidates. Final candidates may be interviewed by full Council.

D. Recommend setting policy governing the administration, practices, procedures and records of all employees of the Borough, except the Police Department, including the maintenance of the Policies and Procedures / Personnel Handbook.

E. Shall serve as the liaison between the Council and various governmental agencies. It shall serve as liaison with Borough Department Heads and/or union representatives of Borough employees pertaining to personnel matters, except in matters which are the primary responsibility of the PUBLIC SAFETY COMMITTEE.

F. Specific areas of responsibility are identified below:

1. Review and recommend non-contract employee salaries.
2. Working Conditions
3. Employee benefits, including but not limited to:
  - a. Hospitalization
  - b. Pension Rights
  - c. Sick Time
  - d. Vacation and Vacation Pay
  - e. Overtime
  - f. Insurance (excluding general liability/blanket policies)
  - g. Grievances
4. Coordination and policy making of all administration between Borough Departments.

G. RECREATION:

Recommend policy governing the administration, practices, procedures, and records of the following:

1. The Recreation Director and duly appointed officers of the Borough Recreation Committee.

H. COMMUNITY RATING SYSTEM PROGRAM:

1. Shall review the Borough Administrator / Certified Floodplain Manager's work related to the annual review and recertification of the Community Rating System (CRS) program and the full cycle reviews as required by FEMA.
2. Shall advise on the appointments of the Program for Public Information relative to CRS Activity 330 on Public Outreach to include (1) Chairperson for PPI (public official), (2) Borough Floodplain Manager, (3) Insurance Professional, (4) three (3) public volunteers.
3. Shall report the results of the CRS Program to Council on the annual review/recertification process and the full cycle review performed by FEMA.

I. Oversight and review of all ordinance codification work efforts

- **BUILDINGS AND GROUNDS COMMITTEE:**

The **PUBLIC BUILDINGS AND GROUNDS COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend setting policy governing the administration, practices, procedures and records regarding the supervision of the construction, maintenance, and repair of all municipally owned buildings and grounds, including street and other municipal lighting.
- B. Review the Office of Code Enforcement and its officials. Appointment of a committee member as liaison to said office.
- C. Serving as the liaison between the Council and government agencies regarding current property or future acquisitions of property within the Borough via any buyout program offered by a local, state, or federal government agency; and future flood mitigation efforts concerning the Royce Brook, and the Raritan and Millstone Rivers.
- D. Providing for the supervision and control of all existing parking lots including entrances and exits; regulate the traffic flow in said lots, control the maintenance of all existing parking lots including their lighting and posting of proper signs; conduct studies and submit recommendations regarding the control and improvement of all lots and for the acquisition of any additional parking lots.
- E. Recreation Activities:
  1. The staffing of all parks and playgrounds and recommendations for the maintenance and improvements to such parks and playgrounds.
  2. Oversight of recreation activities sponsored or conducted by the Borough, including seasonal programs.
  3. The committee shall appoint a committee member to serve as liaison and attend the meetings of the Recreation Committee.

- **PUBLIC SAFETY COMMITTEE:**

The **PUBLIC SAFETY COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend policy governing the administration, practices, procedures and records of Police, Fire, First Aid and Emergency Management.

### **Police**

1. The Police Department and its activities, including all of its personnel, such as members of the Department, Special Police, Constables, and School Crossing Guards.
2. Highway traffic and safety and all matters relating to parking regulations, including on-street and off-street parking.
3. Regulatory signs directing the flow of traffic, including the location, design and specification thereof.
4. Recommendations concerning the granting of licenses and the inspection of licensed premises and persons as designated by the Council from time to time.
5. Serving as the liaison between the Council and the Municipal Court, Somerset Regional Animal Shelter and all organizations or agencies dealing with public safety or juvenile delinquency.
6. Responsibility for the enforcement of all local ordinances and police regulations.

### **Fire**

1. Recommend setting policy governing the administration, practices, procedures, and records of the Borough Volunteer Fire Departments in conjunction and in cooperation with the Fire Chief, his Assistant Chiefs and the Fire Board of Engineers regarding fire activities.
2. Supervision of all equipment used for the fighting of fires.
3. Responsibility for the enforcement of all rules and ordinances governing the Fire Department.
4. Serves as liaison between Council and the Fire Department.
5. Appointment of a committee member to serve as liaison and to attend the meetings of the Board of Engineers.

### **First Aid and Rescue Squad**

1. Serving as liaison between the Council and the volunteer First Aid and Rescue Squad to address the needs of the Borough on a day-to-day basis, as well as in times of emergencies.
2. Recommend of all equipment to be purchased by the Borough for use by volunteer First Aid and Rescue Squad.

### **Office of Emergency Management**

1. Serving as liaison between the Council and the Office of Emergency Management agency of the Borough to address the needs of the Borough on a day-to-day basis, as well as in times of emergencies.
2. Review all equipment purchased by the Borough for use by volunteer Office of Emergency Management.
3. Coordination of the above in conjunction and cooperation with the duly appointed Borough Director of the Office of Emergency Management.
4. Oversight review of the Civilian Emergency Response Team (CERT).

- **PUBLIC WORKS COMMITTEE:**

The **PUBLIC WORKS COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Recommend policy governing the administration, practices, procedures, and records of the Department of Public Works, and Borough Engineer.

**Street Department**

1. Road construction, reconstruction, improvement, maintenance, cleaning and street openings.
2. Construction and maintenance of sidewalks and curbs.
3. Maintenance of vehicles and other mechanical equipment as assigned.
4. Storm water collection and regulations.
5. Cutting of grass and weeds on roads or municipal property as assigned.
6. Garbage and solid waste collection.
7. Director of Public Works and his staff.
8. The planting, removal and/or replacement of shade trees within the municipality.
9. Serving as the liaison between the Council and the State and County Departments pertaining to streets and roads (except in traffic matters).

**Sewer Utility**

1. Construction and maintenance of sanitary sewers, pump stations, force mains and manholes.
2. Maintenance of vehicles and other mechanical equipment as assigned to the Sewer Utility.

**Borough Engineer**

- A. Review and recommend the activities of the Borough Engineer.

- **PROGRESS AND DEVELOPMENT COMMITTEE:**

The **PROGRESS AND DEVELOPMENT COMMITTEE** shall have primary responsibility for the following described activities and matters:

- A. Contact Committee for redevelopment; review and handle requests for new businesses wishing to come to Manville.
- B. Public Relations – Provide prospective new businesses with proper contacts for zoning and planning approval and where to obtain applications. Relay any pertinent requests to the Mayor and Council pertaining to the new establishment.
- C. Transportation -- Attend any meetings, both inside and outside the Borough, in order to enhance public transportation stops in Manville.

- D. Business association -- Liaison to local Manville business association. The Committee shall appoint a committee member to serve as liaison and attend any meetings of the active association in Manville.
- E. Environmental -- Liaison to the Environmental Commission; assume responsibility for any environmental hazards pertaining to the Borough. The Committee shall appoint a committee member to serve as liaison and attend the meetings of the Environmental Commission.
- F. Responsible for assisting in all grants, including Community Block Grants.
- G. Annual reassessment program for the Borough.
- H. Review and make recommendations regarding newly drafted land development and land use/zoning ordinances.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Manville, County of Somerset, and State of New Jersey, that the above described duties of the Six Standing Committees is hereby adopted.

ATTEST:

*Traci Dillingham*

Traci Dillingham  
Deputy Clerk

*Richard M. Onderko*

Richard M. Onderko  
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Manville, County of Somerset, State of New Jersey at a Regular Meeting held at 325 N. Main St. Manville, NJ on January 6, 2024.

*Traci Dillingham*

Traci Dillingham  
Deputy Clerk

Introduced	Seconded	Council	Yes	No	Abstain	Absent
	x	Agans	x			
x		Camacho	x			
		DeVito	x			
		Madak	x			
		Puia	x			
		Skirkanish	x			
		Onderko				