

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2016-135

Council Meeting 04-11-2016

Date Adopted: 04-11-2016

TITLE: RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION, STATE OF NEW JERSEY ADOPTING STANDARD OPERATING PROCEDURES FOR THE BOROUGH OF NEW PROVIDENCE

Councilperson Galluccio submitted the following resolution, which was duly seconded by Councilperson Madden.

WHEREAS, the Borough Council believes that it is both necessary and appropriate to adopt the following standard operating procedures to provide guidance on various issues affecting, staff, volunteers, and Borough Officials:

Policy Title	Policy Number
• Administration – Advisory Committee Procedures	102-16-001
• Administration – Coordination/Approval of Community Events	102-16-002

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of New Providence, County of Union, State of New Jersey that the Standard Operating Procedures, which are attached hereto and made a part hereof, are hereby adopted.

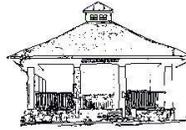
APPROVED, this 11th day of April, 2016.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ			X	
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 11th day of April, 2016.

Wendi B. Barry, Borough Clerk



Standard Operating Procedure

Department: Borough Council	Issue Date: 04/11/2016	SOP # 102-16-001	Resolution # 2016-135
Title: Operation of Advisory Committees		Approved by: Mayor and Council	

I. Purpose

- a. This procedure will outline the roles and responsibilities of advisory committees, oversight, authority and reporting requirements.

II. Policy

- a. It shall be the policy of the Borough of New Providence that all advisory committees are responsible to the Mayor and Borough Council.
- b. Advisory Committees are created as needed for specific purposes.
- c. The chairperson and members of the Advisory Committees are appointed annually for a one-year term.
- d. Once the work of the advisory committee has been concluded, the committee shall be disbanded.

III. Roles and Responsibilities

- a. **Chairperson** – The chairperson shall be responsible for the overall operation and functioning of the committee. The chairperson shall schedule meetings, prepare agendas and coordinate resources necessary for the committee. The Borough Council Liaison shall not serve as the Chairperson of any Advisory Committee.
- b. **Committee Member** – Members shall support the chairperson and work on projects as assigned by the chairperson. Members shall provide input and advice on matters where they have particular expertise.
- c. **Borough Council Liaison** - Shall provide periodic reports to the governing body concerning progress of the committee. The Borough Council Liaison consults with the Borough Administrator relating to resources necessary for the operations of the committee.

IV. Procedure

- a. Members of advisory committees shall work as a team toward the goals of the committee and work on projects as assigned by the chair of the committee.
- b. Individual committee members may not contact Borough staff directly, without first consulting with the Committee Chairperson and Borough Administrator.
- c. Individual committee members may not contact outside entities, such as officials from other municipalities or Union County on matters involving the work of the Committee without first consulting with the Committee Chairperson, Council Liaison or Borough Administrator.

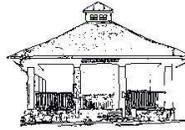
V. Expenditure of Borough Funds or Use of Borough Resources

- a. If financial resources of the Borough are necessary for the operation of the advisory committee, or it is necessary to use other borough resources, the following procedures shall apply.
 - i. The Advisory Committee shall discuss the need for resources (financial or other) within the committee and request that the council liaison contact the Borough Administrator.
 - ii. The Borough Administrator shall evaluate the request and authorize said use of resources if appropriate.

1. The Borough Administrator may refer the matter to the full council at his sole discretion, unless a new appropriation is required in which event the matter shall be presented to the full council for approval.
- iii. If financial resources are needed, the Borough's purchasing process shall be followed.
- iv. If other resources are needed, the Borough Administrator shall assign paid staff to assist if the activity is approved and then only to the extent necessary to support the approved event, at the direction of their supervisor. Volunteers of advisory committees are not permitted to direct paid staff.

VI. Reporting

- a. The Borough Council Liaison shall provide periodic reports to the Mayor and Council on the work of the committee.
- b. Presentations to the governing body shall be made at least once annually by each of the advisory committees.



Standard Operating Procedure

Department: Borough Council	Issue Date: 04/11/2016	SOP # 102-16-002	Resolution # 2016-135
Title: Coordination/Approval of Community Events		Approved by: Mayor and Council	

I. Purpose

- a. This procedure will outline the process to be followed when citizens suggest events be conducted that may be of overall interest to the community.

II. Policy

- a. It shall be the policy of the Borough of New Providence that all requests for a community event to be sponsored by the Borough shall be presented to the Borough Administrator. Events shall not support any individual business, political party, religious organization, or be political or religious in nature.

III. Procedure

- a. Upon receipt of such request, the borough administrator shall consult with the council liaison to the advisory committee best aligned with the proposed activity.
- b. If the borough administrator and council liaison agree that the request warrants further consideration, the request will be referred to the chairman of the best aligned advisory committee.
- c. The advisory committee shall consider the following factors when reviewing requests:
 - i. Does this request reflect an event or activity that has overall appeal to the citizens of New Providence or a particular subset of our residents?
 - ii. Does this event or activity conflict with, detract from or otherwise dilute the value of any other events already scheduled.
 - iii. Does the event warrant expenditure of borough resources - financial or otherwise.
- d. If the advisory committee concludes that the event deserves consideration of Borough Council, the committee shall prepare a report outlining the details of the event, such report shall at minimum include:
 - i. A description of the event; to include date, time and location.
 - ii. Whether this will be a "free" event or if charges to event participants will apply.
 - iii. If other than Borough property is required, whether permission has been granted from the property owner to conduct the event at that location.
 - iv. Borough personnel resources (such as Administration, Community Activities, Police, Fire Rescue Squad or DPW) required for the planning, execution and follow-up for the event.
 - v. Borough funds necessary to conduct the event.

- e. The report will be listed on a council agenda for discussion by the Borough Council.
 - i. The Borough Council may accept the proposal as presented by the advisory committee;
 - ii. Reject the proposal;
 - iii. Modify the proposal with conditions.

- f. The council liaison or Borough Administrator shall advise the advisory committee of the decision. If approved, the event will fall under that advisory committee's purview and an employee of the Borough will be assigned to coordinate the event. However, any staff involvement requires approval of the borough administrator.