

BY-LAWS OF THE BOROUGH OF NEWFIELD,  
COUNTY OF GLOUCESTER,  
AND STATE OF NEW JERSEY

**BE IT RESOLVED** that the deliberation of the Council of the Borough of Newfield shall be governed by Roberts Rules of Order, subject to the statutes and the following:

**ARTICLE I**  
**THE MAYOR**

**Section I** The Mayor shall preside over all meetings and deliberation of the Council and shall conduct the meetings.

The Mayor shall not vote except to cast the deciding vote in case of a Tie vote. They shall also participate in the determination of Borough affairs to the extent permitted by Statute 40:88-1.

**Section II** They shall on all occasions preserve the strictest order and decorum, and they shall cause the removal of all persons who interrupt the orderly proceedings of the council.

**Section III** When two or more Councilmembers shall request the floor at the same time, they shall name the one entitled to the floor.

**Section IV** They shall decide all questions of order without debate subject to an appeal to the Council upon any question in order.

**Section V** They shall be an ex-officio member of all committees, both standing and special and they shall be notified in advance of all meetings of such committees. Notice need not be in writing.

**Section VI** 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.

**Section VII** In absence of the Mayor, or if they are unable to perform their duties, the Council President or, in their inability to act, the Council Member having the longest term as such shall act as mayor as provided by N.J.S.A. 40:88-1.

**ARTICLE II**  
**BOROUGH CLERK**

**Section I** The Clerk shall attend all meetings and perform the duties enjoined upon them by the Revised Statutes of New Jersey and the By-Laws.

**Section II** They shall perform all the duties usually given to such officer; and in addition, such other duties or services as Mayor and Council may direct.

**Section III** Upon the adoption of an ordinance, the same shall be recorded by the Borough Clerk in the Ordinance Book.

**Section IV** The Clerk will provide to the Mayor and Council, at each meeting a list of questions presented to them, as Clerk, for discussion by the Mayor and Council. Said list shall be submitted prior to the commencement of the meeting.

**Section V** When properly directed, they shall notify the Mayor and members of the Council of any Special Meeting at least two days prior to said Special Meeting.

## **ARTICLE III** **ALL COMMITTEES**

### **Section I**

The Mayor shall name all council's standing committees and designate one as Chair to each committee. The Mayor shall be a member, ex officio of each committee. In addition, they shall note that all matters referred to the committees are acted upon and reported promptly. The Mayor will make all appointments in the Borough with the approval of the Council. Should a majority of the Council not concur with the appointments by the Mayor, a majority of the members of said Council are hereby empowered to make such appointments in accordance with the law.

### **Section II**

The following Standing Committees of the Council consisting of two Council members each and the Mayor, ex officio shall be proposed at the Annual Meeting, viz:

- A. License and Inspections-- Health and Welfare
- B. Communication and Information Technology/Grants/Economic Development
- C. Public Buildings Grounds Roads, Trash, Garbage & Recycling
- D. Finance
- E. Public Safety
- F. Water

### **Section III**

No member of the Council shall be chairperson of more than one of the Standing Committees named in this article unless a vacancy is created during a year, the mayor may fill the position or appoint a Council person to fill the vacancy until the year's end.

### **Section IV**

Standing 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.

**A. Standing Committees shall:**

- 1. Plan, study, direct, 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 Council.
- 3. Report and make recommendations to the Council regarding its responsibilities and activities.

**B. No Committee or Committee Member shall:**

- 1. Exceed its budgetary appropriations without prior approval of the Council.
- 2. Make promises or commitments or show partiality to anyone which directly, or by inference binds the Council.
- 3. Act in such a manner or make decisions that set a precedent or violate established Council policy.
- 4. Expend any funds without the prior consent of the Council.

## **Section V** **SPECIAL COMMITTEES**

A Special Committee may be appointed for purposes other than those included in the duties of the Standing Committees. All members of each committee shall be informed of its proposed actions before they present a question before Council.

### **Section VI**

In the case of death, resignation, or removal from offices of a member of the Council or Committee, the Mayor

**A. Council Members Only**

1. License and Inspections/Health and Welfare
2. Grants/Economic Development Communication and Information Technology
3. Public Buildings and Grounds/Recycling and Trash/Water
4. Finance
5. Public Safety

**B. Not Exclusively Council Members:**

1. Public Safety
2. Shade Tree
3. Emergency Management
4. Fire Department
5. Other Committees so appointed

**Section VII**

The chairperson of all committees shall report to the Mayor and Council at each regular meeting on the principal activities and achievements of their committee. They shall also prepare and submit in writing to the Mayor, not later than December first of each year a suitable annual report.

**ARTICLE IV**  
**DUTIES OF COMMITTEES OF THE COUNCIL**

**Section I**  
**FINANCE COMMITTEE**

**A. The Finance Committee shall have primary responsibility for the following described activities and matters:**

1. The examination and review of all vouchers prior to their submission to the Council for authority to pay same.
2. The financial records of the following:
  - i. Borough Clerk and office thereof
  - ii. The Collector-Treasurer and office thereof
  - iii. Board of Assessors and the office thereof
3. The initiation of a foreclosure action, and subsequent administration and disposition of property acquired by the Borough under Foreclosure of Tax Title Liens.
4. The 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.
5. The maintenance, review, and revision of the Borough's Cost System.
6. The review, revisions, and all other matters pertaining to any insurance coverage of the Borough.
7. It shall also serve as the liaison between the Council and the Registered Municipal Accountant with any other body or organization on fiscal matters.
8. It shall receive, review and present to the Council the proposed budget for the Planning Board and Zoning Board of Adjustment.
9. It should set forth by resolution the practice to be followed for purchases in the Borough.
10. The Chair shall be responsible for suggestions to the Mayor for the appointment of a Council Member to be in attendance at each meeting of any organization supported by Borough Funds.
  - i. To act as an advisor for the organization concerning the financial position of their appropriation and methods for which it is expended.
  - ii. To report to the Chairman any expenditure incurred by said organization and relate any suggestions, which may tend to expend the overall company

**B. The Finance Committee shall have the primary responsibility for the following described activities and matters:**

## Section II

### PUBLIC BUILDINGS & ROADS, TRASH, GARBAGE & RECYCLING

- A. The Committee shall have primary responsibility for the care and maintenance of all public buildings, grounds, and roads.
- B. The Committee shall bring all plans and contracts to Council from the Engineer or Architect.
- C. The Committee shall be responsible for the administration, practices, procedures, and records of the following:
  - 1. Road construction, improvements, maintenance, and cleaning including street openings and removal of obstructions.
  - 2. Construction and maintenance of sidewalks and curbs.
  - 3. Maintenance and operation of Borough Garage.
  - 4. Maintenance of vehicles and other mechanical equipment as assigned.
  - 5. Maintenance, cleaning, improvements, and construction of all municipal parking lots.
  - 6. Investigation of and approval of statements of all proposed streets.
  - 7. Street snow removal.
  - 8. Require that all the contracts pertaining to roads within the Borough are fulfilled completely in accordance with specifications.
  - 9. Contact the Borough Engineer on all road projects.
  - 10. Maintain a complete set of plans and specifications of all projects under its jurisdiction, past and present, in such a manner so that the same be produced within a promptly reasonable time after a request for the same.
  - 11. Shall keep an accurate and up-to-date ledger on the road financial status.
  - 12. Shall be responsible for the following:
    - i. Street lighting and traffic signal maintenance.
    - ii. Collect and disposal of all storm waters and easements for same.
    - iii. Removal and disposal of leaves.
  - 13. Care and maintenance of all recreational grounds.
  - 14. Care and maintenance of any and all parks that do or might exist.
  - 15. Landfill.
  - 16. Will be responsible for personnel working in the road department in conjunction with the water department in assigning them their duties.
  - 17. Telecommunications and Utility Management.
  - 18. Shall be responsible for the review of all utility bills.
  - 19. Trash and Garbage removal and recycling collection specification.
  - 20. All reports pertaining to Recycling
- D. The Committee shall also serve as the liaison between the Council and the State Highway Department and the Gloucester County Highway Department, except in traffic matters which are under the Department of Public Safety.

## Section III

### WATER DEPARTMENT

- A. The Water Department Committee shall have the primary responsibility for the administration, practice, and procedure of the following:
  - 1. Reading of meters.
  - 2. Repair of meters.
  - 3. Fire hydrant maintenance.
  - 4. Pumping stations and water tanks and maintenance.
  - 5. All repairs to water mains, valves, and other devices owned by the Borough and connected to the water mains.
  - 6. To keep an accurate and up-to-date ledger on the Water Department status.
  - 7. All applications for connections to the water mains shall be first approved by the Water Superintendent.
  - 8. Shall keep local ordinances up to date for charges presented to consumers by the Water Department.
  - 9. Shall have proper action taken pertaining to delinquent water bills.

## **Section IV**

### **COMMUNICATION AND INFORMATION TECHNOLOGY/GRANTS/ECONOMIC DEVELOPMENT**

- A. The Committee shall update the Borough website on a regular basis and as needed.
  - 1. Make all recommendations for hardware and software upgrades across all Borough departments.
  - 2. Prepare messages to the One Call system. Alert residents on current events, changes in service, and emergencies.
  - 3. Update and maintain the website.
- B. Economic Development Coordinator
  - 1. Help facilitate the revitalization of the Downtown District.
  - 2. Liaison to Business Alliance.

## **Section V**

### **LICENSES AND INSPECTIONS/HEALTH AND WELFARE**

- A. The Licenses and Inspections Committee shall have the primary responsibility for the following described activities and matters.
  - 1. Examination and review of all activities of the construction code office and its personnel.
  - 2. To recommend to Borough Council any changes in personnel.
  - 3. Review and maintenance of up-to-date fee schedules for:
    - i. Building Permits.
    - ii. Plumbing Permits.
    - iii. Electrical Permits.
    - iv. All other permits as per Borough Ordinances.
  - 4. Mosquito Control
- B. The Health and Welfare Committee shall keep all health and building ordinances up to date in accordance with state law.
- C. The Health and Welfare Committee shall be directly responsible for the Commodity program.
- D. The Health and Welfare Committee shall serve as the liaison to the Welfare Board.
- E. Health and Welfare Committee shall keep all health ordinances in accordance with state law.

## **Section VI**

### **PUBLIC SAFETY**

- A. The Public Safety Committee shall be responsible for the administration, practices, and procedures of records of the following:
  - 1. Police Activities.
  - 2. Highway traffic on existing and proposed streets.
  - 3. Emergency management activities.
  - 4. Any other police duty pertaining to public safety or juvenile delinquency.
  - 5. Any other duties delegated by the Mayor, Council, and statutes.
  - 6. Dog warden.
- B. The Public Safety Committee shall also serve as the liaison between the Council and Transportation Corporation, the municipal magistrates, the dog warden, and all organizations or agencies concerned with public safety.

## **Section VII**

### **SHADE TREE COMMITTEE**

- A. The Shade Tree Committee shall be responsible for the administration, practices, and procedures of records of the following:
  - 1. Maintenance, care, and improvement of parks.
  - 2. Matters concerning shade trees.

**ARTICLE VIII  
SEAL**

**Section I**

The Seal of the Borough of Newfield shall be circular in form and shall contain the following:

**Section II**

The Seal shall be in the custody of the Clerk and shall be imposed on all appropriate documents and papers.

**ARTICLE IX  
AMENDMENTS**

**Section I**

The Mayor or Members of the Council may propose amendments to these by-laws at any Regular Meeting.

Adopted: Reorganization Meeting January 7, 2026

  
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Mayor

ATTEST:

  
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Clerk