

Board, Commission and Committee Members' Handbook

Revised January 2023



MAYOR AND COUNCIL WELCOME

On behalf of the Mayor and Council and the entire Princeton government, we would like to thank you for your service to our municipality. This handbook was prepared as a reference for those residents who, like you, volunteer to serve on one of Princeton's boards, commissions or committees. This handbook is intended to serve as an overall guide; depending on the specific body to which you have been appointed, there might be specific rules established either by State statute or local ordinance that will override aspects of the handbook's generalized guidelines.

Members of boards, commission and committees play an important role in the Mayor and Council's policy-making process by providing advice and information to the Mayor and Council [the governing body] on a wide variety of issues. This input can often be the catalyst for innovative programs and improved services delivered to the community.

On behalf of our community, we thank you for volunteering your time and expertise to assist the Mayor and Council in making the policy decisions that shape our town and impact all of us who live here. We hope that you will enjoy your tenure as a vital part of the municipal team and sincerely thank you for your willingness to devote your time and energy to serve our community.

Sincerely,

Mayor Mark Freda

Council President Mia Sacks

Councilwoman Eve Niedergang

Councilman David Cohen

Councilwoman Michelle Pirone Lambros

Councilwoman Leticia Fraga

Councilman Leighton Newlin

ACKNOWLEDGEMENTS

This handbook was based on similar handbooks from other municipalities. We thank Fort Collins, Colorado; Rockville, Maryland; and San Mateo County for their example.

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I. POWERS AND DUTIES OF BCCs

General

The primary mission of Princeton's boards, commissions and committees is to advise Princeton Council, the elected policy-making body of the municipality, through direct citizen participation. Although the specific duties and authority of each board, commission and committee vary widely, there are certain responsibilities common to all board, commission and committee members. These guidelines are intended to assist you in your volunteer efforts on behalf of our community.

Boards, commissions and committees are all standing bodies. As a general rule, boards are regulated by state statute and have some amount of independent authority. Commissions also tend to be regulated by state statute and are largely advisory in nature. Committees are created through Council action and are strictly advisory to Council. For the purposes of this handbook, boards, commissions and committees are referred to herein collectively as "BCCs."

Except where explicitly specified by state law, BCCs do not make policy decisions. This responsibility legally resides with the Princeton Council and cannot be delegated to any other body.

Special Powers

The following boards and commissions have special powers as specified by NJ State law:

Board of Health (N.J.S.A. 26:3-1 et seq.)

- Appoints and employs the Health Officer and such other personnel as it may deem necessary.
- Passes, amends and enforces health ordinances such as, but not limited to, those intended to ensure the sanitary conditions of hotels, restaurants, cafes and other public eating houses.
- Establishes a budget based on recommendations of the Health Officer and available funds as allocated by the Council.

Construction Board of Appeals (N.J.A.C. 5:23A-1.1 et seq.)

- Hears and decides appeals from decisions of the enforcing agency, such as decisions related to construction and fire sub-codes and escrow charges.

Environmental Commission (N.J.S.A. 40:56A-1 et seq.)

- Advises Princeton's Planning and Zoning Boards about the environmental impacts of proposed development.
- Makes recommendations on natural resource issues.
- Informs residents on ways to protect the environment.
- Develops a natural resource inventory (NRI)-- also known as an environmental resource inventory (ERI)-- for Princeton.

Historic Preservation Review Commission (N.J.S.A. 40:55D-107 et seq.)

- Review and make determinations on applications not part of a development to the Planning Board or Zoning Board of Adjustment on properties designated a landmark or located in an historic district.
- Perform advisory review of applications for development for historic sites or historic districts listed in the Historic Preservation Element of the Master Plan to the Planning Board and Zoning Board of Adjustment.
- Prepare a survey of historic sites and/or districts and recommend inclusion of such sites and/or districts to the Planning Board to be shown on the Historic Preservation Element of the Master Plan.
- Serve as general advisory, informational and educational role as well as promote historic preservation in the municipality.

Housing Authority Board (N.J.S.A. 40A:12A-17)

- Assists in the provision of safe and decent affordable housing to qualified low-income families and individuals.
- Promotes self-sufficiency initiatives to improve the quality of life and economic stability of its residents.
- Owns and manages 236 family and senior/disabled apartments within five developments throughout Princeton.

Library Board of Trustees (N.J.S.A. 40:54-9 et seq.)

- Operates and establishes policies for purposes of governing the Princeton Public Library.
- Holds in trust and manages all property of the Library.

Planning Board (N.J.S.A. 40:55D-25 et seq.)

- Maintains and regularly updates the Master Plan.
- Reviews and updates the zoning map from time to time.
- Conducts hearings and review of applications for subdivision, site plan and conditional use approval.
- Provides recommendations as to Princeton's official Zoning Map and Zoning Ordinances.
- Reviews Capital Projects.
- Decides applications for variances under certain circumstances in connection with site plans and subdivisions.

Recreation Commission (N.J.S.A. 40:12-1 et seq.; see also *Board of Recreation Commissioners of Borough of Rutherford v. Borough of Rutherford*, 166 N.J. Super. 476 (App. Div. 1979))

- Plans, develops and implements recreation programs and activities to serve the needs of Princeton residents.
- Oversees and maintains Princeton parks, playgrounds and recreation areas.

- Recommends improvements to Princeton parks, playgrounds and recreation areas for Council consideration and action.
- Makes and enforces rules and regulations governing the use of recreation facilities and conduct of its recreation programs and activities, including the establishment of user and participant fees, subject to the review of Council.
- Collects funds generated by its recreation programs in a revolving trust fund to defray the expense of operating, maintaining and improving the recreation programs, activities and facilities.

Shade Tree Commission (N.J.S.A. 40:64-1 et seq.)

- Monitors the regulation, planting, care and control of shade and ornamental trees and shrubbery along Princeton’s streets and public places except State and county roads.
- Consults with and advises the Enforcement Officer (municipal arborist) regarding trees on private and public property.
- Reviews tree surveys, removal plans and planting plans accompanying land development applications referred by the Planning and Zoning Boards.
- Prepares standards for use of funds in the Princeton Shade Tree Trust Reserve.

Zoning Board of Adjustment (N.J.S.A. 40:55D-70 et seq.)

- Hears and decides appeals from decisions by the Zoning Officer and Deputy Zoning Officer.
- Hears and decides interpretations of the Zoning Map and Zoning Ordinances.
- Hears and reviews applications for variances which would allow departure from Zoning Ordinances.

II. RESPONSIBILITIES OF BCC MEMBERS

General

There are certain responsibilities common to members of all BCCs:

1. Understand your role and scope of responsibility and be informed of the objectives, scope of responsibility and operating procedures of your individual board, commission or committee. (For more, see Section I: Powers and Duties)
2. As an individual member of a BCC, you must not represent your own views or recommendations as those of the BCC as a whole unless the majority of the BCC has officially voted to approve such a position. (For more, see Section IV: Communications)
3. Members should represent the public interest and not special interest groups or personal agendas.

4. Members are in a unique position of serving as a liaison between the municipality and its citizens and can help to reconcile contradictory viewpoints and to build a consensus around common goals and objectives. (For more, see Section III: Relationships)
5. Do your homework and be thorough in recommendations by reviewing items prior to the meeting in order to be fully prepared to discuss, evaluate and act on all matters scheduled for consideration.
6. Participate actively in your BCC's discussion of its annual workplan and be prepared to work throughout the year in support of one or more of those objectives.
7. Plan to attend and participate in all the meetings of the BCC. Alert the Chair in advance of a meeting if you are unable to attend. (For more, see Section VI: Code of Conduct, "Attendance Policy")
8. Supportive relationships with Mayor and Council and municipal staff are essential for successful operation of any board, commission or committee. (For more, see Section III: Relationships)
9. Establish a good working relationship with fellow members of your board, commission or committee. Respect individual viewpoints, allow other members time to present their views fully before making comments, be open and honest and welcome new members. (For more, see Section III: Relationships)
10. Appointments to boards, commissions and committees are made without regard to political party affiliation. Members are not restricted from participating in political activities. However, members may not use or involve their membership on their respective board, commission, or committee in the conduct of political activities. (For more, see Section VI: Code of Conduct)
11. Appointments to BCCs are reviewed by Mayor and Council as terms expire or current members retire. In order to facilitate the goal of encompassing a wide range of opinions and perspectives, bringing new members on periodically is important. Therefore, appointment to a BCC should not be considered permanent, nor should sitting member of a BCC expect to be reappointed automatically.

Responsibilities of the Chair

Each BCC¹ is responsible for selecting its own chair, vice-chair and secretary (if none is provided) at the first meeting of each calendar year. Except where otherwise prescribed by statute or ordinance, the chair is responsible for the following:

- Assembling the agenda in advance of each meeting.

¹ The Mayor appoints the Chair of the Princeton Environmental Commission.

- Presiding over the meetings of the BCC. In the absence of the chair, the vice-chair shall preside. In the absence of both the chair and vice-chair, a quorum² of those members present shall designate an acting chair to preside over the meeting.³
- Acting as conduit, in conjunction with the governing body liaison, for correspondence and requests directed to the staff on behalf of the BCC.
- Representing the BCC in communications with the Mayor and Council.
- Ensuring agendas and minutes are filed in a timely manner with the Clerk and sent to Access Princeton for posting on the municipal website. (For more, see Section VII: Agenda and Minutes)

Responsibilities of the Secretary

Generally speaking, the secretary is responsible for taking the minutes of the meeting and for making any necessary corrections, as approved by the BCC. Some BCCs are staffed with a paid secretary. These tend to be BCCs with special legal powers (See Section I: Powers and Duties). Many BCCs are responsible for electing a volunteer to act as secretary. A BCC may elect to have an individual member of the BCC serve as the secretary, or to have the members take turns performing the duties of the secretary.

Responsibilities of the Governing Body Liaison

Council determines governing body liaisons to each BCC annually, with some exceptions for direct mayoral appointments. The role of a governing body liaison is as follows:

- To serve as the primary two-way communication channel between the governing body and the BCC. At each Council meeting there is time set aside for reports. The liaison is expected to update the Mayor and Council on the recent activities and discussions of the BCC, especially on topics that might culminate in a memo to the governing body or a proposed resolution or ordinance.
- To help resolve questions the BCC may have about the role of the governing body, municipal government and the BCC.
- To provide procedural direction and relay the Princeton Council's positions to the BCC.
- To facilitate placing the BCC's recommendations on the Council agenda.
- To help the BCC interface appropriately with Municipal staff.
- To advise on proper meeting procedures, answer questions and in other respects assist the BCC to carry on its work.
- To identify and help resolve any problems that may exist with respect to the functioning of the BCC.

² A quorum is defined under "Quorum Requirements" in the "Meeting Procedures," Section VI.

³ Note that depending on the BCC, State law might have a different requirement. On a planning board, for instance, it is the most senior Class IV member who presides in the absence of the chair and vice-chair.

III. RELATIONSHIPS

General Guidelines

The following general guidelines help to establish and maintain strong relationships:

- Do your homework.
- Explain actions in concise thoughts.
- Compliment colleagues and staff whenever an opportunity arises.
- Work for consensus on important issues.
- Be attentive.
- Do not criticize staff or others in public.
- Understand you represent the municipality when interacting with members of the public.
- Take care to treat all with respect and in a professional manner.

Relationships with Other Board, Commission or Committee Members

Success or failure is often dependent upon the degree of cooperation among the individual members of the BCC. We encourage you to keep the following points in mind in your interactions with other BCC members:

- Always respect other individuals' viewpoints even though they may be different than your own.
- Allow others adequate time to present their views fully before making comments.
- Evaluation of other members' viewpoints should be based on what is best for the total community and for all concerned.
- Be open and honest at all times.
- Each member has a responsibility to see that new members are made welcome, become oriented and receive training.

Relationships with Princeton Mayor and Council Members

It is important to recognize that not all the recommendations made by the various BCCs will be accepted and approved by the governing body. This does not imply a lack of confidence or disinterest in the advisory bodies' recommendations. The Mayor and Council must weigh the advice provided by advisory bodies against a broader scope of considerations as they reach the decisions for which they are responsible. Although a BCC may disagree with the final decision that the Mayor and Council make on an issue, it should not act in any manner contrary to the established policy adopted by the governing body.

Staff Interaction

Staff members may act as advisors to BCCs and can provide research and administrative services. BCC members should not and cannot direct staff to work on projects without the approval of the Princeton Council and/or direction of the Administrator. To operate the municipality in an effective and professional manner, the governing body and Administrator need to be aware of the projects on which each Department is working. In addition, BCC members should not make

requests of professionals employed by the municipality, including attorneys, without the approval of the Administrator.⁴

The BCCs have no authority to supervise or direct the work of Departments, except in cases where State statute allows.

Correspondence and requests directed to the staff on behalf of a BCC should be routed through the chair and/or the governing body liaison.

Relationship with Other BCCs

The Mayor and Council rely on each BCC to approach issues and give advice through the lens of their BCC. Each BCC should respect the expertise of the other BCCs and their role in advising the governing body and the land use boards on policies related to their domains. For example, when reviewing a development proposal, the Historic Preservation Committee should focus on the historic aspects of the project and the impacts to the local historic district while the Environmental Committee should focus on the environmental impacts of the project. Similarly, the traffic-related committees should focus on the traffic safety aspects of a project.

At times, the governing body may work on an initiative that falls across more than one BCC or that otherwise calls for a more holistic approach. In these cases, the Mayor and Council may task various BCCs to work together. BCCs are also encouraged to communicate with one another, especially on issues where their interests might overlap.

Relationship with the Public

Members serve as a communication link between the municipality and the general public, explaining municipal programs and recommendations, as well as providing a channel for residents' input.

BCC meetings should be conducted in a manner that is conducive to a productive exchange of ideas and perspectives. Members have an obligation to listen to the comments or complaints of the public. A welcoming atmosphere should be prevalent, and steps should be taken to ensure that members of the public are free to express their views without fear of ridicule or belittlement by anyone with an opposing viewpoint.

Members should conduct themselves in a manner that demonstrates fairness and professionalism. Members should be considerate of all interests and value differences of opinion. Additionally, members should remain open-minded, objective, and make no judgment until all of the available evidence pertaining to an issue has been submitted.

Common courtesy is expected from municipal representatives at all levels of the organization, including volunteers. It is important to recognize that, as a member, your actions and comments are often interpreted to be that of the entire board, commission or committee, and a reflection of municipal policy.

⁴Certain exceptions apply. The Planning Board and Zoning Board of Adjustment, for instance, have the authority to hire their own professionals, and therefore have the authority to direct the work of the staff and professionals assigned to them without prior authorization from the Council or the Administrator. Other bodies (*e.g.*, the Library Board of Trustees) may have similar powers.

IV. COMMUNICATIONS

General Communications Policy

BCCs should communicate their positions to the governing body or to other BCCs on matters pertaining to the BCC's purpose and function. The chair should speak for the BCC, unless the BCC has expressly authorized another member's communication. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the Municipality, or as a member of a BCC.

Correspondence directed to staff on behalf of the BCC, including requests for information, should be routed through the chair and/or the governing body liaison.

BCCs may advise the Princeton Council on advocating for or against legislative or political matters before another body, for example, the State Legislature or the County Board of Commissioners. However, only the Council can speak for the Municipality.

Website and Social Media

Each BCC has a designated page on the municipal website www.princetonnj.gov. Each BCC page should include a description of the mission of the BCC and a listing of its current members as well as other important information relevant to that BCC. BCC agendas and meeting minutes are available on the municipal website <https://www.princetonnj.gov/AgendaCenter>. Each BCC page should also include a photo – either of the BCC members or an image related to the purpose of the BCC. BCCs can also use the website as a repository for useful information produced by the BCC, including reports, fact sheets, digital brochures and FAQs. It is the responsibility of each BCC to ensure its webpage is up to date. Material should be reviewed by the staff and governing body liaison(s) where applicable, approved by the BCC, and sent to the webmaster webmaster@princetonnj.gov for posting.

BCCs are encouraged to avail themselves of the town's social media channels for informing the public of their activities. The municipality operates a Facebook page (@Princeton NJ Government), a Twitter account (@accessprinceton), an Instagram account (@AccessPrinceton) and a NextDoor account (Town of Princeton).

Announcements about upcoming events, links to recent reports and other timely information should be reviewed by the staff and governing body liaison(s) where applicable, approved by the BCC and sent to Access Princeton accessprinceton@princetonnj.gov for posting. In addition, pictures from recent events can be sent to Access Princeton accessprinceton@princetonnj.gov for posting.

The Mayor and Council send out email updates to the community on current activities and initiatives. BCCs are encouraged to submit information about their upcoming activities to their respective governing body liaison.

Communication with Land Use Applicants

Land use applications requiring Planning or Zoning Board approval are first reviewed by planning and zoning department staff, and then referred to the appropriate advisory committees and boards. Communication should be between the staff and the committee/board members only. *No members*

of an advisory or review committee submitting comments to the Planning Board (including the Shade Tree Commission, Environmental Commission, and Historic Preservation Commission) should have direct contact with an applicant or the applicant's representatives outside of the formal review process.

Expressing Individual vs. BCC Views

As an individual member of a BCC, you must not represent your own views or recommendations as those of the BCC unless the majority of the BCC has officially voted to approve such a position. BCC members who are making recommendations or expressing views which have not been approved by a majority of the BCC members should indicate they are expressing individual opinions and are not speaking on behalf of the BCC or the municipality.

Remember that your actions and statements as a BCC member assume special significance. When making a public statement, members should remind listeners that BCC actions are recommendations (unless otherwise provided by law) and that final action will be taken by the Princeton Council.

Although BCC members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and not that of a specific group, set of interests, or personal agenda.

V. OBTAINING LEGAL ADVICE

BCCs may require legal advice from time to time. Certain BCCs—for instance, the Planning Board and Zoning Board of Adjustment—are required by statute to appoint their own attorneys. These appointed attorneys will provide legal advice to those boards. The majority of the BCCs, however, should obtain their legal guidance from the Municipal Attorney and Assistant Municipal Attorneys. Except for those BCCs that have separate counsel, all requests for legal guidance should be made by the chair or Council liaison and approved by the Administrator.

VI. GETTING THINGS DONE

Understanding the following processes will assist you and your BCC in working together with the Mayor and Council and the professional staff to successfully accomplish your goals.

Setting Objectives

At the beginning of each calendar year, the Mayor and Council establish goals and priorities with input from the municipal staff and BCCs. BCCs are expected to align their overarching priorities with those established annually by the governing body. In addition, the governing body looks to the BCCs to advise on how best to implement their shared objectives effectively and efficiently.

BCCs are encouraged to create a work plan that describes what the BCC intends to accomplish in the upcoming year as it relates to its functions and duties. Each item in the work plan should set a rough timeframe for completion. (Think of these timeframes as goals rather than hard deadlines. If

circumstances change, they will not limit the BCC's flexibility to respond to new information or conditions in real time.)

Reports, Memos, and Work Sessions

At each Council meeting there is time set aside for reports. The BCC liaison is expected to update the governing body on the recent activities and discussions of the BCC, especially on topics that might culminate in a memo to Council or a proposed resolution or ordinance.

BCCs may ask or be asked to present a report to governing body or lead a work session on a topic of interest or to advise on an upcoming decision via a report or a memo. In addition, BCCs may use memos to bring important issues needing action to the attention of the Mayor and Council. Typically, the chair will present on behalf of the BCC.

Memos should be voted on and approved by the BCC before submitting. The BCC chair or secretary should send the memo to the Mayor and Council and copy the Administrator and Clerk. Memos should be included in the agenda packet of the next scheduled Council meeting under "Correspondence" and archived on the BCC's webpage on the municipal website. Depending on the content of the memo, the chair and members of the BCC may be asked to make a presentation to Mayor and Council or participate in a work session.

Periodically, the Mayor and Council may hold a work session with a BCC. These work sessions serve as an opportunity for open dialogue regarding matters of mutual concern. They also provide a forum to address any issues, including those that may have a budgetary impact.

Expenses

Certain statutorily defined BCCs are allocated annual budgets for expenses related to executing the work of those BCCs. Municipal funding is available to other BCCs for legitimate expenses which might include purchasing supplies to create a poster board for an event, attending a conference relating to the BCC's focus, providing refreshments for an event the BCC is hosting for the community etc. To submit such a request, the BCC chair should work with the governing body liaison who will submit such a request to the administrator.

VII. MEETING PROCEDURES

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the BCC and the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the BCC to maintain common courtesy and decorum. Only one person at a time should have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should ensure that debate and discussion of an agenda item focus on the item and the policy in question and has the right to cut off discussion that is too personal, too loud or too crude.

The chair should ensure everyone is treated with respect: BCC members, public, and staff.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may limit the time allotted to speakers, including members of the BCC.

Open Public Meetings Act (aka the Sunshine Law)

The Open Public Meetings Act is a State statute that governs the way public bodies conduct business. Not all BCCs are considered “public bodies,” however, and therefore not all BCCs are governed by the Open Public Meetings Act. The Act’s requirements only apply to “a public body . . . organized by law and . . . collectively empowered as a multi-member voting body to spend public funds or affect persons’ rights.” Examples of these types of bodies are the Council, the Planning Board, the Zoning Board of Adjustment, the Historic Preservation Review Commission, the Shade Tree Commission, the Board of Health, the Construction Board of Appeals, the Library Board of Trustees, etc. Meetings of these public bodies must be open to the public at all times, except when the body is meeting in a validly convened executive session.

The term “meeting” is defined as any meeting that is open to all of the members of the body, that is attended by an effective majority of that body, and at which any public business will be discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to telephone conference calls, group emails, or any other means of communication where meeting-like communication can occur. However, the term “meeting” does not include typical partisan caucuses, meeting as a part of a convention, or a chance encounter or social gathering at which public business is not discussed.

Notice Requirements for BCCs covered by the Open Public Meetings Act.

Full and timely notice to the public should be given prior to the holding of any meeting of a public body at which a quorum is in attendance or is expected to be in attendance.

Each BCC chair should provide a list to the Clerk’s Office of the regular meeting dates at the beginning of the calendar year. For special meetings, irregularly scheduled meetings, or rescheduled meetings, notice of the meeting should be filed with the Clerk’s Office at least 48 hours before the time of the meeting. Less notice is permitted only when dealing with matters of such urgency and importance that a delay would be likely to result in substantial harm to the public interest. The chair must confirm any such meetings in advance with legal counsel to the BCC, if available, or with the Administrator or governing body liaison.

Notice Requirements for all other BCCs.

Even those BCCs not covered by the Open Public Meetings Act should nonetheless adhere to the spirit of the Act wherever practicable. As with the “public body” BCCs, each BCC chair should provide a list to the Clerk’s Office of the regular meeting dates of the BCC at the beginning of the calendar year. For special meetings, irregularly scheduled meetings, or rescheduled meetings, notice of the meeting should, whenever practicable, be filed with the Clerk’s Office at least 72 hours before the time of the meeting, unless the matter(s) to be discussed are of such urgency and importance that a delay would be likely to result in substantial harm to the public interest. The chair must confirm any such meetings in advance with legal counsel to the BCC, if available, or

with the Administrator or governing body liaison.

Executive or Closed Session (BCCs covered by the Open Public Meetings Act only)

Discussions related to personnel, litigation and negotiations may be held in executive or closed session. The holding of an executive session is the only time that a meeting of a BCC may lawfully be conducted privately. For most BCCs, the use of executive sessions is an extremely rare event and members are encouraged to obtain advice in advance from the Administrator if they contemplate requesting such a session. During an executive session, the BCC cannot make final policy decisions, adopt resolutions, or take other formal action.

Meeting Times (for all BCCs)

Long-term standing BCCs have pre-established regular meeting times. Newly formed BCCs should establish regular meeting times at their first meeting. The first meeting will be set by the governing body liaison(s) and staff.

BCC members can propose a new regular meeting time by having the item placed on an agenda, with the majority of the members voting in favor of changing the regular meeting time. Governing body and staff liaisons availability, as well as meeting room availability (if applicable), should be considered when changing the regular meeting time.

Quorum Requirements

In order for a BCC to conduct business or take formal action, a quorum of the membership must be present. In general, a quorum consists of the majority of the total number of members of the BCC. In the case of BCCs that are governed by the Open Public Meetings Act, however, a quorum will be an “effective majority” of the BCC (which could be less than a majority of the full majority). Moreover, certain BCCs might have a different quorum requirement set by State statute. Note that the quorum requirement for a given BCC does not change even if a position on the BCC is vacant and a replacement has not been appointed.

In the event that a quorum is not present for a meeting, no action can be taken other than to adjourn the meeting to a later date and time.

Rules of Procedure

Certain BCCs (for instance, planning boards and zoning boards of adjustment) are empowered by State statute to adopt their own bylaws or rules of procedure. For all other BCCs, meetings should generally be conducted according to standard rules of procedure for the conduct of official meetings as found in "Robert's Rules of Order." These Rules should be used as guidelines to ensure the orderly conduct of the meetings. Rigid adherence to these rules is not required.

The meeting agenda (See Agenda) constitutes the BCC's agreed-upon road map. To the extent practicable, each agenda item should be handled by the chair in the following basic format:

- 1) The chair should announce the agenda item number and subject.
- 2) The chair should invite the appropriate people to report on the item, including any

recommendations they might have.

3) The chair should ask members of the BCC if they have any technical questions for clarification.

4) The chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If many members of the public want to speak, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded.

5) The chair should invite a motion from the BCC's members. The chair should announce the name of the member who makes the motion.

6) The chair should determine if any member of the BCC wishes to second the motion. The chair should announce the name of the member who seconds the motion.

7) If the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of two ways:

- a. The chair can ask the maker of the motion to repeat it; or
- b. The chair can repeat the motion.

8) The chair should now invite discussion of the motion by the members of the BCC. If there is no desired discussion or the discussion has ended, the chair should announce that the BCC will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by having the maker of the motion repeat it.

9) The chair has the power to end discussion and to limit debate when it is no longer productive. The chair's rulings prevail unless overruled by a majority of the members. The chair retains the right to make and second motions, participate in discussions and vote on all matters.

10) The chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient, although certain actions (e.g., voting on a development application) will require a roll call vote. If members of the body do not vote, then they "abstain." If there is a split vote, the chair can ask for a show of hands or conduct a roll call vote. A simple majority determines whether the motion passes or is defeated. Note: Alternates only vote if a regular member is absent; in that case, Alternate 1 votes in the place of the first absent member and, if required, Alternate 2 votes in place of the second absent member.

11) The chair should announce the result of the vote and should announce what action (if any) the BCC has taken.

Taking Action

Taking action on an item is one of the most important things a BCC does. The following guidelines

should be followed:

- Except under exceptional circumstances, make sure the proposed action item has been placed on the agenda ahead of time;
- Make sure it falls within the scope of the BCC's mission and any applicable governing body goals and priorities;
- Recognize that normally all BCC actions seeking Council action or commitments will be in the form of a recommendation to the Mayor and Council;
- Review the proposed action with municipal staff and governing body liaison(s) in advance, especially if it requires a commitment of municipal staff time or resources;
- Remember that if the BCC is advisory to the governing body, it should not undertake to act independently;
- If the BCC wants to comment to an outside agency or person, for example on a pending bill, send the BCC's draft comments via the liaison(s) to the Mayor and Council for approval recognizing only the Mayor and Council can speak for the Municipality.
- If an advisory committee receives a request from an outside organization, the request should be forwarded to the governing body liaison(s). The advisory committee should not respond directly to the requestor without authorization via the governing body liaison(s).

VIII. AGENDA AND MINUTES

Agenda

The chair should put together an agenda in advance of each meeting with the assistance of designated municipal staff and governing body liaison(s). The chair will submit the agenda to the clerk at least 72 hours before the meeting to allow sufficient time for posting on the town website.

The agenda shall include the following:

- The name of the committee or board;
- The date, time and place of the meeting;
- A general description of each agenda item that will be discussed;
- Any other information that may be required by law.

Except in exigent circumstances, formal action can only be taken on items appearing on the agenda.

Each BCC is encouraged to provide members of the public with an opportunity to speak to matters coming within its purview, regardless of whether the matter is on the agenda. The BCC chair can impose time limitations if necessary. The BCC chair should remind public speakers to state their name and address for the record.

Minutes

Minutes must be taken at any meeting of a BCC at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur. At a minimum, the minutes of a meeting should contain the following information:

- Date, time and location of the meeting.
- Listing of members present.
- General outline of each major topic discussed or considered and the outcome.
- Verbatim (to the extent possible) record of all motions along with a list of how each member voted on each motion.
- Statements made by individual board members explaining their vote.
- Detailed recording of all formal action taken.
- Time of adjournment.

Approval of Minutes

BCCs should review minutes and make any additions, deletions or corrections. Each BCC is encouraged to draft, review and approve minutes in a timely fashion. The approved minutes should be sent by the chair or secretary of the BCC to the Clerk and to Access Princeton for posting on municipal website.

IX. CONTACTS AND CHECKLISTS

Contacts

Mark Freda, Mayor
mfreda@princetonnj.gov
(609) 924-5176

Bernie Hvozdovic, Administrator
bhvozdovic@princetonnj.gov
(609) 924-5176

Delores Williams, Clerk
dwilliams@princetonnj.gov
(609) 924-5704

Christina Rothman-Iliff, Access
Princeton
accessprinceton@princetonnj.gov
(609) 924-4141

Annual Checklist

At the first meeting of the year – either in January for an existing BCC or when a new BCC is initially formed – the following steps should be taken:

- Elect a chair and vice-chair (if relevant) *
- Nominate a secretary to take minutes *
- Approve a meeting schedule for the remainder of the calendar year *
- Verify the phone and email contact for all members of the BCC *
- Send the results of all the above items marked with * to the Clerk and Access Princeton for posting on the municipal website. (phone numbers/emails will NOT be posted)
- Review this Handbook
- Review goals for the year
- Review BCC webpage to ensure it is up to date.

Meeting Checklist

Before each meeting, the chair or secretary should:

- Develop an agenda and send to the Clerk and Access Princeton and to BCC members
- Circulate any backup materials that will be considered, including draft meeting minutes from the prior meeting

After each meeting, the chair or secretary should send the following to the Clerk and Access Princeton for posting on the municipal website:

- Approved minutes
- Any approved resolutions, memos, or other communications intended for the Mayor and Council

X. CODE OF CONDUCT

Introduction

As representatives of the Princeton government, members of the municipality's volunteer BCCs are required to comply with the following rules.

These rules require members to abide by certain ethical standards and to comply with the municipality's harassment policy.

Each member shall upon their appointment sign and submit to the Clerk's office the attached "Receipt and Acknowledgment" stating that they have received a copy of this Code and shall abide thereby.

Ethics/Conflicts of Interest

State law requires members of non-advisory BCCs to abide by the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq. ("LGEL"). All BCC members, whether or not governed by the LGEL, should familiarize themselves with the "Disqualification Rules" attached hereto as Exhibit A.

Members shall not solicit or accept personal gifts of any form from private sources for services rendered or to be rendered as members of volunteer BCCs or in the course of conducting business in their capacity as members of volunteer BCCs.

No member shall be interested, directly or indirectly, in any contract with the municipality, or in the compensation for goods or services furnished to the municipality or any contractor furnishing the same to the municipality; nor shall they participate in any profits of such parties or receive any gift or other reward for actions related to such activities.

Members shall not engage in partisan political activity on municipal time or property, use their position for personal gain, or unlawfully use their position to coerce others. Nothing herein shall be construed to prevent members from becoming or continuing to be members of any political party, club or organization, attending political meetings or expressing partisan political views or circulating petitions on public questions outside of working hours and off municipal property. Nor shall members be prevented from voting with complete freedom in any election.

Harassment Policy

To the extent applicable, members shall abide by and conduct themselves in accordance with the "Policy Against Harassment" attached hereto as Exhibit B. This is the harassment policy governing Princeton municipal employees and it shall be equally applicable to volunteer members of BCCs. Violation of the policy against harassment may lead to the member's removal from the BCC.

Attendance Policy

All members of BCCs shall regularly attend the meetings of the BCC upon which they are serving. Failure to do so may lead to the member's removal. A BCC member is entitled to request a public hearing to contest their removal.

Eligibility

All members of BCCs shall be residents of Princeton during their tenure on said BCCs unless the enabling legislation or ordinance creating said BCC permits non-residents to serve.

Persons employed by the municipality may not serve on any BCC unless so provided in the enabling legislation.

Members are free to resign at any time.

EXHIBIT A: Disqualification Rules

Members of volunteer BCCs should conscientiously avoid participating in the functions of their respective BCCs on any matter, including but not limited to the establishment of policies or taking action on any application before said BCC, that may involve directly or indirectly a conflict of interest which would prejudice the value of their advice. Members are often persons who by professional personal qualifications have unique involvement in certain specialty fields including but not limited to engineering, law, real estate and medicine, and as such may personally or professionally have an interest generally in the progress of particular points of view or cases in the community, which professional interest is a part of and not detrimental to their function on the respective BCC.

Consequently, it is improper for any member to participate in consideration of or vote on any matter, whether it is an application or policy decision or recommendation (as appropriate), to which they may have a direct or indirect special relationship which could influence their comments, or give the appearance of unduly influencing recommendations of the BCC of which they are a member. It is the obligation of each member to determine whether they have such a special relationship to any matter before said BCC by applying the guidelines set forth herein. In no event shall a member be considered to have a special relationship to a matter merely because of a specific opinion based upon personal beliefs or professional views. A special relationship shall be deemed to exist where economic or personal interest, professional or otherwise, is directly or indirectly concerned with the individual matter.

The following are examples of such explanations:

- (1) Having been engaged by or having given substantial assistance to the applicant in preparation of any part of their submission.
- (2) Having a direct or indirect interest in financial results which may result from a ruling on the application.
- (3) Being the employer, employee, client, associate or relative of the applicant or having a financial or proprietary interest in the application.

The foregoing examples are merely illustrative of the special interest referred to by these rules and are not to be considered definitive limits of the form special interest might take. In any situation when a special interest exists, whatever its form, it shall be the duty of the member affected to make it known to the other members of the BCC and withdraw from consideration of the matter in question.

EXHIBIT B: POLICY AGAINST HARASSMENT

Policy Against Harassment.

General Anti-Harassment.

It is Princeton's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, gender identity, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images, and other similar verbal, written, printed, or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the municipality generally. Princeton cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

Anti-Sexual Harassment Policy,

It is Princeton's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The town prohibits sexual harassment from occurring in the workplace or at any other location at which a municipality sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that he or she has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy (see Section 205).

Harassment of Princeton employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the town generally. Princeton cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them. Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

EXHIBIT C: List of BCCs and their Establishing Ordinances

Affordable Housing Board. (Township Ord. No. 2012-22) Township Code Sec. 2-109. Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. No. 2012-19; amended 3-8-2021 by Ord. No. 2021-02) Borough Code Sec. 2-82. Article V. Agencies, Boards, Commissions and Committees

(a) Formation; composition; terms, vacancies; compensation.

(1) There is hereby established an advisory board to be known as the Affordable Housing Board, whose overall purpose shall be to monitor the compliance of the municipality in providing housing for very-low-, low-, and moderate-income families under its Mount Laurel obligation.

(2) The board shall consist of seven regular members and up to three alternate members appointed by the mayor with the advice and consent of the council. At least one regular member shall be a member of the council. All members of the board shall be residents of Princeton during their tenure.

(3) The term of the council member shall be one year. The terms of the remaining regular and alternate members shall be three years, computed from the first day of January of the year of appointment, except that the terms of the initial appointments shall be staggered so that to the greatest extent possible, no more than three terms shall expire each year. If a vacancy occurs among such members, it shall be filled for the unexpired term only. Members shall serve after the expiration of their terms until their successors have been appointed and qualified.

Alternate members shall be designated at the time of appointment as "alternate number 1," "alternate number 2" and "alternate number 3." Alternate members may participate in discussions but may not vote except in the absence or disqualification of a regular member. Alternates shall be counted for purposes of establishing a quorum of the board. In the event that a choice must be made as to which alternate member is to vote, alternate members shall vote in the order of their numerical designation.

(4) All members shall serve without salary, but may be reimbursed for expenses incurred in the performance of their duties

(b) Officers. The board shall elect a chairperson and a vice-chairperson from among its members. Their terms of office shall be one year, and they shall be eligible for reelection. The board shall also elect a secretary, who may but need not be a member of the board, and it may create and fill such other offices as it shall determine.

(c) Powers and responsibilities. With the assistance of the housing manager, the board shall:

(1) Review regulations pertaining to the sale, rental, resale and re-renting of affordable housing units.

(2) Prepare recommendations for amendments and additions to regulations as it deems necessary or appropriate to implement the purpose of the affordable housing program.

(3) Make recommendations to the council for approval of buyers of affordable housing units.

(4) Make recommendations to the council regarding how municipal funds or housing trust funds should be spent and propose priorities for such expenditures.

(5) Review all affirmative marketing plans for all housing in the affordable housing program.

(6) Provide annual reports to the council, courts (if applicable), Fair Share Housing Center, and federal, state and local agencies as required regarding activities undertaken in furtherance of the municipality's implementation of its affordable housing plan.

Animal Control Advisory Board. (Township Ord. No. 2012-22; Municipality of Princeton Ord. No. 2013-27 & Ord. No. 2017-1) Township Code Sec. 2-116. Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. No. 2012-19; Borough Code Sec. 2-90. Article V. Agencies, Boards, Commissions and Committees

There is hereby established an Animal Control Advisory Committee consisting of two residents ("citizen members"), at least one of whom has expertise in animal biology or control; the Animal Control Officer; the Administrator or his or her designee; and a non-voting liaison from the governing body. The citizen members shall be appointed for three-year terms except that the initial appointments shall be for a two-year term and a three-year term.

Board of Health. (Township Ord. No. 2012-22) Township Code Sec. 2-98. Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. No. 2012-19) Borough Code Sec. 2-71. Article V. Agencies, Boards, Commissions and Committees

(a) There is hereby established a Board of Health consisting of seven members, who shall be appointed by the mayor and council. On the initial appointment to the board, two members shall be appointed for one year, two members shall be appointed for two years, and three members shall be appointed for three years. All reappointments shall be for a term of three years. The mayor and council also will appoint two alternates who shall hold office for a term of two years, except that the terms of the alternate members first appointed shall be two years for Alternate No. 1 and one year for Alternate No. 2. A vacancy occurring otherwise than by the expiration of term shall be filled by the appointing authority for the unexpired term only. The alternates will be designated as "Alternate 1" and "Alternate 2," respectively, at the time of appointment.

(b) An alternate member shall not be permitted to act on any matter in which he has either directly or indirectly any personal or financial interest. An alternate member may, after public hearing if requested, be removed by the governing body for cause.

(c) An alternate member may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. 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 first.

Board of Parks and Recreation Commissioners (Municipality of Princeton Ord. No. 2014-41 Township Code Chapter 16 Article I, Sections 16-1, 16-2 and 16-3)

Sec. 16-1. Board of parks and recreation commissioners created; membership; term of office of members; alternates.

(a) There is hereby established a Board of Parks and Recreation Commissioners consisting of seven members and two alternates, designated as "Alternate No. 1" and "Alternate No. 2," all of whom shall be Princeton residents and one of whom shall be a member of the governing body. The mayor, with the advice and consent of the council, shall appoint the regular and alternate members.

(b) The term of office of the regular members shall be five years. The term for members of the initial board shall begin on the date of their appointment and shall be as follows: one member shall be appointed for one year, one member shall be appointed for two years, one member shall be appointed for three years, two members shall be appointed for four years, and two members shall be appointed for five years. All subsequent appointments, except to fill vacancies, shall be for the full term of five years, to take effect on January 1.

(c) Alternate No. 1 and Alternate No. 2 shall serve during the absence or disqualification of any regular member. The term of each alternate member shall be five years commencing on January 1 of the year of appointment; provided, however, that in the event two alternate members are appointed, the initial term of Alternate No. 2 shall be four years and the initial term of Alternate No. 1 shall be five years. The terms of the initial alternate members appointed shall commence on the day of their appointment and shall expire on the fourth or fifth December 31 next ensuing after the date of their appointments, as the case may be.

(d) 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 or she requests one, be removed by the governing body for cause. An alternate member may participate in discussion of the proceedings but may not vote except in the absence or disqualification of a regular member. 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.

(e) A vacancy occurring otherwise than by expiration of term for any regular or alternate member shall be filled by the governing body for the unexpired term only.

(f) Regular and alternate members shall serve until their respective successors are appointed and shall qualify and shall not receive compensation for service on the board.

(g) The board shall have the power to appoint from among its members a chairperson, who shall be the presiding officer, and such additional officers as the board may desire, whose terms shall expire on December 31 in the year of appointment or until their successors are elected and qualified. Said appointments shall be made at the first regular meeting in January of each calendar year.

Sec. 16-2. Duties and authority of the Board of Parks and Recreation Commissioners.

Subject to the general authority of the mayor and council, and pursuant to N.J.S.A. 40:12-1 et seq., the Board of Parks and Recreation Commissioners shall have the authority and duty to:

(a) Plan, develop and implement balanced recreation programs and activities to serve the needs of Princeton residents through the board and the Princeton recreation department;

(b) Supervise, oversee and maintain all parks, playgrounds and recreation areas (also referred collectively as "recreation facilities" in this article) belonging to Princeton through the board and the recreation department, and such other municipal departments and personnel as may be appropriate;

(c) Make and enforce rules and regulations governing the use of recreation facilities and the conduct of recreation programs and activities under its jurisdiction, including the establishment of user and participant fees, subject to the review of the governing body;

(d) Upon consultation with the governing body, appoint an executive director for a term not to exceed three (3) years to assist the board execute its responsibilities and to oversee the recreation department;

(e) Appoint such additional personnel as may be required to carry out the responsibilities of the board and to assist the executive director operate the recreation programs, activities and facilities;

(f) Collect funds generated by its recreation programs, activities and facilities and maintain same in a revolving trust fund, to be under the control of the board and for purposes of defraying the expense of operating, maintaining and improving the recreation programs, activities and facilities;

(g) Comply with all local policies and regulations, including Princeton ordinances, as well as all applicable state statutes, including, but not limited to the Local Public Contracts Law, Local Finance Law, Open Public Meetings Act and Open Public Records Act;

(h) Hold regular public meetings to discuss and act on items within its authority as dictated in this article. Said meeting schedule will be established at the first meeting in January of each calendar year, and all meetings shall comply with the Open Public Meetings Act;

(i) Provide an accounting of the board's activities to the governing body, which at a minimum will include, but not be limited to, programs run, revenue received and expenditures made. From time to time, the governing body may require additional information and/or reporting requirements that the board shall produce;

(j) Promulgate and adopt bylaws for governing its own affairs; and

(k) Such other powers and authority as is provided pursuant to N.J.S.A. 40:12-1 through 40:12-15, inclusive, except that the board shall not have the authority to acquire lands for public playgrounds and recreation places without the prior authorization of the governing body, and title to any such land so acquired shall be taken in the name of the municipality.

Civil Rights Commission (Municipality of Princeton Ord. No. 2016-38 & Ord. No. 2019-4; amended 2-24-2020 by Ord. No. 2020-8) Borough Code Sec. 2-90C. Article V. Agencies, Boards, Commissions and Committees

Sec. 2-90C. Civil Rights Commission.

(a) Established. There is hereby established a Civil Rights Commission.

(b) Membership; terms of office; ex-officio members. The Commission shall consist of nine regular members and up to two alternate members appointed by the Mayor with the advice and consent of the Council, all of whom shall be residents of Princeton. Every effort will be made to appoint a diverse group of residents to ensure to the greatest extent practicable that all segments of Princeton's population are represented. In addition, members shall have prior experience in advancing the objectives of the Civil Rights Commission as expressed in this chapter, including but not limited to experience with assisting resolving complaints by persons claiming to be aggrieved by discrimination. On the initial formation of the Commission, three of the regular members shall be appointed for a one-year term, three of the regular members shall be appointed for a two-year term, and three of the regular members shall be appointed for a three-year term. All appointments or reappointments of regular members thereafter shall be for a three-year term. Any alternate members shall be appointed for a term of one year, computed from January 1 of the year of their appointment. They shall be designated at the time of their appointment as "Alternate No. 1" and "Alternate No. 2." Alternate members may participate in discussions but may not vote except in the absence or disqualification of a regular member. The Mayor, with the advice and consent of Council, shall also appoint annually one of its members to serve as liaison to the Commission, but said liaison shall not be considered a member of the Commission and shall not vote on Commission matters.

(c) Organization; Meetings; Quorum; Votes.

(1) The Commission shall hold an initial organization meeting within 30 days of the date on which the Commission members are first appointed, and shall meet thereafter for the purpose of organization in January of each year. The Commission shall elect its own officers, which shall include a chair, vice-chair, and secretary. At its first meeting each year, it shall also appoint its members to serve on Subcommittees authorized herein.

(2) The Commission shall be deemed a public body and shall meet at least once per month. A special meeting may be called by the chair, vice-chair or three members of the Commission. Minutes shall be kept by the secretary and filed with the Municipal Clerk.

(3) A quorum shall consist of a majority of the authorized members of the Commission.

(d) Objectives; Duties and Responsibilities.

(1) The objectives of the Commission shall be to:

a. Work cooperatively among people and groups to aid in the elimination discrimination between people based on ascribed characteristics including but not limited to: race, creed, color, national origin, ancestry, age, marital status, civil

union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual.

b. Develop community education programs that foster open and effective dialogues about race relations.

c. Recommend ways and means of initiating and improving municipal programs for coordination of community efforts to address problems involving tensions in the community.

d. Make recommendations to Princeton Mayor and Council for the development of policies, procedures and programs that will aid in the prevention and elimination of all types of discrimination in Princeton.

e. The Commission shall refer all Princeton officers and employees to the Affirmative Action Officer to initially counsel and investigate all complaints of discrimination involving such officers and/or employees in accordance with Princeton's policies and procedures.

(2) To achieve these objectives, the Commission shall:

a. Develop mutual understanding and respect among all racial, religious, cultural and ethnic groups in Princeton and work to prevent discriminatory practices against such groups.

b. Aid in seeing that no person is deprived of equal services in this Municipality by reason of discrimination on account of race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual.

c. Take an active role in promoting and protecting civil rights by either initiating community dialogues and/or collaborating with other organizations to co-sponsor relevant programs and events.

d. Formulate, develop and disseminate programs of community information, education materials and reports which will assist in the elimination of prejudice, intolerance, intergroup tension and discrimination or which promote goodwill and result in better human relations.

e. Assist community groups and various fraternal, services and benevolent organizations in the promotion of education campaigns devoted to the elimination of groups prejudices, racial or neighborhood tensions, intolerance and discrimination.

f. Offer to the public voluntary, non-binding conflict resolution ("VNCR"). The goal

of VNCR shall be to enable the Commission to assist in the expeditious, informal resolution of complaints by any person claiming to be aggrieved by discrimination. VNCR shall be conducted as set forth below:

1. Any commissioner who wishes to participate in VNCR sessions may do so following training by the New Jersey State Division of Civil Rights. At least two trained Commissioners shall participate in every VNCR session. The Commission chair may select groups of two or three Commissioners each who shall participate together in VNCR sessions.
2. A VNCR session is designed to be a facilitated dialog at which participants are able to reach a mutually agreed-upon remedy or resolution to the matter. The remedy or resolution may include, but shall not be limited to, an acknowledgment and apology and/or a commitment to change procedures to prevent future incidents.
3. To the extent permitted by law, VNCR sessions shall be undertaken in a confidential and private manner.
4. The Commission may suspend or terminate a VNCR session or process for any given matter if the session/process cannot be concluded as intended under the provisions of this subparagraph (2)f., in which case the commission shall provide the parties with alternative options.
5. If the parties are unable to expeditiously resolve a matter that was subject to VNCR, then the parties may agree to have the matter referred to outside mediation. In such a case the Commission will offer the parties with a list of volunteer certified mediators who will be available at no cost to the parties.
6. Notwithstanding the provisions of this subparagraph (2)f., at all times the person claiming discrimination retains the right to pursue a formal claim with the State Division of Civil Rights or any court of competent jurisdiction. Any pending VNCR involving that person shall automatically terminate if the person pursues either complaint procedures.
7. VNCR sessions shall also be conducted in accordance with any other guidelines, policies and procedures established by the Mayor and Council.

(e) Authority. The Commission shall have no special authority.

(f) Reports. The Commission shall prepare and present an annual report of the Commission's activities to the Mayor and Council between January 1 and March 1 of each year. The Commission may submit additional reports and recommendations to the Mayor and Council concerning problems relating to discrimination, racial tension, and other human relations concerns as the need arises in the judgment of the Commission or at the specific request of the Mayor and Council. Copies of all such reports and recommendations shall be filed with the Department of Human Services and with the Princeton Clerk.

Construction Board of Appeals (Municipality of Princeton Ord. No. 2016-13 Exh A) Township Code Sec. 5A.1-4, 5A.1-5 and 5A.1-6) Sec. 5A.1-4. Construction board of appeals — Established; powers and duties; composition; fees.

A construction board of appeals is hereby established to hear and decide appeals from decisions of the enforcing agency and to exercise and perform such other powers and duties as are or shall be prescribed by law, regulation or ordinance. It shall be known as the "Princeton Construction Board of Appeals" and shall consist of five regular members and at least five alternate members in accordance with the below.

The board shall also include two special members, one of whom shall be a licensed professional engineer with municipal construction experience, and one of whom shall be a builder. The special members shall serve as additional members of the board in any case involving an appeal of municipal fees pursuant to N.J.S.A. 40:55D-53.2 et seq.

Each regular, alternate and special member shall be qualified by experience or training to perform the duties of a member of the board.

The board may adopt such rules as to its procedures and for its internal governance as are not inconsistent with law, regulation or this chapter. Applications of appeal to said board shall be accompanied by a fee in the sum of one hundred dollars. The application shall not be considered complete unless accompanied by this appeal fee. In the case of an appeal based on the failure of the enforcing agency as established in section 5A.1-1 of this chapter to act within any time frame specified, the fee shall be waived.

Sec. 5A.1-5. Qualifications of members.

(a) At least one regular member of the board shall be a registered architect or licensed professional engineer with building construction experience, or other person as qualified as a building subcode official. At least one regular member shall be as qualified as a plumbing subcode official. At least one regular member shall be as qualified as an electrical subcode official. At least one regular member shall be as qualified as a fire protection subcode official. At least one regular member shall be certified as a fire official.

(b) The requirements of section 5A.1-5(a) above shall not be construed as requiring that there be a separate regular member in each of the qualification categories above. One regular member may satisfy these requirements with regard to more than one such qualification category. No more than two members shall be selected from the same business or profession. Each member shall have had at least three years' experience in construction, design or supervision as a licensed engineer or registered architect, or in the alternative, five years' experience in construction, design or supervision as an architect or engineer with a bachelor's degree in architecture or engineering, respectively, from an accredited institution of higher education, or in the further alternative, ten years' experience in construction, design or supervision as a journeyman in a trade or as a contractor.

Sec. 5A.1-6. Appointment and terms of members; alternate members; chairperson; disqualification; compensation.

(a) Members of the construction board of appeals shall be appointed by the mayor with the advice and consent of the council for terms of four years each, calculated from January 1 of the year of appointment; except, that of the members first appointed, one shall be appointed for a term of one year, one for a term of two years, one for a term of three years and two for

terms of four years. Members shall serve after the expiration of their terms until their successors are appointed and qualified.

(b) Vacancies occurring other than by expiration of term shall be filled for the unexpired term only.

(c) The mayor with the advice and consent of the council shall appoint at least five alternate members of the board to serve during the absence or disqualification of any member. Alternate members shall be appointed to staggered terms, in the same manner as the initial appointment of regular members. Alternate members shall be so chosen so that there will be at least one alternate member in each qualification category set forth in section 5A.1-5(a) above. In addition, service by alternate members shall meet the provisions of N.J.A.C. 5:23A-1.3.

(d) The mayor with the advice and consent of council shall designate one of the regular members to serve as chairperson and another member to serve as vice-chairperson of the board. The vice-chairperson shall serve as chairperson in the event of absence or disqualification of the chairperson.

(e) No member or alternate member of the board shall be a member of the enforcing agency nor shall any member or alternate member pass on any question in which he or she is engaged as contractor or material dealer or in which he or she has been involved in the preparation of plans or specifications or in which he or she has any personal or professional interest.

(f) Members and alternate members of the board shall receive no compensation for their services as such, but they shall be reimbursed for all necessary expenses incurred by them in the performance of their duties.

Corner House Board (Municipality of Princeton Ord. No. 2014-13 & Ord. No. 2019-3) Township Code Sec. 27A-1, 27A-2, 27A-3. Chapter 27A. Corner House Board

Sec. 27A-1. The creation of a Corner House Board.

There is hereby established a Corner House Board consisting of nine members and up to two alternate members, as follows:

(a) Seven residents of Princeton, plus up to two alternate members, who shall also be residents of Princeton;

(b) One member of the Corner House Foundation, ex officio;

(c) One member from the council.

The Foundation shall annually designate its member of the board. The term of the member from the council shall be for one year. The mayor, with the advice and consent of council, shall appoint the resident-members. On the initial appointment to the board, two residents

shall be appointed for a one year term, two residents for a two year term and three residents for a three year term. All I members of the board shall serve until their respective successors are appointed and have qualified. All reappointments and appointments of alternate members shall be for the term of three years. Members of the board shall annually select one of its members to serve as the chairperson of the board. The board shall meet regularly to discharge its duties. The Corner House Foundation member shall serve in an ex officio capacity and shall have no voting rights on the board.

Alternate members shall be designated at the time of appointment as "alternate number 1" and "alternate number 2." Alternate members may participate in discussions of the proceedings involving the board but may not vote except in the absence or disqualification of a regular member. Alternates shall be counted for purposes of establishing a quorum for the board. In the event that a choice must be made as to which alternate member is to vote, alternate number 1 shall vote.

Sec. 27A-2. Corner House Board; powers and duties.

The Corner House Board shall provide recommendations to the council concerning the operations and administration of Corner House, the municipal treatment and prevention agency addressing substance abuse and education programs associated with same. Additionally, the board shall:

- (a) Provide advice to the council concerning the planning, development, administration and operation of programs and activities in the area of drug abuse and drug abuse prevention and shall devise and recommend methods for measuring and reporting upon the effectiveness of ongoing programs with the Princeton community; and
- (b) Help guide the philosophy, policies and procedures of Corner House as it implements its programs for prevention, education and treatment involving substance abuse; and
- (c) Make recommendations to the council on requests for public funding for Corner House; and
- (d) Review recommendations submitted to the board by the Corner House executive director regarding the Corner House operating budget; and
- (e) Undertake such additional duties and responsibilities as requested by the council concerning programs for substance abuse prevention, education and treatment for the Princeton community.

Sec. 27A-3. Corner House executive director; duties.

(a) Corner House shall be overseen and administered by the Corner House executive director. The executive director shall be a department head and subject to all of the municipality's administrative procedures, including but not limited to its personnel manual. The executive director shall be appointed by the mayor with the advice and consent of the council, and shall receive such compensation as shall be prescribed by the council in the annual salary ordinance. The Corner House executive director shall, under the supervision and control of the administrator, do the following:

- (1) Study, recommend, administer, implement and enforce personnel, organizational and policy decisions for Corner House;
- (2) Keep the board informed of all matters within the executive director's jurisdiction by such reports as he/she deems advisable or as may be requested by the board and administrator and by an annual report of his or her work for the benefit of the public served by Corner House;
- (3) Prepare annually the operating budget for Corner House;
- (4) Serve as the Princeton Alcohol and Drug Alliance ("PADA") coordinator or his or her designee; and
- (5) Such additional duties as may be requested of the executive director either by the Corner House Board or the administrator, or both.

Environmental Commission (Municipality of Princeton Ord. No. 2014-17) Borough Code Chapter 12, Sec. 12-1 through 12-12

Sec. 12-1. Established; purpose; name.

There is hereby established pursuant N.J.S.A. 40:56A-1 et seq. an environmental commission of the municipality of Princeton for the protection, development and use of natural resources, including water resources, located within the territorial limits of Princeton, which shall be known as the "Princeton Environmental Commission" and which shall be governed by the provisions of the aforementioned law and this chapter.

Sec. 12-2. Composition; officers; qualifications; service without compensation.

The commission shall consist of seven members who shall be appointed by the mayor, after consultation with the council; one member shall also be a member of the planning board, and all members shall be residents of the municipality. The mayor shall designate one of the members to serve as chairperson and presiding officer of the commission. All members of the commission shall serve without compensation, but within budgetary limitations, they may receive reimbursement for actual expenses necessarily incurred in the performance of their duties.

Sec. 12-3. Terms of office.

The terms of office for the first commissioners shall be for one, two or three years, as shall be designated by the mayor in making the appointments, so that the terms of approximately 1/3 of the members will expire each year. Their successors shall be appointed for terms of three years and until the appointment and qualification of their successors.

Sec. 12-4. Removal from office.

The council may remove any member of the commission for cause, on written charges served upon

the member and after a hearing thereon at which the member shall be entitled to be heard in person or by counsel.

Sec. 12-5. Vacancies.

A vacancy on the commission occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

Sec. 12-6. Alternates; liaisons.

The mayor, after consultation with the council, shall appoint not more than two alternate members who shall be residents of the municipality. Alternate members shall be designated at the time of appointment by the mayor as "Alternate No. 1" and "Alternate No. 2." The terms of the alternate members shall be for two years, except that the terms of the alternate members first appointed shall be two years for Alternate No. 1 and one year for Alternate No. 2 so that the term of not more than one alternate member shall expire in any one year. A vacancy occurring other than by expiration of term shall be filled in the same manner as an original appointment, for the unexpired term only.

An alternate member shall not be permitted to act on any matter in which such member has either directly or indirectly any personal or financial interest. An alternate member may, after a public hearing if requested, be removed by the council for cause.

An alternate member may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. 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 first.

A council member may be designated as liaison with the commission. Such designee may attend meetings and participate in deliberations of the commission but shall not have the right to vote on matters before the commission.

The board of trustees of Sustainable Princeton may annually designate one of its board members to serve on the commission. The Sustainable Princeton member may attend meetings and participate in deliberations of the commission but shall not have the right to vote on matters before the commission.

The board of health may annually designate one of its members to serve on the commission. The board of health member may attend meetings and participate in deliberations of the commission but shall not have the right to vote on matters before the commission.

Sec. 12-7. Powers and duties generally.

- a. The commission shall have power to study, and make recommendations and provide advice concerning, open space preservation, water resources and stormwater management, air pollution control, sustainable building design and practices, alternative transportation, recycling, composting, solid waste management, noise control, soil and landscape protection, environmental appearance, aquatic resources and protection of flora and fauna.

b. The commission shall have power to conduct research into the use and possible use of the open land areas of the municipality and may coordinate the activities of unofficial bodies organized for similar purposes.

c. The commission may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which, in its judgment, it deems necessary for its purposes, subject to appropriations made available to it for such activities.

d. The commission shall develop and maintain an inventory of all open space areas, publicly or privately owned, including sensitive environmental features like streams, open marsh lands, swamps, wetlands and flood plains, as a resource for obtaining information on the proper use of such areas. It may recommend to the planning board plans and programs for inclusion in the municipal master plan and for the development and use of such areas.

e. The commission shall, at the commission's discretion, have the power to review applications for development submitted to the planning board and offer written advice to said board which, in said commission's judgment, would alleviate or avoid negative environmental impacts.

f. The commission may, upon the council's approval, develop or participate in programs, activities and projects aimed at supporting and/or promoting the commission's goals and purposes, including but not limited to, fundraising efforts.

g. The commission shall also have such other powers and duties as shall, from time to time, be prescribed by the council.

Sec. 12-8. Acquisition and administration of property.

The commission may investigate and negotiate, with the approval of the council, the acquisition of property, both real and personal, by gift, purchase, grant, bequest, devise or lease, for any of its purposes. Such acquisitions may be to acquire the fee or any lesser interest, development right, easement (including conservation easement), covenant or other contractual right (including a conveyance on conditions or with limitations or reversions), as may be necessary to acquire, maintain, improve, protect, limit the future use of or otherwise conserve and properly utilize open spaces and other land and water areas in the municipality. All such acquisitions shall be in the name of the municipality, and the governing body shall have the right finally to approve or disapprove the commission's recommendations. The commission may recommend to the council policies, rules and regulations for the administration of such acquisitions and, if so authorized by the council, administer such acquisitions for the purposes for which they were obtained, subject to the terms of any conveyance or gift thereof.

Sec. 12-9. Regional considerations as to open spaces.

In addition to the research performed and recommendations made by the commission to the planning board and council, as set forth in section 12-7 above, the commission shall have the power to take into account the regional aspects of conservation of open space. For such purpose, the commission may consult and cooperate with boards, bodies and commissions of other municipalities having a mutual interest in open space and may invite and permit delegates of such

boards, bodies or commissions to attend meetings and participate in the deliberations of the commission, without the right to vote.

Sec. 12-10. Records and reports.

The commission shall keep minutes of its meetings and records of its activities and shall make a report to the council annually, and at such other times as the council may request.

Sec. 12-11. Personnel.

The commission may appoint, in consultation with the administrator, such clerical, technical or other assistants and incur such other expenses as it may from time to time require and as shall be within the limits of funds appropriated to it by the council.

Sec. 12-12. Budget; appropriations.

The council shall appropriate in the annual budget funds for the expenses incurred by the commission. The commission shall submit its proposed annual budget to the council at such time and in such form and in accordance with such procedures as the council shall prescribe. Budget review and approval shall be performed in the manner required by the New Jersey statutes and regulations.

Flood and Storm Water Commission. (Township Ord. No. 2012-22) Sec. 2-112. Township Code Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. 2012-19) Borough Code Sec. 2-85. Article V. Agencies, Boards, Commissions and Committees

There is hereby established a flood and storm water commission consisting of seven members, including one member of the environmental commission and one member from the governing body. There shall also be a non-voting liaison from the engineering department. The regular members shall be appointed to three-year terms except that the initial appointments shall be staggered so that no more than three regular member terms expire each year.

Historic Preservation Review Commission (Municipality of Princeton Ord. No. 2014-44) Township Code Article XIII, Historic Preservation Sec. 10B-374 through 10B-377

Sec. 10B-374. Historic Preservation Commission established.

An agency to be known as the historic preservation commission is hereby established. The commission shall consist of seven regular members and two alternate members who shall be appointed by the mayor with the advice and consent of the governing body.

(1) At least one member of the Historic Preservation Commission shall belong to each of the following classes:

Class A - A person who is knowledgeable in building design and construction or architectural history and who may reside outside the municipality; and

Class B – A least one person who is knowledgeable or with a demonstrated interest in local history and who may reside outside the municipality.

Class C - Those regular members who are not designated as Class A or B. Class C members shall be the citizens of the municipality who shall hold no other office, position or employment in the municipality except for membership on the planning board or board of adjustment. If possible, Class C members shall be knowledgeable in local history, history of landscape design, archaeology, architectural history, or building design. At least one of the regular members shall, if possible, be an owner of a residence within a historic preservation district. At least one of the Class A or B members shall, if possible, be a member of the site plan review advisory board. Alternate members shall meet the qualifications of Class C members.

(2) Alternate members shall meet the qualifications of Class C members. The mayor with the advice of the governing body shall appoint all members of the Historic Preservation Commission and shall designate at the time of appointment the regular members by class and the alternate members as "Alternate No. 1" and "Alternate No. 2". Of the regular members first appointed, one shall have a term of one year, one shall have a term of two years, one shall have a term of three years, and four shall have a term of four years; and, in the case of alternate members, Alternate No. 2 shall have a term of one year and Alternate No. 1 shall have a term of two years. Thereafter, the term of a regular member shall be four years, and the term of an alternate member shall be two years. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term only in the same manner as the initial appointment subject to the continuing requirements concerning the appointment of members. Notwithstanding any other provision herein, the term of any member common to the historic preservation commission and the planning board shall be for the terms of membership on the planning board; and the term of any member common to the historic preservation commission and the board of adjustment shall be for the term of membership on the board of adjustment.

(3) The historic preservation commission shall elect a chair and vice chair from its members and select a municipal employee for a secretary who would work for the Commission.

(4) Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. 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.

(5) No member shall be permitted to act on any matter in which he has, either directly or indirectly, any personal or financial interest.

(6) A member may, after public hearing if he or she requests it, be removed by the governing body for cause including but not limited to failure to attend regular Commission meetings.

(7) Members shall serve without compensation but may, within budgetary limitations, be reimbursed for authorized expenses incurred.

(8) The governing body shall appoint annually one of its members as liaison to the commission. Said liaison shall not be considered a member of the commission and shall not vote on commission matters.

Sec. 10B-375. Expenses and costs.

The Historic Preservation Commission may employ, contract for, and fix the compensation of experts and other staff and services as it shall deem necessary. The Commission shall obtain its legal counsel from the municipal attorney at the rate of compensation determined by the Princeton Council, unless Council, by appropriation, provides for separate legal counsel for the Commission. Expenditures pursuant to this subsection shall not exceed, exclusive of gifts or grants, the amount appropriated by the Princeton Council for the Commission's use.

Sec. 10B-376. Historic Preservation Commission powers and functions.

(1) The Historic Preservation Commission shall:

(a) Advise the Planning Board and Board of Adjustment on applications for development for which preservation plan approval is necessary. When advising and assisting the Planning Board and Board of Adjustment in reviewing such applications, the Historic Preservation Commission along with the Site Plan Review Advisory Board shall exercise their review functions pursuant to this section when the application being reviewed has been classified as a major application. When the application being reviewed has been classified as a minor application, the Historic Preservation Commission shall substitute for and exercise exclusively all of the functions of the Site Plan Review Advisory Board. When reviewing minor applications, the Historic Preservation Commission shall have the same powers and shall use and comply with the same procedures and its decisions shall have the same effect as prescribed for the Site Plan Review Advisory Board.

(b) Provide written reports pursuant to N.J.S.A. 40:55D-111 on the application of the zoning ordinance provisions concerning historic preservation.

(c) Advise the board of jurisdiction in written form. Members or staff shall testify at the hearing on the application and explain the Commission's written report. The recommendations of the Commission shall not be disregarded by the board of jurisdiction except for reasons stated on the record.

(d) Make recommendations to the Planning Board on the historic preservation element of the Princeton Master Plan and on the implications for preservation of historic sites of any other master plan elements.

(e) Advise the Planning Board and Princeton Council on the inclusion of historic sites or districts in the recommended capital improvements program.

(f) Adopt or amend guidelines pertaining to the substantive standards set forth in section 10B-386 to 10B-388 and 10B-390 and to determinations pursuant to section 10B-380 as to whether work pursuant to a preservation plan will have a significant impact.

(g) Prepare a survey of historic sites of Princeton pursuant to criteria identified in the survey report and to identify and maintain a survey of all buildings, structures, sites, objects, improvements, and districts of historical significance.

(h) Carry out such other advisory, educational, and informational functions as will promote historic preservation in Princeton.

(i) Hold regular meetings at least four times annually.

Sec. 10B-377. Rules and procedures.

The Historic Preservation Commission shall adopt rules governing the form and content of preservation plans and related applications and more detailed procedures for review of the plans and applications. Such rules shall to the extent practicable expedite and simplify the review process and minimize cost and inconvenience to property owners and shall be otherwise consistent with the provisions of this article.

Housing Authority Board (Township Ord. No. 2012-22) Township Code Sec. 2-94. Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. No. 2012-19) Borough Code Sec. 2-67. Article V. Agencies, Boards, Commissions and Committees

(a) There is hereby established a housing authority consisting of seven members. Five members shall be appointed by the governing body, one by the mayor, and one by the Commissioner of Community Affairs. The members shall serve for terms of five years and until their respective successors have been appointed and qualified; except that of the five members first appointed by the governing body one shall be appointed for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years and one for a term of five years. Vacancies shall be filled in the same manner as the original appointments were made, but for the unexpired term.

(b) No more than one member of the housing authority may be an officer or employee of the appointing municipality. A certificate of the appointment or reappointment of any member shall be filed with the clerk of the municipality and that certificate shall be conclusive evidence of the due and proper appointment of that member. A member of an authority shall receive no compensation for his services, but shall be entitled to reimbursement for actual expenses necessarily incurred in the discharge of the duties of membership, including travel expenses.

The powers of the authority shall be vested in the members thereof in office from time to time. Four members shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and all other purposes. Action may be taken by the authority upon the affirmative vote of the majority, but not less than four of the members present, unless in any case the bylaws of the authority shall require a larger number. The authority shall select a chairperson and a vice-chairperson from among its members, and shall employ an executive director, who shall be its secretary.

Human Services Commission (Township Ord. No. 2012-22) Township Code Sec. 2-96. Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. No. 2012-19; amended

Ord. No.2020-4 on 10/12/2020) Borough Code Sec. 2-69. Article V. Agencies, Boards, Commissions and Committees

(a) There is hereby established a human services commission consisting of nine members, up to two alternate members, and one non-voting liaison from the governing body, all of whom shall be appointed by the mayor with the advice and consent of council. On the initial appointment to the commission, three regular members shall be appointed for a one-year term; three regular members shall be appointed for a two-year term; and three regular members shall be appointed for a three-year term. Thereafter, all regular members shall serve for a term of three years.

(b) The alternate members shall be appointed for a term of one year, computed from January 1 of the year of their appointment. They shall be designated at the time of their appointment as "Alternate No. 1" and "Alternate No. 2." Alternate members may participate in discussions but may not vote except in the absence or disqualification of a regular member. 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.

Local Emergency Planning Committee (Resolution 18-81, 2/12/18)

Resolution Authorizing Appointments to the Local Emergency Planning Committee

WHEREAS, Federal and State regulations require the appointment of a Local Emergency Planning Committee; and

WHEREAS, Princeton wishes to comply with said regulations.

NOW, THEREFORE, BE IT RESOLVED by the municipality of Princeton, as follows:

The Mayor and Council of Princeton hereby appoints the following to the Princeton Local Emergency Planning Committee:

- Emergency Management Coordinator
- Deputy Emergency Management Coordinator
- Police Commissioner (council member)
- Councilmembers x2
- Municipal Administrator
- Assistant Municipal Administrator
- Director of Infrastructure and Operations
- Municipal Engineer
- Citizen Appointment x2
- Executive Director, Princeton University Public Safety
- Public Safety Director, Penn Medicine Princeton Health
- Facilities Director, Princeton Public Schools

Pedestrian and Bicycle Advisory Committee (Municipality of Princeton Ord. No. 2012-19; Ord. No. 2016-14 § 1; Ord. No. 2019-5; amended 2-24-2020 by Ord. No. 2020-8; 11-9-2020 by Ord. No. 2020-36; 3-14-2022 by Ord. No. 2022-07) Borough Code Sec. 2--80 Article V. Agencies, Boards, Commissions and Committees

There is hereby established a Pedestrian and Bicycle Advisory Committee consisting of seven regular members and two alternate members, plus one non-voting liaison from the governing body, one non-voting liaison from the school district, and such other non-voting liaisons consisting of staff and/or other resource persons as may be appropriate. The regular members shall be appointed to three-year terms except that the initial appointment shall be staggered so that no more than two terms expire each year.

The responsibilities and authority of the Committee shall be as dictated by the Council from time to time, as may be necessary, and shall include providing research and advice to Council on matters relating to policies and facilities which promote and enhance the safety, comfort, and convenience of bicyclists, pedestrians, and other users of micro-mobility.

Planning Board (Municipality of Princeton Ord. No. 2015-20) Township Code Sec. 10B-4 through 10B-9. Article II. Planning Board

Sec. 10B-4. Planning Board established; membership; voting rights; limitations.

The Planning Board heretofore created is continued and is hereby established pursuant to N.J.S.A. 40:55D-1 et seq. It shall consist of nine members in the following four classes:

(a) Class I: The Mayor or the Mayor's designee in the absence of the Mayor.

(b) Class II: one of the officials of the municipality other than a member of the Princeton Council to be appointed by the Mayor, provided that if there is a member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 that person shall be deemed to be the Class II Planning Board member if there is both a member of the Zoning Board of Adjustment and a member of the Board of Education among the Class IV members.

(c) Class III: a member of the Princeton Council to be appointed by it.

(d) Class IV: six other citizens of the municipality to be appointed by the Mayor. The members of Class IV shall hold no other municipal office, except that one member may be a member of the Zoning Board of Adjustment or the Historic Preservation Commission and one member may be a member of the Board of Education.

A member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be a Class IV Planning Board member unless there be among the Class IV or alternate members of the Planning Board both a member of the Zoning Board of Adjustment or the Historic Preservation Commission and a member of the Board of Education, in which case the member of the Environmental Commission shall be deemed to be the Class II member of the Planning Board.

(e) Alternates: In accordance with N.J.S.A. 40:55D-23.1, there are hereby created two alternate memberships to the Princeton Planning Board. Alternate members shall be appointed by the Mayor for Class IV members and shall meet the qualifications for Class IV members of the nine-member Planning Board. Alternate members shall be designated at the time of appointment by the Mayor as "Alternate No. 1" and "Alternate No. 2." The terms of the alternate members shall be for two years, except that the terms of the alternate members shall be such that the term of not more than one alternate member shall expire in any one year; provided, however, that in no instance shall the terms of the alternate members first appointed exceed two years. A vacancy occurring otherwise than by expiration of term shall be filled by the appointing authority for the unexpired term only.

(1) Alternate members may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular member of any class. 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.

(f) Other provisions.

(1) All regular and alternate members except the Class II member shall be residents of Princeton.

(2) Except as otherwise permitted, Class IV members and alternate members shall hold no other municipal office or employment. For purposes of this section, membership on a municipal board or commission whose function is advisory in nature and the establishment of which is discretionary and not required by statute shall not be considered the holding of municipal office.

(3) Members of the Planning Board shall serve without compensation but may be reimbursed for expenses authorized in advance and incurred in the performance of their duties.

(4) No members or alternate members shall be permitted to act on any matter in which they have, directly or indirectly, any personal or financial interest.

(5) Except for members exempted by statute from this requirement, persons who serve as members or alternate members of the Planning Board shall be required to complete an approved basic course in land use law and planning within 18 months of their appointment in accordance with the provisions of N.J.S.A.40:55D-23.3(b) and (c).

Sec. 10B-5. Terms.

(a) The term of the member composing Class I shall correspond with the Mayor's official tenure or, if the member is the Mayor's designee in the absence of the Mayor, the designee shall serve at the pleasure of the Mayor during the Mayor's official tenure. The terms of the members composing Class II and Class III shall be for one year or terminate at the completion of their respective terms of office, whichever occurs first.

(b) The terms of all Class IV members first appointed pursuant to this chapter shall be determined so that to the greatest practicable extent the expiration of such terms shall be evenly distributed over the first four years after their appointment as determined by resolution of the Princeton Council; provided, however, that no term of any member shall exceed four years and further provided that nothing herein shall affect the term of any present member of the Planning Board, all of whom shall continue in office until the completion of the term for which they were appointed. Thereafter, all Class IV members shall be appointed for terms of four years except as otherwise herein provided. All terms shall run from January 1 of the year in which the appointment was made.

(c) The term of any alternate member shall be two years. The terms of alternate members shall be staggered.

(d) Removal from office. Any member including an alternate member of the Planning Board other than the Class I member may be removed by the Princeton Council for cause after a public hearing, if the member requests one.

(e) Vacancies. If a vacancy in any class of the Planning Board occurs other than by expiration of the term, it shall be filled by appointment, as provided herein, for the unexpired term.

Sec. 10B-6. Organization of the Board.

The Planning Board shall elect a chair and vice chair from the members of Class IV, select a secretary who may or may not be a member or alternate member of the Planning Board or a municipal employee, and create and fill such other offices as are established by ordinance. An alternate member may not serve as chair or vice chair of the Planning Board.

10B-7. Members of Zoning Board of Adjustment serving as temporary members of the Planning Board.

If the Planning Board lacks a quorum because any of its regular or alternate members is prohibited by subsection b. of section 14 of P.L.1975, c.291 (C.40:55D-23) or section 13 of P.L.1979, c.216 (C.40:55D-23.1) from acting on a matter due to the member's personal or financial interests therein, regular members of the Zoning Board of Adjustment shall be called upon to serve, for that matter only, as temporary members of the Planning Board in order of seniority of continuous service to the Zoning Board of Adjustment until there are the minimum number of members necessary to constitute a quorum to act upon the matter without any personal or financial interest therein, whether direct or indirect. If a choice has to be made between regular members of equal seniority, the chair of the Zoning Board of Adjustment shall make the choice.

Sec. 10B-8. Powers and duties.

The Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions and purposes of this chapter. In the issuance of subpoenas, administration of oaths and taking of testimony, the provisions of the County and Municipal Investigations Law of 1953 (N.J.S.A. 2A:67A et seq.) shall apply. The Board shall also have the following powers and duties:

(a) Master Plan. To prepare and adopt and from time to time amend a master plan for the physical development of the municipality in accordance with the provisions of N.J.S.A. 40:55D-1 et seq. The Board may make such additional surveys and studies as may be necessary or desirable to carry out its duties.

(b) Administration of chapter. To administer the provisions of this chapter, including review of subdivisions, site plans, conditional uses and waivers and of variances, directed issuance of permits, and preservation plans coming within its jurisdiction.

(c) Development regulations. To consider and make reports to the Princeton Council within 35 days after referral as to any proposed development regulation or amendment thereto submitted to it pursuant to the provisions of N.J.S.A. 40:55d-26(a) and also pass upon other matters specifically referred to the Planning Board by the Princeton Council pursuant to the provisions of N.J.S.A. 40:55D-26(b) and any other matters as the Board deems appropriate.

(d) Capital improvement program. If authorized by Princeton Council, prepare a program of municipal capital improvement projects as set forth in N.J.S.A. 40:55D-29.

(e) Long range facility plan. To review and issue findings pursuant to N.J.S.A. 40:55D-31b concerning any long-range facilities plan submitted to the Board as required by the "Educational Facilities Construction and Financing Act," P.L.2000, c. 72 (C.18A:7G1 et al.)

(f) Public expenditure review. To review and make recommendations in conjunction with the Master Plan of any action undertaken by Princeton Council or any other public agency having jurisdiction over the subject matter necessitating the expenditure of any public funds incidental to the location, character or extent of such project within 45 days of referral of such action for review. This referral requirement shall apply to Princeton Council and to action by a housing, parking, highway, special district, or other authority, redevelopment agency, board of education or other similar public agency, State, county or municipal and to any public entity taking any action to permit the location, erection, use or maintenance of an outdoor advertising sign required to be permitted pursuant to P.L. 1991, c. 413 (C.27:5-5 et seq).

(g) Outside agency reviews. To participate in the preparation and review of programs or plans required by state or federal law or regulations.

(h) Continued planning. To assemble data on a continuing basis as part of a continuous planning process.

(i) Advisory duties. To perform such other advisory duties as are assigned to it by ordinance or resolution of the Princeton Council for the aid and assistance of the Princeton Council or other agencies or officers.

(j) Other referrals. The Princeton Council may by ordinance provide for the reference of any matter or class of matters to the Planning Board before final action thereon by a municipal body or municipal officer having final authority thereon, except for any matter under the jurisdiction of the Zoning Board of Adjustment.

(k) Adoption of bylaws. The Planning Board is authorized to adopt bylaws and other rules governing its procedural operation.

Sec. 10B-9. Powers as to applications for development; powers in lieu of Zoning Board of Adjustment; informal applications.

(a) The Planning Board shall receive, review and act upon applications for approval of subdivision plats, site plans and conditional uses, except where such authority is conferred upon the Zoning Board of Adjustment in conjunction with the Zoning Board of Adjustment's review of applications for approval of variances pursuant to N.J.S.A. 40:55D-70d.

(b) The Planning Board, in lieu of the Zoning Board of Adjustment and to the same extent and subject to the same restrictions as such Board, shall receive, review, and act upon applications or appeals for variances pursuant to N.J.S.A. 40:55D-70c and applications for special permits, but only in conjunction with the Planning Board's review of applications for approval of subdivision plats, site plans or conditional uses.

(c) At the request of the developer, the Planning Board shall grant an informal review of a concept plan for a development for which the developer intends to prepare and submit an application for development.

Princeton Alcohol and Drug Alliance (By-Laws of the Princeton Alcohol and Drug Alliance adopted July 2008)

Article I. Name

The name of this organization shall be the Princeton Alcohol and Drug Alliance. In common usage and for purposes of these By-Laws, the organization shall be referred to as the "PADA."

Article II. Purpose

Section 1. The PADA is an association of people who mission is to serve as the official coordinating body for Princeton Township and Princeton Borough, New Jersey, for planning, awareness and education efforts on drug and alcohol abuse. The PADA is dedicated to raising community awareness and the prevention of the problems related to drug and alcohol abuse.

Section 2. The PADA shall be the Municipal Alliance Committee for the Township of Princeton and the Borough of Princeton within the Governor's Council on Alcoholism and Drug Abuse. In this role as Municipal Alliance Committee, the PADA shall carry forth the intent and spirit of N.J.S.A. 26:2BB-9 *et seq.* and the guidelines and procedures of the Governor's Council on Alcoholism and Drug Abuse.

Section 3. The PADA shall cooperate with the Governor's Council on Alcoholism and Drug Abuse and the County Local Advisory Committee on Alcoholism and Drug Abuse Alliance Steering Subcommittee, to provide municipal data, reports and other information which may be required for the County Annual Alliance Plan or be needed to assist the Alliance effort.

Article III. Membership

Section 1. The PADA Committee shall be comprised of a broad spectrum of the community, as

required by New Jersey law. The number of members of PADA shall be determined by the Princeton Township Committee and the Princeton Borough Council from time to time by Resolution. Additionally, representatives from the Teen Advisory Group and the Corner House Student Board shall be invited to attend PADA functions in order to provide information to PADA concerning their programs. Committee members on PADA shall serve without compensation.

Section 2. Members of the PADA committee shall serve for terms as established by the Resolutions adopted by the Princeton Township Committee and the Princeton Borough Council from time to time. Said governing bodies shall appoint representatives from the Princeton Regional School Board and the Superintendent of Schools and they shall serve during their respective appointed terms. Student members of PADA shall serve while they are students at the public schools, private schools and Princeton University. All other members of PADA shall serve three (3) years terms except upon initial appointment by the governing bodies pursuant to Resolution, the governing bodies shall stagger the terms of the members so that one-third (1/3) of said members' terms shall expire annually.

Section 3. The Executive Director of Corner House shall annually appoint a Chair and other such officers as necessary by the PADA.

ARTICLE IV. MEETINGS

Section 1. The PADA shall hold monthly meetings except for July and August at noon on the first Thursday of each month at the Princeton Township Municipal Complex or such other day of the month as may be determined from time to time by PADA. Meetings may be held via telephone and votes may be made via e-mail with a record of same maintained by the Secretary.

Section 2. The Chair may call special emergency meetings as deemed necessary.

Section 3. Adequate public notice of all meetings shall be given to all members of PADA and notice of meetings shall be provided to the public in accordance with the requirements of the New Jersey Open Public Meetings Act. Attendance by the public is welcome at all meetings.

Section 4. PADA shall adopt an annual calendar of meetings at the PADA organization meeting annually.

Section 5. Minutes shall be kept of all PADA meetings.

ARTICLE V. QUORUM

A quorum of the PADA shall be required for action to be taken by the Committee (*i.e.* approval of plan or modification). A quorum shall be fifty (50%) percent of the Committee's membership plus one (1).

ARTICLE VI. COMMITTEES

Section 1. The Chairperson and members of all committees shall be appointed by the PADA Chair.

ARTICLE VII. AMENDMENTS

These By-Laws may be amended at any meeting of the general membership of the PADA by a vote of two-thirds (2/3) of the full authorized membership of PADA.

ARTICLE VIII. PARLIAMENTARY PROCEDURES

The latest addition of Robert's Rules of Order shall govern the proceedings of PADA unless they are in conflict with these By-Laws.

Princeton Public Library Board of Trustees (Municipality of Princeton Ord. No. 2014-16)
Borough Code Sec. 18-1, 18-2 and 18-3. Chapter 18, Article I .Princeton Public Library

Sec. 18-1. Princeton Public Library.

There is hereby established and continued a Princeton Public Library for the benefit of the inhabitants of Princeton.

Sec. 18-2. Board of Trustees; terms of appointment; vacancies; removal.

a. There is hereby established and continued a board of trustees of the Princeton Public Library consisting of nine members, one of whom shall be the mayor and one of whom shall be the superintendent of schools. At least four of the regular members shall be residents of Princeton. Of the seven regular appointments initially made, one shall be appointed for one year, one for two years, one for three years, one for four years and three for five years. The mayor shall make such appointments upon the consent of the council. The mayor and the superintendent of schools may, respectively, appoint an alternate to act in their stead with authority to attend all meetings of the board and, in their absence, to vote on all questions before the board.

b. The trustees shall elect from its members a president, treasurer and secretary, who shall hold their offices for one year and until their successors are elected.

c. Upon the expiration of the term of office of any trustee, the mayor shall appoint a successor to serve for a term of five years in the same manner as the original appointment was made.

d. Vacancies occurring shall be filled for the unexpired term only, in the same manner as the original appointments are made.

e. The council shall be authorized to remove any trustee from office for cause, and only after a public hearing upon a written complaint setting forth the charge or charges against said trustee.

Sec. 18-3. Power and Authority of Board of Trustees.

The board of trustees shall have such powers and authority as established by law, N.J.S.A. 40:54-1 et seq., and this Code.

Princeton Sewer Committee. (Township Ord. No. 2012-22) Township Code Sec. 2-108. Article XXII. Agencies, Boards, Commissions and Committees; (Borough Ord. No. 2012-19 amended 12-13-2021 by Ord. No. 2021-35) Borough Code Sec. 2-81. Article V. Agencies, Boards, Commissions and Committees.

There is hereby established a sewer operating committee consisting of two regular members, at least one of which with civil engineering or municipal waste experience, and one voting liaison member from the governing body. Of the two regular members, initially one shall be appointed for two years and one shall be appointed for three years. Thereafter, each appointment shall be for a term of three years. The liaison representative shall be appointed annually by the governing body and serve a one-year term.

Public Transit Advisory Committee (Municipality of Princeton Ord. No. 2016-14 & Ord. No. 2019-3; amended 10-11-2021 by Ord. No. 2021-27) Borough Code Sec. 2-90B. Article XXII. Agencies, Boards, Commissions and Committees

There is hereby established a Public Transit Advisory Committee. The Committee shall consist of seven regular members, up to two alternative members, and such non-voting liaisons consisting of staff, representatives from Princeton University and the Greater Mercer Transportation Management Association, and other resource persons, as may be appropriate. The purpose of the Public Transit Advisory Committee is to work cooperatively with Princeton University, the Greater Mercer Transportation Association and other transit development resources to study and make recommendations for improvements in transit services in Princeton.

Regular and alternate members shall be appointed to three year terms except that the initial appointment shall be staggered so that no more than three terms of regular members expire each year.

Alternate members shall be designated at the time of appointment as "alternate number 1" and "alternate number 2." Alternate members may participate in discussions of the proceedings involving the Committee but may not vote except in the absence or disqualification of a regular member. Alternates shall be counted for purposes of establishing a quorum for the Committee. In the event that a choice must be made as to which alternate member is to vote, alternate number 1 shall vote.

A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term only.

The members shall serve without compensation.

The responsibilities and authority of the Committee shall be as dictated by the Council from time to time, as may be necessary.

Shade Tree Commission (Municipality of Princeton Ord. No. 2016-34) Township Code Sec. 22-3 and 22-4.) Chapter 22, Article II. Shade Tree Commission

Sec. 22-3. Commission created; membership; term of office of members.

(a) There is hereby established a shade tree commission consisting of seven members and two alternates, designated as "Alternate No. 1" and "Alternate No. 2." There shall also be one non-voting liaison appointed from the governing body. The mayor, upon consultation with the council, shall appoint the members and alternates. All members and alternates shall be Princeton residents. The term of office of the members shall be five years. The term for members of the initial commission shall begin on the date of their appointment and shall be as follows: one member shall be appointed for one year, one member shall be appointed for two years, one member shall be appointed for three years, two members shall be appointed for four years, and two members shall be appointed for five years. All subsequent appointments, except to fill vacancies, shall be for the full term of five years, to take effect on January 1. The commission shall annually elect its chairperson from among its members.

(b) Alternate No. 1 and Alternate No. 2 shall serve during the absence or disqualification of any regular member or members. The term of each alternate member shall be five years commencing on January 1 of the year of appointment; provided, however, that in the event two alternate members are appointed, the initial term of Alternate No. 2 shall be four years and the initial term of Alternate No. 1 shall be five years. The terms of the initial alternate members appointed shall commence on the day of their appointment and shall expire on the fourth or fifth December 31 next ensuing after the date of their appointments, as the case may be. An alternate member may participate in discussion of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member.

Sec. 22-4. Powers and duties of the shade tree commission.

The shade tree commission shall have the following general powers and duties:

(a) Policy making responsibility in the regulation, planting, care and control of trees and shrubs upon and in the streets, highways, public places, public right-of-ways and parks of the municipality. The shade tree commission shall have responsibility for the regulation, planting, care and control of trees and shrubs upon and in State and County highways and County parks only to the extent authorized or required by law;

(b) Responsibility to consult and advise with the enforcement officer in all matters within its purview;

(c) All authority conferred by N.J.S.A. 40:64-1 et seq., to the extent applicable;

(d) Authority to review tree surveys, removal plans and planting plans submitted with land development applications referred to it by the planning board or zoning board. After its review the commission may prepare a report of its findings and recommendations to be sent to the board of jurisdiction at least fourteen days prior to that board's scheduled hearing of the development application;

(e) Authority to prepare criteria, standards, guidelines, and recommendations, including recommendations as to specific appropriations, for the use of funds collected in the Princeton Shade Tree Trust Reserve. The use of said funds shall be subject to the prior review and recommendation of the shade tree commission;

(f) Authority to develop a list of sites throughout Princeton that require the replacement of trees or the addition of new trees, and regularly update the list to reflect the replacement or removal of trees;

(g) Authority to develop and maintain a recommended tree species list;

(h) Authority to develop and maintain an inventory of trees and shrubs upon and in the streets, highways, public places, public right-of-ways and parks of the municipality;

(i) Responsibility to develop and recommend tree removal standards for trees located on private property;

(j) Responsibility to make, keep, and preserve minutes and records of its meetings and activities, and to make annual reports to the mayor and council. Copies of all minutes and records of its meetings and activities shall be filed with the clerk;

(k) Responsibility to decide appeals and recommend informal resolution of complaints, as set forth in sections 22-15 and 22-16, respectively, below; and

(l) Such additional functions as required by this chapter or within the law as may be delegated to it.

Youth Advisory Committee (Municipality of Princeton Ord. No. 2016-06) Borough Code Sec. 2-90A. Article XXII. Agencies, Boards, Commissions and Committees

(a) Established. There is hereby established a Youth Advisory Committee.

(b) Membership; terms of office; ex-officio members. The Youth Advisory Committee shall consist of twelve (12) students and up to five (5) adult liaisons appointed in accordance herewith on or before June 1 of each year. The Mayor shall appoint, with the advice and consent of Council, the student members of the Committee from a list of qualified applicants who have submitted an application. Student members must be residents of the municipality and must be high school students entering grades nine (9) through twelve (12) in the fall of the same year. Every effort will be made to appoint a diverse group of students and to evenly distribute appointments geographically. Members shall serve four-year terms or until graduation, whichever comes first. If any member shall fail to attend two (2) consecutive meetings, or more than half of the meetings in one (1) academic year without just cause, then said member shall be replaced by the Mayor. Notwithstanding any provision of this section, all members shall serve at the pleasure of the Mayor and Council. The Mayor, with the advice and consent of Council, shall appoint one (1) elected official as a non-voting liaison. The Administrator shall appoint two (2) staff members as non-voting liaisons, including at least one (1) staff member from the Department of Health, Youth, and Community Services. The Chief of Police shall appoint one (1) officer from the Safe Neighborhoods Unit as a non-voting liaison. There may also be one (1) non-voting liaison from the Princeton Public Schools.

(c) Organization; meetings; quorum; votes.

(1) The Youth Advisory Committee shall meet for the purpose of organization in August of each year. The Youth Advisory Committee shall elect its own officers who shall include a chair, vice-chair, and secretary.

(2) The Youth Advisory Committee is a public body and shall meet once to twice a month, August through June. A special meeting may be called by the chair, vice-chair or three (3) members of the Youth Advisory Committee. Minutes shall be kept by the secretary and filed with the municipal clerk.

(4) A quorum shall consist of more than fifty (50) percent of the student members currently appointed plus one adult member.

(d) Duties. The duties of the Youth Advisory Committee shall be to advise the Mayor and Council in issues of interest to youth. This may include recommending policies and sponsoring educational, informational, and/or social events for youth.

(e) Authority. The Youth Advisory Committee has no special authority.

(f) Reports. The Youth Advisory Committee shall prepare and present an annual report to the Mayor and Council between June 1 and August 1 of each year. The report shall include accomplishments of the past school year and goals for the next academic year. Additional special reports and recommendations may be made to the Mayor and Council as the need arises in the judgment of the Youth Advisory Committee or at the specific request of the Mayor and Council.

Zoning Board of Adjustment (Municipality of Princeton Ord. No. 2015-20 & Ord. No. 2015-33)
Township Code Sec. 10B-11 through 10B-19. Chapter 10B, Article III

10B-11. Zoning Board of Adjustment established; composition; terms; vacancies; disqualification of members; alternate members; officers.

(a) The Zoning Board of Adjustment heretofore created is continued and is hereby established pursuant to N.J.S.A. 40:55D-1 et seq.

(b) The Board shall consist of seven regular members and four alternate members.

(c) Regular members shall be appointed by the Princeton Council for terms of four years each, computed from January 1 of the year of their appointment, except that full terms of regular members filled for the first time under this article shall be so fixed (for four or less years) and arranged so that, to the greatest practicable extent, the expiration of all terms of regular members will be distributed evenly over the first four years after the initial appointment under this chapter.

(d) Alternate members shall also be appointed by the Princeton Council, and their terms shall be two years each, computed from January 1 of the year of their appointment, except that of the appointments to alternate membership first made under this chapter, one shall be for a term of one year. They shall be designated by the Princeton Council at the time of their appointment as "Alternate No. 1," "Alternate No. 2," "Alternate No. 3" and "Alternate No. 4."

(e) A vacancy occurring in either type of membership otherwise than by expiration of a term shall be filled for the unexpired term only.

(f) No regular or alternate members may hold any elective office or other municipal office in the Municipality, nor shall any members be permitted to act on any matter in which they have, directly or indirectly, any personal or financial interest.

(g) Alternate members may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular member. 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 members shall vote in the order of their numerical designations.

(h) Officers. The Zoning Board of Adjustment shall elect a chair and a vice-chair from among its members and shall also select a secretary, who may but need not be a member of the Board.

(i) Except for members exempted by statute from this requirement, persons who serve as members or alternate members of the Zoning Board of Adjustment shall be required to complete an approved basic course in land use law and planning within 18 months of their appointment in accordance with the provisions of N.J.S.A. 40:55D-23.3(b) and (c).10B-12. Members of Planning Board serving as temporary members of the Zoning Board of Adjustment

If the Zoning Board of Adjustment lacks a quorum because any of its regular or alternate members is prohibited by section 56 of P.L. 1975, c.291 (C.40:55D-69) from acting on a matter due to the member's personal or financial interest therein, Class IV members of the Planning Board shall be called upon to serve, for that matter only, as temporary members of the Zoning Board of Adjustment. The Class IV members of the Planning Board shall be called upon to serve in order of seniority of continuous service on the Planning Board until there are the minimum number of members necessary to constitute a quorum to act upon the matter without any personal or financial interest therein, whether direct or indirect. If a choice has to be made between Class IV members of equal seniority, the Chair of the Planning Board shall make the choice. (Ord. No. 2015-20 § 10B-12)

10B-13. Powers as to appeals, interpretations and variances.

The Zoning Board of Adjustment shall have the power to:

(a) Appeals. Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by any municipal official based on or made in enforcement of the zoning ordinance;

(b) Interpretations. Hear and decide requests for interpretation of the zoning map or ordinance;

(c) Hardship and flexible "c" variances.

(1) Where (a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, (b) or by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship;

(2) Where in an application relating to a specific piece of property the purposes of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) or of the Educational Facilities Construction and Financing Act (N.J.S.A. 18A:7G-1 et al.) would be advanced by deviation from the zoning

ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from zoning regulations; provided, however, that the fact that a proposed use is an inherently beneficial use shall not be dispositive of a decision on a variance under this subsection and provided that no variance from those departures enumerated in Section 10B-13(d) shall be granted under this subsection; and provided, further, that the proposed development does not require approval by the Planning Board of a subdivision, site plan or conditional use in conjunction with which the Planning Board has power to review a request for a variance pursuant to Section 10B-13(c).

(d) Grant a variance to allow departure from zoning regulations in particular cases and for special reasons to permit (1) a use or principal structure in a district restricted against such use or principal structure, (2) an expansion of a nonconforming use, (3) deviation from a specification or standard pertaining solely to a conditional use, (4) an increase in the permitted floor area ratio, or (5) an increase in the permitted density as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision, or (6) a height of a principal structure which exceeds by ten feet or ten percent the maximum height permitted in the district for a principal structure. A variance under this subsection shall be granted only by the affirmative vote of at least five members.

(e) No variance or other relief may be granted under the terms of this section, including a variance or other relief involving an inherently beneficial use, without a showing that such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

10B-14. Powers in lieu of the Planning Board as to subdivisions, site plans and conditional uses.

(a) The Zoning Board of Adjustment, in lieu of the Planning Board and to the same extent and subject to the same restrictions as such board, shall receive, review and act upon applications for approval of subdivision plats, site plans and conditional uses, but only in conjunction with the Zoning Board of Adjustment review of applications for approval of variances pursuant to Section 10B-13(d).

(b) The developer may elect to submit a separate application requesting approval of the variance and a subsequent application for any required approval of a subdivision, site plan, or conditional use. The separate approval of the variance shall be conditioned upon the grant of all required subsequent approvals by the Zoning Board of Adjustment. No such subsequent approval shall be granted unless such approval can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of the zone plan and zoning ordinance. The number of votes of Board members required to grant any such subsequent approval shall be as otherwise provided in this chapter for the approval in question, and the special vote for variances pursuant to Section 10B-13(d) shall not be required.

10B-15. Powers as to special permits.

The Zoning Board of Adjustment shall receive, review and act upon appeals or applications for the issuance of special permits, except where such authority is conferred upon the Planning Board in conjunction with the Planning Board's review of applications for approval of subdivision plats, site

plans or conditional uses.

10B-16. Annual report.

The Zoning Board of Adjustment shall, at least once a year, review its decisions on applications and appeals for variances and prepare and adopt by resolution a report on its findings on zoning ordinance provisions which were the subject of variance requests and its recommendations for zoning ordinance amendment or revision, if any. The Zoning Board of Adjustment shall send copies of the report and resolution to the Princeton Council and Planning Board.

10B-17. Appeals to Zoning Board of Adjustment from administrative decisions; direct application in lieu of appeal.

(a) Appeals to the Zoning Board of Adjustment may be taken by any interested party affected by any decision of any official of the municipality based on or made in the enforcement of the zoning ordinance. Such appeal shall be taken within twenty days by filing a notice of appeal with the administrative officer and with the official from whom the appeal is taken, specifying the grounds of such appeal. The official from whom the appeal is taken shall immediately transmit to the Board through the administrative officer all the papers constituting the record upon which the action appealed from was taken.

(b) A developer may file an application for development with the Zoning Board of Adjustment for action under any of its powers without prior application to any municipal official.

10B-18. Stay of proceedings by appeal; exception.

An appeal to the Zoning Board of Adjustment shall stay all proceedings in furtherance of the action with respect to which the decision appealed from was made unless the officer from whose action the appeal is taken certifies to the Zoning Board of Adjustment, after the notice of appeal has been filed, that by reason of facts stated in the certificate a stay would, in the opinion of the officer, cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by an order of the Superior Court upon notice to the officer from whom the appeal is taken.

10B-19. Decision on appeal.

The Zoning Board of Adjustment may reverse or affirm, wholly or in part, or may modify the action, order, requirement, decision, interpretation, or determination appealed from and to that end have all the powers of the official from whom the appeal is taken.

Receipt and Acknowledgment

It is your responsibility to familiarize yourself with the Code of Conduct for Members of Princeton Municipal Voluntary Boards, Commissions or Committees. If you do not understand any portion of the Code of Conduct or its attachments, please contact the Administrator for further guidance.

I, _____, have received a copy of the Code of Conduct for Members of Princeton Municipal Volunteer Boards, Commissions or Committees ("Code"). I understand that the Code of Conduct describes policies governing harassment and government ethics that are applicable to Princeton's Boards, Commissions or Committees. I agree to abide by these policies.

Member's Signature

Date

Print Name