

**Environmental Commission By-laws**  
**of the**  
**Borough of Fanwood (Union County) New Jersey**

**I. Establishment**

The Borough of Fanwood Environmental Commission was established under Section 25-1 of the Fanwood Borough Code of the Borough of Fanwood, New Jersey, and in accordance with N.J.S.A. 40-56A et seq. The Commission is established for the protection, development or use of open land areas, natural resources, including water resources, located within the territorial limits of the Borough.

**II. Powers and Authority**

The Commission's specific powers are granted by Section 25-3 of the Borough Code, cited hereinafter:

- A. Promote the conservation, protection and use of the natural resources and environment of the Borough of Fanwood as well as county, regional, state or national programs that may have a local impact.
- B. Plan, implement, and inform the public about local environmental programs.
- C. Conduct research into the use and possible use of the open land areas of the Borough of Fanwood and coordinate the activities of official organizations and citizen groups organized for similar purposes.
- D. Recommend to the Planning Board plans and programs for inclusion in a municipal Master Plan and the development and use of such open areas.
- E. Study and make recommendations concerning open space preservation, water resources management, air pollution control, solid waste management, noise control, soil and landscape protection, environmental appearance and protection of flora and fauna.
- F. Establish Community Educational initiatives to further the Commissions' mission. Such as, prepare, print, distribute books, maps, charts, plans, pamphlets and advertisements deemed necessary to further environmental causes using print and digital mediums as appropriate.
- G. Manage donated or purchased lands for conservation and environmental purposes and operate environmental programs in conjunction with the Borough and other municipal agencies and its consultants.
- H. Act as the coordinating agency of the community on conservation and environmental matters and a liaison between the municipality and regional, county, state, and federal agencies ministering to those needs.
- I. Keep an index of all open areas, and may from time to time recommend to the planning board plans and programs for inclusion in the master plan and the development of such areas.

- J. Recommend, for the approval of the Borough of Fanwood Township Council ("Council"), the acquisition of property both real and personal, in the name of the Borough, by gift, purchase, grant, bequest, devise of lease, for any of its purposes, and shall administer the properties for such purposes, subject to the terms of the conveyance or gift. Such an acquisition may be to acquire the fee or any lesser interest, development right future use of or otherwise conserve and properly utilize open spaces and other lands and water areas in the Borough.
- K. Review all land-use applications provided by the Planning Board and/or Zoning Board of Adjustment regarding proposed development projects and make recommendations to that board during the application hearing or in writing.

### **III. Additional Responsibilities**

- A. The Commission shall promote efficiency and conservation in the use of resources within the Borough.
- B. The Commission shall engage in additional activities that would be from time to time be necessary to fulfill the mission and charter of the Commission
- C. Review and comment as necessary on existing and proposed new ordinances and propose new ordinances for approval by the Council
- D. Propose, advertise and administer public service projects such as A Fanny Wood Day booth, stream clean-ups, road clean ups and Nature Center activities/programs, and Earth Day activities and celebrations.
- E. Research issues regarding water resources and land preservation needs, as well as other natural resources, and report findings and recommendations.
- F. Maintain membership in related organizations such as the Association of New Jersey Environmental Commissions and similar which provide education, specialized knowledge, and other benefits that aid the Commission in its mission.

### **IV. Membership**

Membership of the Commission is specified by Section 25-2 of the Borough Code.

### **V. Officers**

- A. The Mayor shall annually designate one of the members to serve as Chair and presiding officer of the Commission.
- B. The Chair shall preside at all meetings of the Commission, decide all points of order and matters of procedure governing said meeting and perform all duties normally pertaining to the office of Chair as set forth in "Roberts Rules of Order".
- C. The Chair, at his/her discretion, may appoint a Vice Chair who will serve as Chair in the absence of the Chair and perform other duties as assigned by the Chair.
- D. The Chair, at his/her discretion, will appoint a Secretary to take meeting minutes, keep attendance records and perform other duties as assigned by the chair.

- E. A member shall not be permitted to act on any matter in which he or she has either directly or indirectly and personal or financial interest. Members will serve without compensation except that members may be reimbursed for expenses related to Commission work and activities such as fees for attending related conferences, purchase of materials solely for the use of the Commission and so forth.
- F. The Chair, at his/her discretion, may appoint sub-committees to aid the Commission on an as-needed basis. Said sub-committees shall be composed of at least two regular members. Subcommittees may make recommendations to the Chair for full Commission action.

**V. Conduct of Meetings**

- A. The Chair shall act as spokesperson for the Commission in all public matters unless another member is so designated on an ad hoc basis.
- B. All proceedings, decisions and attendance of every meeting shall be recorded. Meeting minutes will be distributed with five (5) working day and distributed to all members, and alternate members, as well as to the Mayor's office and Administration and Council liaison within five (5) working days. Email and document attachments sent by email are preferred. Minutes will be finalized by vote by of Commission members at the subsequent Commission meeting. One hard copy of minutes of every meeting shall be maintained in a permanent file.
- C. Agenda – An agenda will be typed and forwarded to all members, alternate members, and Administration and Council liaisons at least one week prior to the next scheduled meeting. Keep track of membership terms and expiration dates and verify this information with the Township Clerk annually. Maintain a list of members and alternate members and their contact information.
- D. The Vice-Chair shall, in the absence of the Chair, assume the responsibilities of the Chair and conduct the meetings and perform the duties as described in these bylaws. The Secretary shall, under the direction of the Chair and in accordance with these bylaws: Take and record attendance at all regular and special meetings of the Commission. Take and record all decisions. Take and record the minutes of all regular and special meetings of the Commission and cause same to be delivered to each member, and alternate members, as well as to the Mayor's office and Council and Administration liaisons, by mail or electronically, with five (5) days after each meeting. Incorporate any edits proposed by Commission members Handle/direct all official correspondence, compile the required records, keep and maintain necessary files with respect to operations, give all notices of meetings as required by the NJ Open Public Meeting Act (N.J.S.A 10-4-6) or other applicable laws or ordinances. Have custody and take care of all records, documents, maps, plans and papers of the Commission. Make all documents available to the Chair, members, alternate members, and Administration and Council liaisons prior to each meeting as needed.
- E. The Commission will meet monthly on a date set annually by the Commission and approved by the Borough. Meetings shall not be held on a legal holiday observed by the Borough. Such meetings will be rescheduled to an alternative date. Meetings will be publicized on the Borough website and calendar and in the local newspapers in accordance with N.J.S.A 10:4-6.
- F. Meetings may be cancelled without notice due to inclement weather or lack of a quorum.

- G. All meetings are open to the public.
- H. Attendance Requirements - Members shall be in attendance at all meetings of the Commission. In the event that a member will not be able to attend said meeting, he/she shall contact the Chair or Secretary at least two (2) hours prior to the meeting.
- I. Liaison - There shall be on a Borough Council Member appointed by the Mayor to serve as a liaison between the Council and the Commission. There shall be one Township employee appointed by the Mayor as a liaison to the Mayor Commission. There shall be one Planning Board Member appointed by the mayor as a liaison.
- J. Removal - Removal of a Commissioner is governed by Section 25-9 of the Borough Code.
- K. Quorum - A quorum of four members is required to hold a meeting and to make decisions.

**V. Annual Report**

The Commission shall keep records of its meetings and activities and shall make an annual report to the Mayor and Borough Council.

**VI. Appropriation of Funds**

The Commission will prepare and submit an annual budget to the Borough and may request funds for expenses incurred within the limits of funds appropriated to it by the Borough.

**VII. Conflict**

Nothing contained in these By-laws herein shall conflict with provisions of the Borough Code. In the event of a conflict, the Borough Code shall supersede these By-Laws.