

Chapter 8

ENVIRONMENTAL COMMISSION

- § 8-1. Creation.
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[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 3-27-73. Amendments noted where applicable.]

Be it ordained by the Mayor and Council of the Borough of Helmetta, in the County of Middlesex and State of New Jersey:

§ 8-1. Creation.

Pursuant to the provisions of Chapter 245 of the Laws of 1968, there is hereby established in and for the Borough of Helmetta an Environmental Commission to be known as the "Borough of Helmetta Environmental Commission."

§ 8-2. Composition.

- A. The Commission shall consist of five (5) members to be appointed by the Mayor with the advice and consent of the other members of the Borough Council. One (1) member shall also be a member of the Borough of Helmetta Planning Board and all members shall be residents of the borough. The Mayor shall designate one (1) of the members to serve as Chairperson and presiding officer of the Commission.

- B. The terms of office of the first Commissioners shall be for one (1), two (2) or three (3) years, to be designated by the Mayor in making his appointments, and their successors shall be appointed for terms of three (3) years and until the appointment and qualification of their successors. The first members of the Commission shall be appointed for the following terms: one (1) member for the term expiring December 31, 1973, two (2) members for the term expiring December 31, 1974, two (2) members for the term expiring December 31, 1975.
- C. The Mayor or Borough 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. A vacancy on the Commission occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.
- D. Members of said Commission shall serve without compensation.

#### § 8-3. Powers.

The Commission shall have power to conduct research into the use and possible use of the open land areas of the borough and may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its purposes. It shall keep an index of all open areas, publicly or privately owned, including open marshlands, swamps and other wetlands, in order to obtain information on the proper use of such areas, and may from time to time recommend to the Planning Board plans and programs for inclusion in the Master Plan and the development and use of such areas.

#### § 8-4. Acquisitions.

The Commission may, subject to the approval of the Borough Council, acquire property, both real and personal, in the name of

the borough by gift, purchase, grant, bequest, devise or lease for any of its purposes and shall administer the same 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, 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 borough.

**§ 8-5. Records and annual report.**

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

**§ 8-6. Appropriations.**

The Commission may appoint such clerks and other employees as it may from time to time require, provided the same shall be within the limits of funds appropriated to it by the Borough Council.

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Chapter 8A

FINANCE, DEPARTMENT OF

- § 8A-1. Title.
- § 8A-2. Purpose.
- § 8A-3. Establishment; Director of Finance.
- § 8A-4. Divisions established.
- § 8A-5. Division of Treasury.
- § 8A-6. Division of Tax Collection.
- § 8A-7. Division of Assessment.

[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 2-15-89. Amendments noted where applicable.]

Be it ordained by the Mayor and Council of the Borough of Helmetta, in the County of Middlesex and State of New Jersey:

§ 8A-1. Title.

This chapter shall be known and may be cited as the "Finance, Department of, Ordinance of the Borough of Helmetta."

§ 8A-2. Purpose.

This chapter is enacted for the purpose of establishing a Department of Finance in the Borough of Helmetta.

**§ 8A-3. Establishment; Director of Finance.**

There is hereby established the Department of Finance, the head of which shall be the Director of Finance, who shall be the chief financial officer of the borough and who shall be certified as Finance Officer pursuant to N.J.S.A. 40A:9-140.1 et seq., and who shall be appointed for a term in accordance with law.

**§ 8A-4. Divisions established.**

There are hereby established within the Department of Finance the following Divisions, under the supervision of the Director of Finance:

- A. The Division of Treasury.
- B. The Division of Tax Collection.
- C. The Division of Tax Assessments.

**§ 8A-5. Division of Treasury.**

- A. Establishment. There is hereby established the Division of Treasury within the Department of Finance, the head of which Division shall be the Borough Treasurer, who shall be appointed by the Borough Council for a term in accordance with law.
- B. Functions. Under the supervision of the Borough Treasurer, the Division of Treasury shall:
  - (1) Keep and maintain bank records of all financial transactions of the borough in accordance with applicable law and regulations.
  - (2) Have custody of all public moneys of the borough.
  - (3) Deposit to the credit of the borough, in its designated legal depository(ies), within forty-eight (48) hours of receipt thereof, all moneys received from any source by or on behalf of the borough or any department, board, office or agency thereof, except as otherwise provided by this Code or state statute.

- (4) Disburse funds of the borough for the payment of bills and demands under a preaudit and voucher system, subject to the approval of the Borough Council, except that payments for the payroll account shall be made pursuant to Subsection B(5) hereof. Every voucher shall be in the form of a check payable to the order of the person entitled to receive it and shall specify the purpose for which it is drawn and the account or appropriation to which it is charged. Each check shall bear the signature of the Mayor, the Borough Clerk or his/her designee and the Borough Treasurer or his/her designee.
- (5) Upon receipt of a voucher and/or an amount due the borough payroll account, deposit the same to the credit of the payroll account, charging the appropriate budgetary accounts therewith. Disbursements from the payroll account may be made by payroll checks signed by the Mayor upon preaudit, a warrant of the Borough Treasurer and approval by the Borough Council. In case of error or adjustment in the payroll, the Borough Treasurer shall make a correction of the same in the payroll records.

§ 8A-6. Division of Tax Collection.

- A. Establishment; Tax Collector. There is hereby established the Division of Tax Collection within the Department of Finance, the head of which Division shall be the Tax Collector, who shall be appointed by the Borough Council for a term in accordance with law and who shall be certified for appointment pursuant to N.J.S.A. 40A:9-145.1 et seq., provided further that nothing contained herein shall interfere with the term of any present holder of the office who shall have attained tenure.
- B. Functions. Under the supervision of the Tax Collector, the Division of Tax Collection shall:
  - (1) Make all charges, collect payments and impose penalties for delinquent payment for real estate taxes, pursuant to law.

- (2) Enforce all municipal liens and charges, including but not limited to the undertaking of any in rem foreclosure and tax sale proceedings.
- (3) Certify searches for taxes and other liens on real property as may be authorized by law, charging the fee permitted by law.
- (4) Within sixty (60) days after the end of each calendar year or when otherwise required by the Borough Council, make and furnish a report setting forth all moneys received by and distributed by the Division and the purposes for which such disbursements were made, for the previous calendar year and, at the same time, provide a list of delinquent taxpayers for the previous calendar year. Said report shall be filed with the Borough Clerk.
- (5) Perform such other duties as may be required or permitted by state statute or this Code.

§ 8A-7. Division of Assessment.

- A. Establishment; Tax Assessor: There is hereby established the Division of Tax Assessment within the Department of Finance, the head of which Division shall be the Tax Assessor, who shall be appointed by the Borough Council for a term in accordance with law.
- B. Functions. Under the supervision of the Tax Assessor, the Division of Assessment shall:
  - (1) Perform all functions, powers and duties of a Municipal Assessor as required by law.
  - (2) Make assessments for local improvements and taxation purposes and, for said purposes, exercise the power and duties as provided by law.
  - (3) Maintain adequate assessment records of each separate parcel of real property, exempt and nonexempt, in the borough.

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- (4) Maintain a current Tax Map of the borough as a prescribed record and cause to be recorded thereon all changes of ownership or character of real property assessed, employing for this function the services of other departments or officers of the borough.