

BOROUGH OF BERLIN

ORDINANCE NO. 2015-18

**AN ORDINANCE CREATING A CELEBRATION ADVISORY COMMITTEE
WITHIN THE BOROUGH OF BERLIN**

WHEREAS, the Borough of Berlin (“Borough”) is a municipal entity organized and existing under the laws of the State of New Jersey and located in Camden County; and

WHEREAS, the Borough’s Mayor and Council believes it to be in the best public interest and welfare to amend the Code of the Borough of Berlin to create a Celebration Advisory Committee and make certain appointments thereto; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Borough Council of the Borough of Berlin, County of Camden, State of New Jersey, as follows:

Section 1: The Code of the Borough of Berlin, entitled “Celebration Advisory Committee”, is hereby created to read as follows:

§65-1. Background:

The Borough of Berlin has several major events each year including Christmas, New Years, Fall Fest, 4th of July and Memorial Day celebrations and more. Each event is organized by different organizations that sponsor said events as sanctioned by our governing body. For example, the Berlin Inter-Community Celebration Association (I.C.C.A.) hosts the 4th of July celebration for both Berlin Borough and West Berlin. They have been doing so for over sixty (60) years. Other nonprofits such as the Berlin Rotary sponsor events as well. Berlin residents have been fortunate to have such great organizations sponsor the Borough’s most important events for our community. Smaller events are also held throughout the year including the Car Show and a new, annual Berlin Borough Community Yard Sale which was a great success. It is in this tradition that the Celebration Advisory Committee was conceived; to bring people, resources and the community together in celebration throughout the year in order to enhance the economic development and spirit within our community.

§65-2. Establishment and Purpose:

The Berlin Borough Celebration Advisory Committee is hereby established as a permanent committee of Borough Council. Its purpose is to establish a “Celebration Advisory Committee” (C.A.C.) by the Borough of Berlin Council that will function to help facilitate the creation of new events and activities, as may be sanctioned by the governing body and the Celebration Advisory Committee, to increase community spirit and cohesiveness of our community and aid in the economic development of the Borough of Berlin.

§65-3. Mission:

- A. The mission of the C.A.C. is to create a “Citizens” Celebration Committee in order to help create, develop, promote and enhance “new” activities and events throughout the year in the Borough of Berlin. The C.A.C. will also work together in partnership with existing organizations and the governing body to aid in the success of already major sponsored events to increase support for those organizations and events if needed.
- B. The formal creation of a Citizens Celebration Committee would consist of no greater than twenty-five (25) Berlin residents who are individuals who would volunteer to serve on the Committee for a period of three (3) years and would develop, plan, promote and host “new” activities and events within the Borough of Berlin.
- C. The creation of at least five (5) new events for the Borough of Berlin for 2016 with the long term goal of having at least one (1) town-wide event each month throughout the year with several smaller events as may be determined by the C.C.C. and governing body without conflicting with already major sponsored Borough events.

§65-4. Definitions:

- A. As used in this chapter, the following terms shall have the meanings indicated:
 - (1) “Chair” means the person who has been appointed pursuant to section III 5-3 as head of the Committee;
 - (2) “Borough” means the governing entity of the Borough of Berlin;
 - (3) “Borough Administrator” means Chief Administrative Officer for the Borough of Berlin;
 - (4) “C.A.C.” and “Committee” means the Celebration Advisory Committee; and
 - (5) “Council” means the municipal council of the Borough of Berlin.

§65-5. Functions:

- A. Subject to the provisions of this Ordinance, the Borough of Berlin C.A.C.:
 - (1) Develop a draft plan for consideration and approval of (5) five community events for consideration by Council by January 7th 2016;
 - (2) On behalf of the Borough and with approval of the Council and Borough Administrator, initiate and oversee fundraising activities for all activities and events planned by the C.A.C.;

(3) On behalf of the Borough, oversee and direct the implementation of approved projects, events, and activities;

B. The Celebration Advisory Committee plan will include:

- (1) Community events and activities planned;
- (2) Budgets;
- (3) Human resource requirements;
- (4) Potential sources of revenue; and
- (5) Marketing plans for each event.

§65-6. Membership; Chairperson and Vice Chairperson:

A. The Committee will consist of up to twenty-five (25) members, appointed by the Borough Council as follows.

- (1) Up to Twenty One (21) Berlin Borough citizens-at-large shall be selected by the Celebration Advisory Committee.
- (2) Council will appoint a Chairperson and Vice-Chairperson for the committee who will also be members of the Committee.
- (3) Each member shall serve a three (3) year term.
- (4) During the creation of the Committee, members selected shall have the following terms:
 - a. Eight (8) members will serve a one (1) year term.
 - b. Eight (8) members will serve a two (2) year term.
 - c. Nine (9) members will serve a three (3) year term.
 - d. The Chair and Vice Chair shall make up two (2) of the nine (9) members selected for the first three (3) year term.
 - e. Each year members whose terms have expired will be replaced or nominated for another full three (3) year term in accordance with this section.
- (5) The Chairperson and Vice-Chairperson shall nominate and appoint a Treasurer and Secretary upon the approval of the Borough Council who will also be members of the Committee.
- (6) If one or more of the positions on the Celebration Advisory Committee is not filled or becomes vacant, the Celebration Advisory Committee may continue with fewer members.
- (7) Membership in the C.A.C. is voluntary and no remuneration will be paid for serving as a member.

§65-7. Procedures:

A. The Celebration Advisory Committee will follow the procedures to conduct its business:

- (1) The Committee will meet at the call of the Chair.
- (2) The Committee will meet at least six (6) times per year, bi-monthly, on the third (3rd) Wednesday of the month unless otherwise determined by the Committee.
- (3) Quorum for the Committee will be met with a minimum of ten (10) existing appointed members present.
- (4) If the Chair is not in attendance, then the Vice-Chair shall act as the presiding officer for that meeting.
- (5) If both the Chair and Vice-Chair are not in attendance, then members of the Committee shall choose among themselves a member to act as the presiding officer for that meeting.
- (6) The Committee will solicit input from the public.
- (7) All Committee regular or non-scheduled meetings shall be held open to the public, allow at each such meeting public comment and be held in compliance with the notice requirements of the Open Public Meeting Act.
- (8) The Borough will include in its calendar of events all meeting dates and locations of the Committee.
- (9) The Borough will post within a reasonable timeframe a copy of the Meeting Minutes on the Borough Website.
- (10) The Borough will set up a single web page in a subdirectory of the main Borough website solely for the use of the Celebration Advisory Committee for announcements, events, and media related to events held by the Celebration Advisory Committee.
- (11) The Borough will find a suitable location to support the bi-monthly meeting in a venue capable of holding a minimum of twenty five (25) people.

§65-8. Subcommittees:

A. The Committee may establish sub-committees, as required, to deal with specific issues as follows:

- (1) The Committee may appoint persons from outside the Committee to a sub-committee.

(2) Sub-committees shall:

- a. Be chaired by Committee members; and
- b. Report back to the Committee for consideration of findings.

§65-9. Finance and Administration:

A. All projects, activities, and events shall be self-funded by the Committee through self-fundraising efforts and/or as follows:

- (1) The Council may financially support any sanctioned project, activity, or event.
- (2) Administrative support will be provided by the Borough Administrator or his/her designee.
- (3) The Treasurer will maintain and keep record of all income and expenditures following standard accounting practices and as prescribed by New Jersey law.
- (4) The Treasurer will provide the Committee with a written report at each meeting outlining all income, expenses, and balances of all capital accounts.
- (5) The Treasurer shall submit receipts for any and all expenditures to the Committee to be stored at a location to be determined by Council with a copy to the Borough's Chief Financial Officer.
- (6) The Council will establish a separate "Celebration Advisory Committee" account in its general ledger for the collections and spending of money solely to be allocated and used by the Celebration Advisory Committee to be administered by the Treasurer and overseen by the Borough's Chief Financial Officer.
- (7) Allocation of any funds from the Celebration Advisory Committee must be approved by a majority of a quorum of the Committee and Council.

§65-10. Administration:

A. The Committee Chair and/or Vice-Chair shall report to the Council every two (2) months during the regularly scheduled Council meetings to provide an activity report as follows:

- (1) Such activity report will include the following:
 - a. Any proposals or plans for new events to be reviewed by Council for consideration.
 - b. Budgets;
 - c. Human resource requirements;
 - d. Public safety issues; and

e. Any special requests from the Committee to the Council.

(2) The Secretary of the Committee shall record the Minutes of each meeting and submit them to the Borough following all New Jersey Open Public Record Laws.


(3) The Secretary shall be in charge of ensuring that the Celebration Advisory Committee's events and meeting dates are listed in the Borough's Calendar of Events, ensure online publication of the Committee Meeting Minutes, and manage all information on the Celebration Advisory Committee's webpage created under "Procedures," of this Ordinance.

Section 2: All other Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

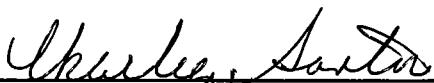
Section 4: This Ordinance shall take effect immediately upon final passage and publication as required by law.

BOROUGH OF BERLIN



By: John J. Armano, Mayor

ATTEST:



Charleen Santora, Borough Clerk

I, Charleen Santora, Clerk of the Borough of Berlin, hereby certify the foregoing to be a true and correct copy of an Ordinance adopted by the Mayor and Borough Council at their meeting of 8-13, 2015 held in the Municipal Building, 59 South White Horse Pike, Berlin, New Jersey.



Charleen Santora, RMC, Borough Clerk

INTRODUCED: 7-16-15

ADOPTED: 8-13-15