

ORDINANCE 2015:20

AN ORDINANCE TO REPEAL AND PEPLACE SECTION 2-35 ENTITLED “SENIOR CENTER ADVISORY BOARD” OF CHAPTER II OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF NEW MILFORD

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of New Milford that Section 2-35 entitled “Senior Citizens Advisory Board” of Chapter II of the Revised General Ordinances of the Borough of New Milford is hereby repealed and replaced in its entirety as follows:

2-35 SENIOR CITIZENS ADVISORY BOARD.

2-35.1 Creation.

There is hereby created, a group to serve within the Borough and be designated the Senior Citizens Advisory Board. They shall serve as the coordinating agency for the New Milford Senior Activity Center and shall advise and make recommendations to the Senior Citizens Department hereinafter established by this section.

2-35.2 Composition.

Senior Citizens Advisory Board will be composed of 14 voting members as follows:

- a. (Twelve) 12 at large Borough residents to be appointed by the Mayor and Council, who are eligible members of the Senior Activity Center.
- b. One (1) member shall be Council Liaison or designee to the Senior Citizens Advisory Board, appointed for one (1) year by the Mayor and Council.
- c. One (1) member will be the Director of Senior Citizens Affairs, who is appointed by the Mayor and Council. He/she will serve for the length of her employment with the Borough of New Milford

2-35.3 Appointment.

All appointments to the Senior Citizens Advisory Board shall be made by the Mayor and Council.

2-35.4 Terms.

The terms of initial members of the Senior Citizens Advisory Board shall be as follows:

- a. The terms of each resident appointed thereafter shall be for a period of two (2) years. Terms end on December 31st of a calendar year. Six members’ terms will expire in an odd year and six members’ terms will expire in the even year.

2-35.5 Governing Structures and Responsibilities.

a. The Senior Citizens Advisory Board shall have written documents that define and establish procedures for the following:

1. Qualifications for membership on the Senior Citizens Advisory Board which are defined in this section.
2. Officers of the Advisory Board, their election and term of office.
3. Specifications of officers' duties.
4. Regular and special meetings.
5. Committees and Committee of the Whole i.e. the Senior Citizens Advisory Board.
6. Parliamentary procedures for conduct of meetings.
7. Quorums.
8. Recording of minutes.
9. Amending written documents.

b. All decisions will be made by a vote of at least eight (8) members, constituting a quorum of the total number of committee members.

c. The Board shall have the following responsibilities, which it shall carry out directly or through delegation:

1. Hold regular meetings and make minutes available to interested individuals.
2. Formulate and regularly review Senior Activity Center mission, goals, and objectives.
3. Exercise its influence with other agencies and groups to ensure provision of adequate programs for older adults.
4. Plan and carry out public information activities.

Committees of the Senior Citizens Advisory Board shall have clearly defined responsibilities, designate members, meet regularly, and report to the "Committee of the Whole" i.e. The Senior Citizens Advisory Board.

2-35.6 Administration and Allocation.

The Senior Citizens Advisory Board shall make recommendations to the Director who will administer and allocate such appropriations and reallocations as approved by the Mayor and Council.

2-35.7 Director of Senior Citizens Affairs.

The Senior Citizens Advisory Board shall administer its day to day activities under the coordination of the Director of Senior Citizens Affairs, which position is hereby created by the Mayor and Council.

Director shall be considered an employee of the Borough of New Milford and shall be a department head under the direction of the Borough Administrator and appointed by the Mayor and Council.

2-35.8 Powers of the Senior Citizens Advisory Board.

The Senior Citizens Advisory Board may advise the Mayor and Council and report on subjects of interest to the Council including, but not limited to, Senior Citizen grants, programs, transportation, housing, the Senior Activity Center, recreation, entertainment, education, and the like.

2-35.9 Employee to Report to Department Head or Borough Administrator.

No paid Borough employee shall report, or be directly responsible to any person other than his/her department head or the Borough Administrator, as it relates to performance of their assigned duties.

2-35.10 Senior Citizen Department.

There is hereby created a Department for Senior Citizen Affairs which shall coordinate activities of the Senior Citizens in the Borough of New Milford. The mission of this Department shall be to promote the physical, emotional and economic well-being of seniors and encourage their participation in all aspects of community life. The Senior Citizens Advisory Board will act in an advisory capacity to this Department.

BE IT FURTHER ORDAINED that this ordinance become effective upon passage and publication in accordance with law.