ORDINANCE NO. 2025-16

ORDINANCE OF THE TOWN OF PHILLIPSBURG, COUNTY OF WARREN, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING THE PHILLIPSBURG TOWN CODE TO REPEAL SECTION 360-10 ENTITLED "CITIZENS' ADVISORY COMMITTEE" OF CHAPTER 360 – LAND USE PROCEDURES – AND TO CREATE CHAPTER 220 ENTITLED "CITIZENS' ADVISORY BOARD"

WHEREAS, the Town Council of the Town of Phillipsburg is committed to fostering inclusive governance, civic participation, and responsive public service; and

WHEREAS, the Town Council recognizes the value of structured community input in shaping policies, programs, and priorities that reflect the diverse needs of Phillipsburg residents; and

WHEREAS, the creation of a Citizens' Advisory Board will provide a formal mechanism for residents to engage with municipal leadership, offer recommendations, and collaborate on community improvement initiatives.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey that Section 360-10 entitled "Citizens' Advisory Committee" of Chapter 360 – Land Use Procedures – is hereby repealed and that Chapter 220 entitled "Citizens' Advisory Board" is hereby created, as follows:

SECTION I:

Section 360-10 entitled "Citizens' Advisory Committee" is hereby deleted in its entirety.

SECTION II:

Chapter 220, entitled "Citizens' Advisory Board" is hereby created, as follows:

Chapter 220. Citizens' Advisory Board.

§ 220-1. Establishment.

There is hereby established a municipal advisory body to known as the Town of Phillipsburg Citizens' Advisory Board (hereinafter referred to as the "Board" or "PCAB").

§ 220-2. Purpose and Objectives.

The Board shall serve as a non-partisan, community-based advisory body with the following objectives:

1. Advise the Town Council on matters of public interest, including but not limited to public safety, infrastructure, economic development, and other town matters;
2. Facilitate two-way communication between residents and municipal officials;
3. Promote civic education and engagement through outreach, forums, and public events;
4. Encourage inclusive participation from underrepresented communities; and
5. Review and provide feedback on proposed ordinances, resolutions, and budget priorities on an as-needed basis.

§ 220-3. Composition and Appointment.

1. The Board shall consist of two (2) residents from each official voting district in the Town of Phillipsburg (one (1) Town Council and one (1) Mayor Appointment)
2. The Town Council shall appoint two (2) alternates from any district to fill vacancies as they arise.

3. A Town Council Liaison shall be appointed as a member of the PCAB to report back to Council on upcoming issues, projects, recommendations, etc. as deemed by the Board.
4. The Mayor, Business Administrator, and/or their designee shall be selected by the Administration and approved by Council as an ex-facto member of the PCAB.
5. Members shall be:
    a. At least 18 years of age;
    b. Registered voters in the Town of Phillipsburg; and
    c. Residents of the district must be a resident for at least one (1) year prior to appointment.
6. Appointments shall be made by the Town Council following a public application.

§ 220-4. Public Application.

A letter of Interest must be submitted to the Town Clerk with Full Name, Full Address, phone number, email, how long you have lived at your current address, and how long you have lived in the Town of Phillipsburg for all interested parties for both Town Council and Mayoral appointments.

§ 220-5. Terms and Vacancies.

1. Members shall serve two-year staggered terms.
2. Initial appointments shall include one-year terms for half the members to establish staggered rotation.
3. Members may serve a maximum of three consecutive terms.
4. Vacancies shall be filled by Council appointment for the remainder of the unexpired term.

§ 220-6. Officers and Committees.

1. The Board shall elect a Chairperson, Vice Chairperson, and Secretary annually from among its members.
2. The Board may establish standing or ad hoc committees to address specific issues such as youth engagement, public safety, or environmental concerns.

§ 220-7. Meetings and Operations.

1. The Board shall meet at least once every two months, with additional meetings scheduled as needed.
2. Meetings shall be open to the public and conducted in accordance with the New Jersey Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.).
3. A quorum shall consist of a simple majority of seated members.
4. Meeting agendas and minutes shall be posted on the Town's official website.

§ 220-8. Ethics and Conduct.

1. Members shall adhere to the New Jersey Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.).
2. Members must disclose any conflicts of interest and recuse themselves from related discussions or votes.

3. The Board shall adopt a Code of Conduct within ninety (90) days of its first meeting.

§ 220-9. Reporting and Accountability.

1. The Board shall submit written reports to the Town Council twice annually, summarizing its activities, findings, and recommendations.
2. The Council Liaison shall present all findings and recommendations to council biannually.

§ 220-10. Administrative Support.

The Town Clerk's Office shall provide administrative support, including:

a. Scheduling and public notice of meetings;

b. Recordkeeping and archiving of minutes;

c. Coordination with municipal departments as needed.

§ 220-11. Amendments & Other Procedures.

The Phillipsburg Citizens' Advisory Board shall create bylaws and procedures to help efficiently manage the Board, subject to approval from the Phillipsburg Town Council.

§ 220-1A. Appendix A. Initial Appointment Schedule.

District & Ward	Council Appointment	Mayor Appointment
W1-D1	1 YEAR TERM	2 YEAR TERM
W2-D1	2 YEAR TERM	1 YEAR TERM
W3-D1	1 YEAR TERM	2 YEAR TERM
W4-D1	2 YEAR TERM	1 YEAR TERM
W5-D1	1 YEAR TERM	2 YEAR TERM
W5-D2	2 YEAR TERM	1 YEAR TERM
W6-D1	1 YEAR TERM	2 YEAR TERM
W6-D2	2 YEAR TERM	1 YEAR TERM
W7-D1	1 YEAR TERM	2 YEAR TERM
W8-D2	2 YEAR TERM	1 YEAR TERM

SECTION III: Severability.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

SECTION IV: Repealer.

Any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

SECTION IV: Effective Date.

This Ordinance shall take effect upon final passage and publication as provided by law.

ATTEST:

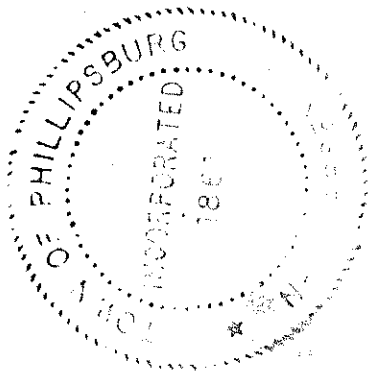
Susan Turner, Acting Municipal Clerk

TOWN OF PHILLIPSBURG

Randy Piazza Jr., Mayor

Dated: 9-26-25

CERTIFICATION

I, Susan Turner, Acting Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of an Ordinance duly adopted by the Town Council at their September 24, 2025 meeting.

Susan Turner, Acting Municipal Clerk