

## **Citizen Involvement**

As Borough of Mountainside citizens,  
you are WELCOME and invited to participate  
in Council, Board, and Committee meetings.

Please join us...

### **To the Citizens of the Borough of Mountainside:**

Virtually every Mountainside success story has resulted from the enthusiasm, suggestions, and ideas of its citizens. The willingness of our citizens to get involved and to participate in the affairs of the Borough has enabled Mountainside to become a very special community.

We have gained much from your knowledge, experience, and desires. Through these contributions, we have been able to develop and implement many innovative programs, improving day-to-day services.

So that we may continue to reflect the aims and the desires of our citizenry, we welcome and strongly recommend your participation in Borough Council meetings and other public forums. With your continued interest and assistance, Mountainside will remain a leader in municipal achievements and responsiveness.

The Council sincerely appreciates and needs your input....

**Mountainside is your town.**

## TABLE OF CONTENTS

|  |       |
|--|-------|
| Borough Council.....                           | 3     |
| Meeting Information.....                       | 4     |
| Boards and Committees.....                     | 4-6   |
| Departments.....                               | 7-11  |
| Rescue Squad.....                              | 12    |
| Fire Department.....                           | 12    |
| Police Department.....                         | 12    |
| Municipal Regulations.....                     | 13-14 |
| Places of Worship.....                         | 15    |
| Organizations and Activities.....              | 15    |
| Social Media/Schools/Hospitals/Recreation..... | 16    |
| Borough Hall Contacts.....                     | 17-18 |
| Recycling.....                                 | 18    |

## **CITIZEN INVOLVEMENT:**

Citizens are encouraged to attend Borough Council meetings and are welcome to appear before the Council. Agendas are available the day before the Council meeting at the Borough Clerk's Office. ALL meetings are open to the public, with the exception of closed sessions.

## **COUNCIL MEETINGS:**

The work session is held the 1<sup>st</sup> Tuesday of the month at 7:30 p.m. The regular meeting is held every 3<sup>rd</sup> Tuesday of the month at 7:30 p.m.

Audience participation occurs at the end of each meeting. Both meetings are held at the Municipal building located at 1385 Route 22. Discussion topics may include allocation of funds, award of bids, contracts, public hearings on the budget, and any ordinances which have been introduced by the Council.

**ALL MEETINGS ARE CONDUCTED IN STRICT COMPLIANCE WITH THE OPEN PUBLIC MEETING LAW OF THE STATE OF NEW JERSEY.**

## **BOROUGH COUNCIL:**

Mountainside Borough is governed by a "Mayor - Council" Form of government as authorized through the Option Municipal Charter Law (Faulkner Act). In our case, the Borough Council consists of six members, elected for three year terms each. Both the Mayor and the Borough Council are elected at large, that is, to represent the entire community. Elections for all officials in Mountainside Borough are conducted during the November General Election.

Each member of the Council has one vote. A simple majority of the Council constitutes a quorum. A quorum is required before formal action can be taken.

## **ADOPTION OF A RESOLUTION:**

Actions of this nature include appointments, grant and budget approval, intergovernmental agreements, and policy statement.

## **PASSAGE OF AN ORDINANCE:**

Ordinances establish tax levels, regulatory codes, and implement actions such as zoning changes and bond issues. Introduction occurs at a regular meeting and the public hearing/second reading occurs at the following regular meeting. Since we have one regular meeting per month, the second reading normally occurs 30 days later and always follows publication of the ordinance in the legal newspaper.

## **BOARDS AND COMMITTEES:**

The Borough of Mountainside takes every opportunity to establish community participation programs in which citizens can become more involved. Boards and Committees in various areas of interest are organized for residents to take an active role in the Borough Government. Board and Committee members are appointed by the Mayor and Council and serve a varied number of terms, depending on the particular Board or Committee.

## **BOARD OF ADJUSTMENT:**

The Board of Adjustment has the power to review and decide on administrative decisions or zoning requirements which create unnecessary hardships in the development of property because of exceptional and/or extraordinary conditions. A variance grants an applicant permission to depart from the literal requirements of a zoning ordinance. The Board of Adjustment cannot grant any variance or other relief unless it can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zoning ordinance.

Meetings: 4<sup>th</sup> Tuesday @ 7:30 pm

## **CONSTRUCTION BOARD OF APPEALS:**

The Construction Board of Appeals is the means by which an appeal can be made to contest an action, notice or decision of the local enforcing agency (Building Dept.) that enforces the Uniform Construction Code (UCC) or the Uniform Fire Code (UFC). Information available at NJ Division of Community Affairs (N.J.A.C. 5:23A-2.1).

Meetings: Scheduled when necessary

## **BOARD OF HEALTH:**

The Board of Health is set up to ensure the good health and welfare of all residents. The Board oversees all food serving establishments. The Board of Health schedules various programs for blood pressure screening, diabetes screening, and other possible health problems.

Meetings: 1st Monday @ 7:00 pm

## **PLANNING BOARD:**

The specific powers of the Planning Board include preparation and adoption of the Master Plan, the review and approval of subdivisions, development site plans and the approval of conditional uses.

Meetings: 4<sup>th</sup> Tuesday @ 7:30 pm

## **LIBRARY BOARD OF TRUSTEES:**

The Library Board advises the Borough Council on general policy relating to the programs, services, and future development of the Mountainside Public Library. The Board oversees the Library Trust Fund which is made up of donations and funds generated through the sale of used books and magazines.

Meetings: 3rd Monday @ 7:30 pm

## **CABLE TV:**

Public announcements, programs and events are broadcasted on Comcast cable television, Channel 35 and FIOS Channel 39.

## **SHADE TREE:**

The Shade Tree Commission is in charge of all trees which are located in the right-of-way which is usually within 10 feet of a Borough street.

## **HISTORICAL RESTORATION COMMITTEE:**

The Mountainside Restoration Committee (aka the Mountainside Historic Committee) was established by the Borough of Mountainside to preserve the Borough's links to the past. The premier venues are the Deacon Andrew Hetfield House (circa 1760) and the Levi Cory House (circa 1810), both restored and continually maintained by this Committee. The Committee strives to focus attention on Mountainside's heritage through tours, newsletters, videos and many events during the year. This mission includes maintaining the Hetfield House and Levi Cory House properties in perpetuity.

## **MUNICIPAL ALLIANCE:**

The Municipal Alliance is a committee designed to promote the prevention of drug and alcohol abuse. The Alliance educates both the young and the old on the prevention of the abuse of controlled dangerous substances. It helps promote educational programs such as DARE.

## **EMERGENCY MANAGEMENT:**

The Emergency Management Committee is designed to formulate an official plan which has been filed with local and state officials and approved by them. This plan addresses such things as natural disasters, hazardous materials spills, storm emergencies, and recovery from these. Areas covered include fire service, emergency medical service, police coverage, public works assistance, public health, etc. In addition, all companies must file a copy of the federally mandated hazardous materials forms online, listing any and all hazardous materials stored or kept on site.

**908-232-2400 ext. 239**

## **DEPARTMENTS**

### **BOROUGH CLERK:**

The Borough Clerk's office is entrusted with numerous and diverse duties. By law, it acts as secretary to the governing body and liaison between the governing officials and the taxpayers. It is directly responsible to the Mayor and Borough Council and provides them with essential information. It serves as the licensing official (dogs/cats, alcoholic beverages, food handlers, raffles, bingo, signs) and issues permits for special affairs. It is also the keeper of the Borough's records and has the task of collecting and preserving them. Among the office's most important duties is its position as the election official for the Borough. The Borough Clerk is charged with ensuring that each election is run in the most efficient and upstanding manner.

**908-232-2400 ext. 237 or 270**

### **ADMINISTRATOR:**

The Office of the Administrator was created to act as the Chief Administrative Officer of the Borough. The office is directly responsible to the Borough Council as a whole for the proper and efficient administration of the business affairs of the Borough.

Partial duties of the Administrator include; development of rules and regulations for all administrative procedures governing purchasing practices, operation of all departments, personnel management, general coordination of all departments, offices, boards and agencies of the Borough, insurance, preparation of the annual budget and supervision of all Borough employees. The Administrator is also the office primarily responsible to respond to the concerns of the residents.

**908-232-2400 ext. 239**

## **ZONING OFFICE:**

The Zoning Office oversees all issues related to zoning and property maintenance. The rental or resale of residential dwellings requires a Certificate of Continued Occupancy (C.C.O.) which includes the smoke detector inspection. The application is available in the Zoning Office located on the second floor of the Borough Hall. Accessory structures and items such as sheds, fences, retaining walls, patios, decks, pools & gazebos requires certain setbacks from property lines and require a building or zoning permit. A Certificate of Occupancy is required prior to the occupancy and commencement of new businesses, office tenants, warehouses and industrial uses. Applications are available in the Zoning Office.

The Borough of Mountainside's property maintenance ordinance requires:

1. The exterior of dwellings be maintained and painted.

2. Premises be kept free from debris, overgrown grass and weeds, the storage of vehicles, parts and abandoned appliances. **The parking of recreational & commercial vehicles on residential lots is prohibited unless in an enclosed garage or fully shielded from view.** Please call the Zoning Office for details.

**908-232-2409**

## **FINANCE OFFICE:**

The Chief Financial Officer (CFO) is responsible for the administration of the Borough fiscal affairs. His or her duties include the management of various operating, capital and trust funds; budget preparation; collection of revenues; budgetary accounting; payroll; disbursements; and investment of township funds. The CFO is mandated by state law. He or she is appointed to a four-year term and may achieve tenure after his or her reappointment to a second term. He or she is required to be licensed by the State. In Mountainside, the Chief Financial Officer also holds the position of Treasurer.

**908-232-2400 ext. 241 or 259**



## **TAX COLLECTOR:**

The Tax Collector is mandated by state law, appointed to a four-year term and may achieve tenure after his or her reappointment to a second term. He or she is required to be licensed by the State. The Collector is responsible for the billing, collection and recording of all taxes, special assessments, and sewer fees levied upon the properties in Mountainside.

**908-232-2400 ext. 241 or 240**

## **TAX ASSESSOR:**

The Tax Assessor is required to be a Certified Tax Assessor by the State and is appointed for a term of four years. He or she may achieve tenure after four consecutive years. Before taxes can be levied, all properties in the Borough must be evaluated. The statutes require the Assessor to evaluate property on Oct. 1<sup>st</sup> of the pre-tax year. After examination, the Assessor determines full and fair value of each parcel of real property in the district. The Tax Assessor is also responsible for processing Senior and Veteran Deductions.

**908-232-2409**

## **PUBLIC WORKS/RECYCLING:**

The Public Works Department is responsible for maintaining the Borough's infrastructure and public facilities. Any problems observed with streets, sanitary sewers and public buildings should be brought to the attention of this office. Typically, these problems could be; pot holes, missing street signs, traffic lights, blocked catch basins, blocked sight distance at intersections, etc.

Leaf Collection - Leaves are collected curbside during the month of November. Leaf bags should be placed curbside but not in the street. A brochure outlining our Leaf Collection Program is mailed to all residents in the latter part of September. Leaves may not be piled and left on the shoulder of municipal owned and maintained roads.

**908-232-2409**

## **RECREATION/POOL:**

The Recreation Department provides a variety of programs and activities for borough residents of all ages. In addition, the department is responsible for the maintenance and operation of several facilities located within the borough. These include the Community Pool, Echo Lake Park Fitness Trail, sandbox, basketball/volleyball courts adjacent to the pool, the Echo Brook softball/soccer fields (lighted), and the Echo Brook tennis courts (lighted). All of these are located in the vicinity of Borough Hall. In the Deerfield School area, the department maintains the toddler playground equipment, basketball courts and soccer fields (lighted), batting cages, and the tennis courts (lighted). Behind Beechwood School, the department maintains the softball field.

**908-232-0015**

## **SENIOR CITIZEN COORDINATOR:**

The Senior Citizen Coordinator provides information, referrals, and assistance to Senior Citizens and their families. This is a useful reference department for people with elderly parents as well as senior citizens themselves.

**908-232-4406**

## **CONSTRUCTION DEPARTMENT:**

The Construction Department controls all matters concerning the construction, alteration, addition, repair, removal, demolition; the use and occupancy of all existing and proposed buildings and other structures in the Borough and issues all required permits. We are governed by the Uniform Construction Code of the State of New Jersey. The codes we enforce are to protect the health, safety, and welfare of the people of Mountainside.

**908-232-2919**

## **BOROUGH ENGINEER:**

The Borough Engineer is required to be a licensed professional engineer in the State of New Jersey. Appointed by the Mayor and Council, the engineer provides technical services to many other Borough Departments, and municipal boards such as the Planning Board and Dept. of Public Works. State law requires that municipal infrastructure improvements such as roads, sewers, culverts, etc., be designed by a licensed professional engineer. Some of the incidental duties of the Borough Engineer include review and inspection of drywells and storm water systems, review of retaining wall designs, review of some Planning Board and Zoning Board of Adjustment site plans, and municipal infrastructure improvements. The Engineer also performs site plan reviews for zoning compliance prior to submission to the Construction Department. Appointments to meet with the Borough Engineer can be arranged by calling the office.

**908-232-2409**

## **MUNICIPAL COURT:**

The Municipal Court hears cases involving parking and motor vehicle violations, municipal ordinances, disorderly persons, and other quasi-criminal matters. Court is held every Thursday at 9 a.m. except the 2nd week of the month, when court is held on Wednesday evening at 5 p.m.

The Municipal Court also offers the Community Dispute Resolution Program which utilizes trained volunteers from Union County to help resolve disputes.

**908-232-5335**

## **RESCUE SQUAD:**

The Volunteer Rescue Squad is responsible for the good health and well being of all Borough residents. They provide emergency medical care for all who are in need, from at home illnesses to motor vehicle accidents. All active members are certified Emergency Medical Technicians (EMT's) and are also certified in Cardiopulmonary Resuscitation (CPR) and Defibrillation. They see to it that all residents in need of a hospital get there safely and efficiently with the best possible care.

**Emergency 9-1-1    Non-Emergencies 908-233-6338**

## **FIRE DEPARTMENT:**

The Volunteer Fire Department is responsible for the safety of all Borough Residents. The Fire Department responds to all fire alarms and various motor vehicle accidents.

**Emergency 9-1-1    Non-Emergencies 908-233-1047**

## **POLICE DEPARTMENT:**

The duties of the Police Department are that of which are prescribed by the laws of the state, the ordinances of the borough, and the rules and regulations as are described by the police committee and approved by the Borough Council. These duties also include the enforcement of all federal, state, county, and municipal laws within the limits of the borough.

**Emergency 9-1-1    Non-Emergencies 908-232-8100**

**Follow the Mountainside Police Department on Facebook**

[www.facebook.com](http://www.facebook.com)

**Sign up for community notifications at**

[www.ucfirstalert.org](http://www.ucfirstalert.org)

## **MUNICIPAL REGULATIONS:**

**ALARMS:** If you have any type of alarm, you are required to register it with our Police Department for a nominal fee. This information will help the police and other emergency services to respond appropriately.

**OVERNIGHT & SNOW PARKING:** No parking is permitted on any street between the hours of 2:30 am and 5:30 am or when the roads are snow covered. This is to assist the police in patrolling our community and observing activity during the early morning hours. Mountainside stickers are available at Police Headquarters. If you have a disabled vehicle or a similar problem, please call the Police Department at 232-8100. Parking on any roadway at any time during snow storms is prohibited until plowing and salting is completed.

**DUMPING:** It is not permitted to dump garbage, leaves, yard waste, grass, building materials, etc. Penalties are quite significant.

**UNREGISTERED VEHICLE:** An unregistered vehicle may not be kept on premises past sixty days. Zoning regulations further prohibit parking or storage of commercial or unregistered/uninspected vehicles in residential zones. Contact the Zoning Office for details.

**COMMERCIAL VEHICLE:** Overnight parking of any commercial vehicle is prohibited in residential zones.

**FIRE LANES:** Fire Lanes at places of public assembly are there for your protection. It is a violation to park in a Fire Lane.

**DOGS & CATS:** All dogs and cats must be licensed every January through the Borough Clerk's Office. All dogs must be leashed and there is a law against continued barking and howling.

**VITAL RECORDS:** All births, marriages and deaths which have occurred in Mountainside are held by the Registrar of Vital Statistics at the Borough Clerk's Office.

**RAFFLES/BINGO:** All organizations must have a state identification number for a legalized game of chance and a permit from the Borough for EACH raffle or bingo. The state number remains the same, while the Borough permit number changes with each raffle held. Application approval takes approximately one month.

**TENNIS COURTS:** If you wish to use the Mountainside tennis courts, you must have a badge issued by the Recreation Department.

**STORMWATER/ROOF DRAINS:** Drains cannot be connected to the sanitary sewer system. This is a violation and costs the Borough money as our sewer usage is metered and assessed according to flow.

**CHANGING TOPOGRAPHY OR NEW CONSTRUCTION:** Check with the Borough Engineer to determine if there is a drainage regulation. All topographical changes are subject to review of the Borough's soil moving ordinance.

**USE OF YOUR PROPERTY:** Limits are designed to protect you, your neighbors, and our community. If you want to make some changes to your property, home or building, please be sure you receive advice and permits from the appropriate Borough official. Subdividing your property requires Planning Board approval. A new business may require approval by the Planning Board or Zoning Board. An addition to your house, major structural changes, a new garage, etc., must meet various zoning and land use standards. Putting up a fence, adding an above or below ground pool, an enclosed patio, etc., may require some form of Planning Board or Zoning Board of Adjustment approval. Most work requires a building permit for either plumbing, electrical, building or fire code approvals. All improvements to your property must meet State adopted standards. Your new roof and even the hot water heater require a permit before installation.

## **PLACES OF WORSHIP:**

|   |              |
|---|--------------|
| Community Presbyterian Church<br>Meeting House Lane | 232-9490     |
| Our Lady of Lourdes<br>300 Central Avenue           | 232-1162     |
| Liquid Church<br>1180 Spruce Drive                  | 973-879-8655 |
| Rabbinic Center<br>306 South Avenue, Fanwood        | 233-0419     |
| Temple Emanu-El<br>756 E. Broad, Westfield          | 232-6770     |

## **COMMUNITY ORGANIZATIONS & ACTIVITIES:**

|                              |                                 |
|------------------------------|---------------------------------|
| AARP                         | Mountainside PAL                |
| American Legion              | Mountainside PBA                |
| Boy Scout Troop 177          | Mountainside PTA                |
| Community Presbyterian       | Mountainside Rescue Squad       |
| Nursery School               | Mountainside Restoration Com.   |
| Cub Scouts                   | Mountainside Softball Assoc.    |
| Democratic Club              | Mountainside Volunteer Fire Co. |
| Elks Club #1585              | Mountainside Youth Baseball     |
| Foothill Club                | Republican Club                 |
| Friends of the Library       | Rosary Altar Society (OLL)      |
| Girl Scouts                  | Rotary Club                     |
| Lions Club                   | Senior Citizen's Club           |
| Mountainside Active Retirees | Veterans of Foreign Wars        |
| Mountainside Education Fdn.  | Women's Association of the      |
| Mountainside Newcomers Club  | Presbyterian Church             |

Some links available on our website.

**INTERNET ACCESSIBILITY:**

The official website for the Borough of Mountainside is [www.mountainside-nj.com](http://www.mountainside-nj.com) which provides 24 hour, 7 days per week access to information regarding the Borough, its departments and services. This site also has e-mail access providing a 24 hour link to communicate with the Borough. Also find us on Facebook and follow us on Twitter.

**HOSPITALS:**

Overlook Hospital (Summit)  
908-522-2000

Children's Specialized Hospital  
1-888-244-5373

Robert Wood Johnson (Rahway)  
1-732-381-4200

**SCHOOLS:**

Beechwood School  
Pre-K – 2  
908-301-9104

Deerfield School  
K – 8  
908-232-8828

Governor Livingston HS  
9 – 12  
908-464-3100

Union County Vocational-Tech  
Schools 9 – 12  
908-889-8288

**RECREATION:**

Community Pool

Fitness Trail

Tennis Facilities & Programs

Community Room

Game Room

Echo Lake Park

Summer Music Festival

Watchung Reservation

Nearby Golf Courses & Clubs



## **BOROUGH HALL CONTACTS:**

|   |                          |
|---|--------------------------|
| <b>Borough Clerk:</b>                     | 232-2400 ext. 237 or 270 |
| <b>Vital Records:</b>                     | 232-2400 ext. 237 or 270 |
| <b>Finance:</b>                           | 232-2400 ext. 241 or 259 |
| <b>Tax Collection:</b>                    | 232-2400 ext. 241 or 240 |
| <b>Public Works/Recycling:</b>            | 232-2409                 |
| <b>Court:</b>                             | 232-5335                 |
| <b>Zoning &amp; Property Maintenance:</b> | 232-2409                 |
| <b>Construction/Inspections:</b>          | 232-2919                 |
| <b>Fire Official/Inspector:</b>           | 232-2400 ext. 262        |
| <b>Planning Board:</b>                    | 232-2919                 |
| <b>Tax Assessor:</b>                      | 232-2409                 |
| <b>Engineer:</b>                          | 232-2409                 |
| <b>Recreation:</b>                        | 232-0015                 |
| <b>Senior Citizen:</b>                    | 232-4406                 |
| <b>Police:</b>                            | 232-8100                 |
| <b>Administration:</b>                    | 232-2400 ext. 239        |

|                              |                         |
|------------------------------|-------------------------|
| <b>Channel 35:</b>           | 232-2400 ext. 243       |
| <b>Emergency Management:</b> | 232-2400 ext. 239       |
| <b>Shade Tree:</b>           | 232-2409                |
| <b>Garbage Pick-up:</b>      | Contracted by homeowner |
| <b>Post Office</b>           | 233-0148                |
| <b>Public Library</b>        | 233-0115                |

**RECYCLING:**

Commingling: Items must be cleaned and placed in a plastic container. NO PAPER OR PLASTIC BAGS. Items include: glass, plastic, aluminum and tin.

Newspaper & Mixed Paper: Cross tie with twine in bundles no more than 12” high or place in a plastic container or paper grocery bags. Items include: magazines, glossy newspaper inserts, junk mail, cereal boxes (flattened), brown paper bags, paper towel/toilet paper cardboard rolls, and telephone books. DO NOT USE TAPE, WIRE, OR RUBBER BANDS TO TIE.

Batteries: Place household batteries (AA, AAA, C, D, 9-Volt, Button Cell) in regular household garbage. NO VEHICLE BATTERIES.

Corrugated Cardboard: Cardboard must be clean, flattened, and tied in bundles with twine. Bundles may not exceed 4’0” x 4’0” or weigh over 50 lbs.

The County of Union has special recycling events throughout the year: Computer & Electronics, Household Hazardous Waste, Mobile Paper Shredding & Scrap Metal. Please check online at [ucnj.org/recycle](http://ucnj.org/recycle).