



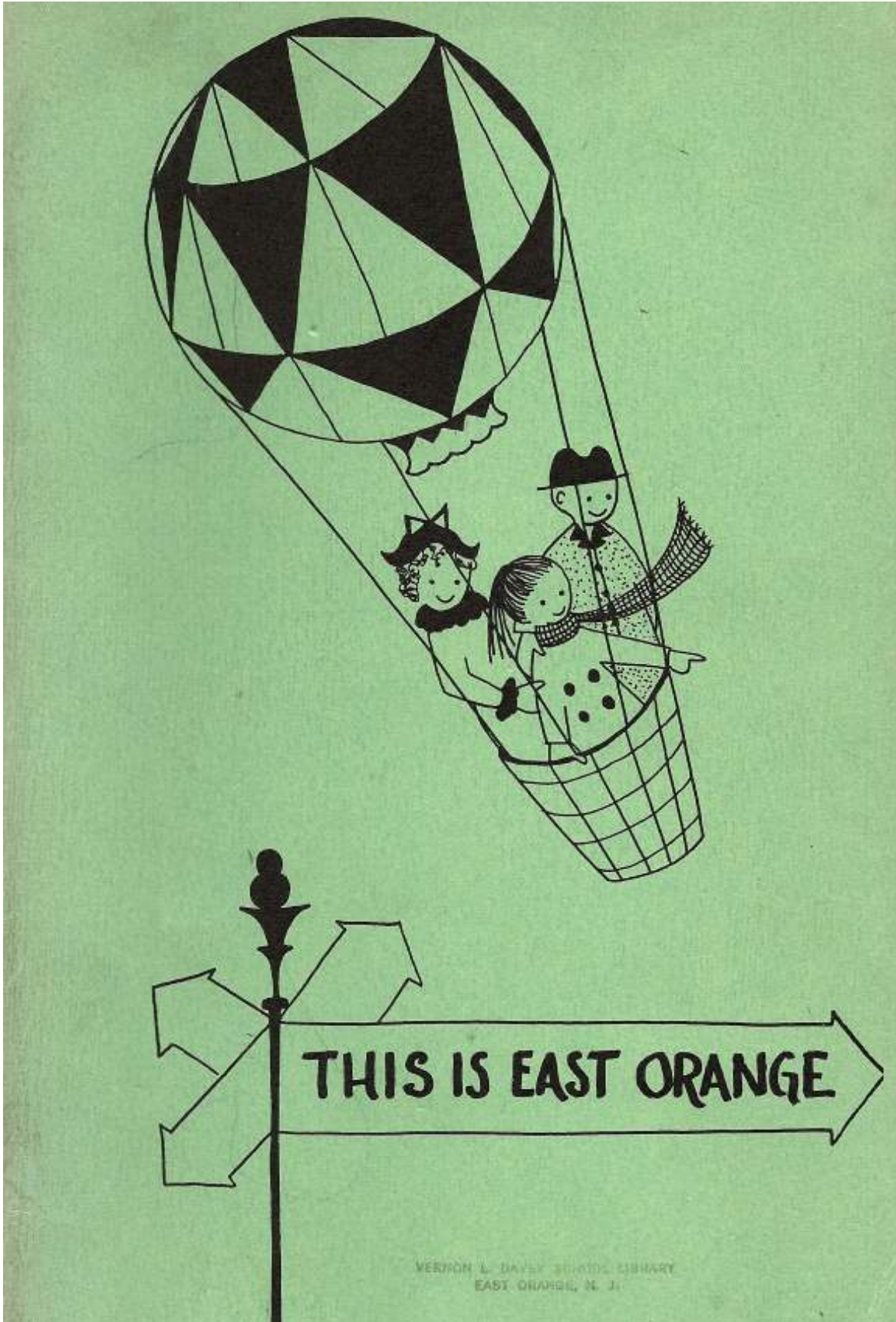
James W. Kelly, Jr.
1958 - 1969

Some background: When this booklet was published in 1965, Mayor Kelly was in charge, the last of a long line of Caucasian mayors in East Orange. In 1967, the Newark race riots, bordering on (and including) East Orange, would change the racial make-up of the city and its politicians.

Lyndon B. Johnson was President of the United States in 1965, signing Medicare into being and the Voting Rights Bill (The Civil Rights Bill and anti-poverty legislation has been signed in 1964).

Dr. Martin Luther King, Jr. was leading marches in Memphis and Alabama in 1965. Race riots destroyed much of the Watts section of Los Angeles. Anti-war protestors were immolating themselves and burning draft cards over the Vietnam War. This was a time of great change in America, and in time, those changes would transform East Orange. This document is a “snapshot” of East Orange as it perceived itself in 1965.

This is East Orange



This is East Orange

**THIS IS
EAST ORANGE**

A COMMUNITY HANDBOOK AND MAP

Compiled by
THE LEAGUE OF WOMEN VOTERS OF EAST ORANGE, N. J.
Illustrated by Judy Targan 1965
Seventy-five cents

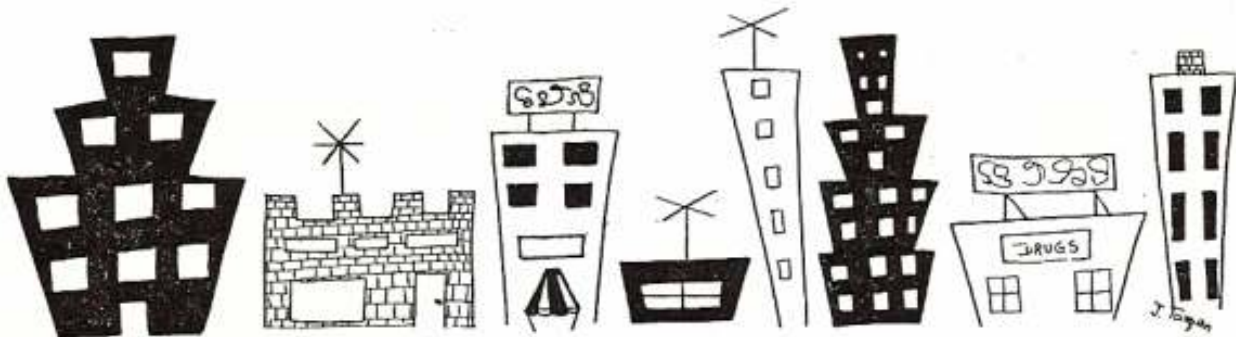
FOREWORD

THE LEAGUE OF WOMEN VOTERS is a nonpartisan organization, established in 1920, whose membership is open to all women of voting age.

We never endorse a candidate or a particular political party. We believe that every American over 21 years of age should vote. Our aim is to bring to our citizens information pertaining to the issues that confront us on the national, state or local levels, so that voters may form opinions and vote intelligently. For only through an informed electorate who exercise their political responsibility can good government prevail and democracy be insured.

As part of our local program, **THE LEAGUE OF WOMEN VOTERS OF EAST ORANGE** is pleased to present to the residents of our City this handbook and map.

We hope that it will provide an understanding of the character and structure of our city government and the variety and cost of the many services it provides.



This art was on page 5 in the original publication.

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INTRODUCTION– EARLY HISTORY

Our community was established three hundred years ago, a century before the American Revolution, when a band of thirty families from the New Haven colony came by boat to found a “town on the Pasayak.” They settled an area designated as “Newark Mountain,” which extended from the Passaic River to the Orange Mountain and which was a part of a grant from the Duke of York to Sir George Carteret and Lord John Berkley. Because Carteret had been governor of the island of Jersey, his grant became known as New Jersey.

Through the Revolutionary War, East Orange continued to be a part of Newark, until in 1806 Orange, including all the Oranges, was separated from Newark. In 1860 Orange became incorporated as a town and shortly thereafter split into smaller units.

On March 4, 1863, in the middle of the Civil War, East Orange with a population of 3,000 became a separate township. The first governing body of this new community was a township committee composed of five members who governed what was known as three school districts, Franklin, Ashland, and Eastern. They met in stores and public buildings including the Ashland School until in 1892 the first municipal building was constructed on Main Street near Winans Street.

At a special election in December, 1899, the voters approved a city charter under a general act of the New Jersey legislature. East Orange, now grown to a population of 21,000, was incorporated as a city. The first Mayor, Edward E. Bruen, took office, and the city government began to function on January 1, 1900.

Our charter became effective in 1909 and was modernized in 1963 by legislative action and at a referendum vote adopted by East Orange citizens. (Chapter 149 R.S. Cum Supp 40/103/5 et seq.)

I – EAST ORANGE TODAY

The City of East Orange, N.J. , covers an area of 3.5 square miles. Located in the center of Essex County, ten miles due West of New York City it is bounded on the east and south by Newark, on the north by Montclair, Bloomfield, and Glen Ridge and on the west by Orange and South Orange. While it is smaller than most of its neighbors in area, its population exceeds all but Newark's. Proximity to New York, Newark, and other northern New Jersey industrial cities and good transportation facilities have made East Orange increasingly popular as a home for commuters, so that its population has increased from 32,000 when the city received its charter in 1909 to a present 78,000-1960 census (estimated 1965-90,000).

ECONOMIC LIFE:

Economic life within our community is based more upon business and commercial activity than on industry. Though northern New Jersey is highly industrial, there are only a few important manufacturing establishments in East Orange, these primarily concentrated along the Lackawanna Railroad.

Our city is known as a major shopping center for prosperous Essex County. The 1500 retail establishments include large local stores and suburban branches of New York and Newark stores. Threatened since World War II with the loss of this valuable business to nearby towns with less traffic congestion and more parking facilities, the city has built 15 parking lots and improved the commercial sections of the town by uniting the Central Avenue and the Brick Church shopping districts.

A recent development in our city's economic life is its rapid growth as an insurance center. In 1965 the city had 36 home, branch, and regional insurance offices; 20 regional offices have been built since 1948.

TRANSPORTATION:

Roads: The Garden State Parkway, which cuts through the center of East Orange, affords convenient access to northern and southern New Jersey and to the New Jersey Turnpike. The EastWest freeway, Route 1-280, connects East Orange with most parts of New Jersey and New York.

Railroads: Two branches of the Delaware, Lackawanna, and Western Railroad provide transportation to Hoboken where tube and ferry service to midtown and downtown Manhattan is available. Almost 100 trains a week run between Hoboken and each of the Lackawanna's four East Orange stations. A few other New Jersey communities may also be reached by the Lackawanna.

Busses: The DeCamp Bus Company operates two bus routes between East Orange and New York, one through Bloomfield and one over the Garden State Parkway. In addition, 21 bus routes, most of them operated by the Public Service Company, cross the city or link East Orange with Newark.

THE PRESS:

Like most of the towns in the metropolitan area, East Orange has no daily newspaper but relies on the New York and Newark press for coverage of national, international, and state news. The "Newark Star Ledger," a morning daily and the "Newark Evening News," an evening daily, have reporters assigned to cover East Orange. The News has a daily circulation of about 14,000 in East Orange; the Ledger about 9,000.



Our local newspaper, the "East Orange Record," is a weekly publication with a circulation of about 6,000. It covers and interprets news and community life in the city.

HOUSES OF WORSHIP:

Baptist Churches:

Calvary Baptist Church, Main St. near Oraton Parkway
Central Baptist Church, 144 Norman St. (corner Prospect St.)
First Baptist Church, 10 So. Oraton Parkway (corner Main St.)
Macedonia Baptist Church, 463 Central Ave.
Messiah Baptist Church, 17 Oak Street (at Linden St.)
Mt. Olive Baptist Church, 11 Ashland Ave. (near Main St.)
Peaceful Zion Tabernacle, 213 Rhode Island Ave. (corner Amherst St.)

Catholic Churches:

Holy Name of Jesus, 250 Dodd St. (corner Midland Ave.)
Our Lady of All Souls, 199 Fourth Ave. (near Grove St.)
Our Lady Help of Christians, 454 Main St. (corner Clinton St.)
Our Lady of the Most Blessed Sacrament, 107 Elmwood Ave.
St. Joseph's, 206 Tremont Ave.

Christian Churches:

Park Ave. Christian Church (Disciples of Christ), U.C.C., 70 Park Ave.
(corner 17 St.)
Central Christian Church, Roosevelt and Grant Avenues

Christian Science Church:

First Church of Christ, Scientist, 154 No. Oraton Parkway.
(Christian Science Reading Room, 11 Washington St.)

Congregational Christian Church:

Congregational Christian Church of East Orange, 26 So. Harrison St.
(near Main St.)

Episcopal Churches:

Christ Episcopal Church, 422 Main St. (corner Burnett St.)
Incarnation Episcopal Church, 450 North Maple Ave.
St. Agnes Episcopal Church, 308 Central Ave.

St. Paul's Episcopal Church, 438 Prospect St (at Renshaw Ave.)

Lutheran Churches:

Advent Lutheran Church, 881 So. Orange Ave.

First Lutheran Church, Glenwood Ave. at Eastwood St.

Holy Trinity Lutheran Church, 70 No. Grove St.

Methodist Churches:

Calvary Methodist Church, 400 Main 51. (corner Walnut St.)

Grace Methodist Church, 374 Dodd St.

Independent Methodist Church, 96 Steuben St.

Park Avenue Methodist Church, Park Ave. at Grove St.

St. Mark's African Methodist Church, 25 Sterling St.

St. Paul's African Methodist Church, 15 Sanford St.

Pentecostal Church:

Bethel Pentecostal. 292 Rhode Island Ave.

Faith Temple, 50 N. Maple Ave.

Presbyterian Churches:

Arlington Avenue Church, Arlington and Springdale Avenues

Bethel Presbyterian Church, 274 Dodd St. (corner Midland Ave.)

Central Brick Presbyterian Church, 552 Main St. (corner Prospect St.)

Covenant Orthodox Presbyterian Church, Springdale and Glenwood Aves.

Elmwood United Presbyterian Church, 104 Eppirt St. (corner Elmwood Ave.)

Munn Avenue (First Presbyterian) Church, Main St. and Munn Ave.

Tremont Presbyterian Chapel, 138 Crawford St. (corner Tremont St.)

Reformed Church:

The Brownstone Church (First Reformed), 511 Main St. (corner Halsted St.)

Synagogues:

Faith of Israel. 175 Brookwood St.

Temple of Sharey Tefilo, 57 Prospect St.

Undenominational Church:

Brighton Ave. Bible Chapel Inc., 288 Brighton Ave.

Church of Christ, Ridgewood and Glen Park Road

Church of the Nazarene, 971h Summit St.

Church of Spiritual Harmony, 7 Hollywood Plaza

Orange Gospel Hall. 30 No. Clinton St. (Italian-English)

EAST ORANGE ORGANIZATIONS:

East Orange is a community with over a hundred organizations, all of which are categorized and listed at the Main Library at Main and So. Munn Avenue. There are chapters of national, charitable and service organizations as well as partisan political clubs; neighborhood associations; senior citizens, civic, fraternal and recreational organizations such as bridge, bowling and tennis clubs. In addition, East Orange has a Little Theatre Group, an Art Center, Child Guidance and other clinics; and Prospect House, which is a rehabilitation center for former mental patients.

* * *

CITIZENS ADVISORY AND SERVICE GROUPS:

During the last ten years there has been a growth of official citizens advisory and service groups, which aid the City in making policy and whose members serve without pay. Their creation reflects the growing diversification of local government functions into phases of community life not considered appropriate for government a generation ago. These groups bring fresh expertise to bear on local problems and provide a two-way feed between the city government and the people of

the city. They do not, however, have any responsibility for administering a department or function of the city government:

Citizens Budget Advisory Committee
Joint Municipal Advisory Committee for E. O. Golf Course
Citizens Advisory Committee to the Housing Authority
Citizens Insurance Advisory Committee
Personnel Committee
Architectural Committee to The Planning Board
Parking Advisory Committee
East Orange Traffic Safety Council

and also:

Civil Defense and Disaster Control Council
Civil Rights Commission
Mayor's Council on Senior Citizens
Youth Guidance Council

Those citizens Advisory Boards and Commissions that do assume responsibility for administering a department or function are listed as Supervisory Boards on the chart in the center of this book.

II – OUR CITY GOVERNMENT

In New Jersey, local governments derive their authority from enabling laws of the state and have only the powers granted them by the state legislature. Our City Charter*, passed by the legislature and adopted by East Orange voters in 1908, and modernized in 1963, defines the structure and scope of our municipal government and is an act of incorporation of the city of East Orange.

East Orange also operates under the New Jersey “Home Rule Act” of 1917 and numerous other general laws governing all New Jersey municipalities. These authorize the city to manage its affairs in such specific fields as fiscal operation, tax levy, care and protection of public property, and punishment for violation of ordinances.

MAYOR:

East Orange has a Mayor-Council government. The Mayor is the executive officer, responsible for enforcement of laws and supervision of departments. He is ex-officio member of all boards and commissions and has the power to appoint, subject to council approval most boards, commissions, and certain city officials (see chart, p. 28) and to veto or approve resolutions and city ordinances.

In addition, the Mayor recommends legislation and delivers an annual message to the city council on the general state of the city government and its finances.

The Mayor is elected every four years and receives a salary of \$14,125. His office is on the second floor of City Hall, where he may be seen by appointment.

CITY COUNCIL:

The City Council is the local legislative body, responsible for appropriating funds and establishing rules and regulations for the city. It is composed of ten members, two representing each of the city’s five wards. The councilmen serve for 4-year staggered terms, with one councilman elected every odd year from each ward. Each councilman receives an annual salary of \$2,500.

The council meets on New Year’s Day to organize for the year.

*Specifically, “Chapter 149, Public Laws of New Jersey, 1963,” or “Acts Saved From Repeal”; R.S; 40:103-5(71) – et seq.



It adopts its rules and selects one of its members to act as chairman for the ensuing year.

By law the city council is required to meet in public session at least once a month. At present it meets regularly twice a month, the second and fourth Mondays at 7:30 p.m. in the Council Chamber, City Hall, and these meetings are open to the public. Any citizen who wishes to speak or submit a petition to the council may present himself at one of the regular meetings, and he will be heard. The council also meets regularly on first and third Monday evenings in committee.

ORDINANCES:

The City Council governs the city by passing municipal laws known as **ordinances**. Before becoming law, an ordinance must be voted upon at a council meeting (the “first reading”) and advertised once in the local newspaper so that citizens may know of the proposal. It is then voted upon at a subsequent meeting (the “second reading”). If passed by a majority of the council, it is considered adopted and sent to the mayor for approval. The ordinance takes effect 20 days thereafter unless a petition is filed by 15 per cent of the qualified voters requesting a referendum. Should the mayor veto an ordinance, the council must reconsider and re-pass it by a two-thirds vote of the entire council (7 votes) for it to become effective.

The council may also take official action by passing **resolutions**. Resolutions differ from ordinances in that they do not have the “essence of public notice.” Newspaper publication is not required, nor are two readings necessary. In general, measures which are regulatory, those which require expenditure of large sums of money, and those which commit the city to contracts can be enacted only by ordinance.

COUNCIL COMMITTEES:

Prior to official action possible legislative matters are considered in detail by standing committees of the council. Each committee consists of a chairman and several other councilmen and is charged with a general subject. It considers measures related to the subject and reports its considerations to the council. While the entire council rather than a committee must make any final decision on local government policy at a public meeting, the use of committees expedites the work of the council and serves as a liaison between the legislative body and governmental departments.

COUNCIL COMMITTEES, 1965
(3 members on each)

Housing and Urban Renewal
Central Purchasing
Public Sanitation
Legislation
Automotive Equipment & Maintenance
Traffic and Parking

Finance
Public Affairs
Public Works
Zoning and Planning
Public Safety & Health

CITY CLERK and PERSONNEL LIAISON OFFICER

Of particular assistance to the city council is the **City Clerk** who, unlike most other city officials, is chosen by the council. The clerk is the custodian of the general records, books and documents of the city. He (or she) keeps a record of the proceedings of the city council and a record of all ordinances; he countersigns and records all licenses and permits issued by the city. The city clerk receives a salary of \$9,950-\$11,550.

COURT:

East Orange has only one court, the **Municipal Court**, which was established by ordinance under the New Jersey Constitution of 1947. (It was originally known as the Recorder's Court). It has jurisdiction over violations of motor vehicle and traffic laws, municipal ordinances and some statutes, and over minor crimes involving limited financial amounts.

The **Municipal Magistrate** (Judge of the Court) is a city officer, appointed by the mayor, with the approval of the city council. He must be an Attorney-at-Law of New Jersey. His term of office is three years, though he may be reappointed, and his salary range is \$10,625 to \$13,125.

The jurisdiction of the Court is usually invoked when a written, signed, and sworn complaint is filed in the office of the Clerk of the Court and a summons is issued to bring the accused into court. In the case of traffic violations, the traffic ticket serves as both a complaint and a summons. Where a summons is ignored the defendant may be served with a warrant for his arrest. Persons may also be brought before the court informally, as is often done in domestic relations or neighborhood disputes, in which case the court issues a notice in lieu of a complaint.

Theoretically, the Municipal Court is open at all times, but its sessions, held in the Police Building, 61 North Munn Ave., are usually limited to five mornings a week and every Tuesday evening. The Clerk's office, which also functions as a Traffic Violations Bureau, is open during the usual business hours.

While the territorial jurisdiction of our municipal court is limited to East Orange, the court is an integral part of the statewide judicial system, with procedures governed by the rules of the Supreme Court of New Jersey and operations supervised by the Administrative Director of Courts in Trenton.

LEGAL DEPARTMENT:

The **City Counsel** and his two assistants comprise the Legal Department. They draft ordinances and other legal documents for our local government, search titles, and give legal opinions. They defend the city when necessary in court and aid in the prosecution of cases where the municipal court has jurisdiction. The position of City Counsel carries a salary of \$10,625-\$13,125; that of Assistant City Counsel, \$6,900-\$8,400; that of Second Assistant City Counsel, \$6,375-\$7,875. and that of Prosecuting Assistant Counsel who works in the Court, \$5,450-\$6,825.



III-PUBLIC AGENCIES AND SERVICES

In a city of 78,000 the framework for administering municipal services is necessarily complex. The overall executive responsibility rests with the mayor, but the administration of particular services is delegated to city departments.

In some cases the departments are directed by supervisory boards whose members are appointed by the mayor, often subject (except for the Board of Education and the Planning Board) to approval of the city council. The types of service the departments render are determined by federal or state law, municipal ordinance, or charter provision. * The scope of their activity depends on funds appropriated annually by the council, and their personnel policies must conform to state civil service regulations. Within these limits the supervisory boards are free to direct departmental affairs as they think best.

CITY EMPLOYEES:

There are 1200 people working to provide municipal services for our city, 500 employed by the Board of Education and 700 by other city departments. The line of responsibility from our elected officials through the board members and department heads whom they appoint may be traced on the chart on page 28. Working under the administrators within each department is a corps of permanent salaried employees, who are hired in accordance with state civil service rules.

The New Jersey Civil Service Commission works with our city to classify and standardize municipal jobs. The Commission makes up competitive examinations, which must be passed by job applicants. When there is an opening in the city, an employee is chosen from the top three contestants who have taken the examination for that position. Subsequent advancement and retirement are also governed by civil service regulations.

*The only boards specifically described in the charter are the boards of fire, police cmd water commissioners.

PUBLIC HEALTH PROTECTION

BOARD OF HEALTH:

The Board of Health supervises the administration of our municipal health program. It consists of five members (two of whom are physicians) appointed by the Mayor for three-year overlapping terms. Board meetings are held the first Tuesday of each month in the Health Department Building, 143 New Street.

HEALTH DEPARTMENT:

The Health Department provides seven basic services: maternal and child health, communicable disease control, early case finding and health supervision of such chronic illnesses as cancer, diabetes and heart disease, vital statistics, environmental health, laboratory, and health education.

Department Head:

The Health Officer is appointed by the Board of Health. He is also Registrar of Vital Statistics and Secretary of the Board of Health. His salary range is \$10,625-\$13,125 per year.

Personnel:

Health Officer	Director of Public Health Nursing
Assistant Health Officer	Public Health Nurse Supervisor
Director of Laboratory	Director, Air Pollution Control
Health Educator	Deputy Registrar of Vital Statistics
Chief Sanitary Inspector	Chief of Medical Services

In addition, the staff includes 12 staff nurses, three sanitary inspectors, seven clerical persons, one bacteriologist, eleven part-time physicians, two part-time dentists and two other part-time specialists.

The Health Department records the vital statistics (births, marriages, deaths) of East Orange.

Eight Child Health Conference Clinics are maintained. Services are available free of charge to all infants and pre-school children residing in East Orange whose families cannot afford medical supervision by a private physician. Periodic well-child examinations are done by physicians; basic immunization is provided (DPT– Polio–Smallpox and Measles), public health nurses advise the

parents on nutrition, safety and accident prevention, and child growth and development.

The staff of twelve public health nurses use a “family centered” approach to public health nursing service.

The Health Department provides health service to the five elementary parochial schools and the East Orange Catholic High School. A public health nurse is assigned part-time to each school. She is responsible for developing a broad school health program working cooperatively with the school principal, faculty, physician, dentist and parents.

Tuberculosis is a major problem in East Orange. Case finding, nursing supervision and follow-up hold high priority in program planning. Tuberculin testing and chest X-rays are available.

Sanitarians inspect food stores, markets, restaurants, hotels and boarding homes to check cleanliness and food handling practices to insure safe food products.

The Department enforces sanitary regulations by testing daily the city’s water; frequent testing of swimming pool water; testing the milk supply, and inspecting dairy farms and milk plants supplying East Orange (a joint program of the Boards of Health of the Oranges and Maplewood through the Milk Inspection Association). Dog and other animal bites are investigated. Dogs are offered rabies protection. A ragweed control program is in effect each summer.

The Department operates its own laboratory with testing facilities for disease detection, and sanitary control of food and water.

HOSPITAL FACILITIES:

While East Orange does not operate a municipal hospital, medical care is available at the privately run East Orange General Hospital, a non-profit institution, located at the corner of South Munn and Central Avenue. This modern 205 bed hospital offers a wide range of “out patient” clinic services. Cooperative programs between the Health Department and this facility have been in operation for the past several years.



PUBLIC WELFARE

Assistance to the needy is administered at all levels of government, each assuming the responsibility for particular aspects of public welfare. Institutional care is provided in county and state hospitals for the tubercular, the epileptic, the mentally ill, and the criminally insane, in training schools for the mentally handicapped, and in a shelter for delinquent children. Special welfare programs, such as old age assistance, aid to dependent children, crippled children and the blind, are administered by county and state agencies and financed by county, state, and federal funds. Cases of juvenile delinquency are handled by the county Juvenile and Domestic Relations Court and abandonment or cruelty to dependent children by the county Juvenile Court. Our local government's responsibility in the field of public welfare is the administration of general assistance or aid to those who cannot be helped in other ways.

LOCAL ASSISTANCE BOARD:

The Local Assistance Board supervises the administration of general assistance subject to the authority of the state Bureau of Assistance. The Board consists of a councilman and two non-salaried members appointed for two-year overlapping terms. It meets the third Tuesday evening of each month at 7:30 p.m.

WELFARE DEPARTMENT:

Department Head:

The Welfare Director is appointed for a five-year term by the Local Assistance Board with the approval of the state Bureau of Assistance, the mayor, and the council. The position of director carries a salary of \$7,700-\$9,450.

Personnel:

Welfare Director	Five (5) Welfare Investigators
Case Supervisor	Four (4) Clerical Assistants

Once an applicant is shown to be eligible for relief, the welfare department will help him pay for all that he needs in order to live, from food, shelter, and clothing to medical care. Such assistance is given in cash. Any needy person living in East Orange can receive aid. If he has lived in East Orange one year and in the state two, he is helped at the expense of our welfare department; otherwise East Orange is reimbursed by the town from which he came.

Because we have no city hospital, East Orange subsidizes The Hospital Center at Orange, East Orange General, and St. Mary's Hospitals and sends to them any who might need hospitalization and cannot pay for it. When categorical assistance or institutional care is needed, an applicant is referred to the appropriate state or county institution or agency.

The department does a great deal of counseling, making every effort to restore a person or family to a position of independence. It frequently helps people who may not need financial aid but are beset by problems with which they cannot deal. The welfare staff may assist with nursing home placement, commitment to mental institutions, funeral arrangements or domestic problems.

Employment workers are available to assess and evaluate all employable clients and to seek jobs by personal contact, wherever possible.

One hundred thirty-three persons were screened in 1964. Eighty-nine jobs were secured. To combat functional illiteracy in welfare applicants, the Board of Education initiated literacy classes at East Orange High School in 1964.

As a referral center for our community the welfare department maintains lists of boarding and nursing homes, public and private institutions, and is frequently consulted by the courts, police, churches, and social service agencies. The private welfare agencies cooperate with our city efforts by providing eye-glasses, camperships, holiday baskets, layettes, and special contributions for the needy in East Orange.

General assistance applications in 1964 were 1,117. Monthly case load averages were 173 with a 1/3 to 1/2 turnover. The total number of persons who received service was 2,046.

State Aid & Supervision:

The state Bureau of Assistance supervises our welfare department closely and reimburses 40% of general assistance given to East Orange residents and 80% of the amount given to nonresidents.

PROTECTION OF LIFE, LIMB & PROPERTY **(Police & Fire Departments)**

BOARD OF POLICE COMMISSIONERS:

The Board of Police Commissioners supervises Police Department expenditures, personnel, and property. It consists of three non-salaried members, appointed for three-year overlapping terms. The Board meets the first and third Tuesday evenings of each month at Police Department Headquarters, 61 No. Munn Ave.

POLICE DEPARTMENT:

The Police Department is responsible for enforcing laws and ordinances. It works closely with county, state, and federal police.

Department Head:

The Chief of Police is appointed by the Mayor for an indefinite term, removable only for cause. His salary range is \$10,500- \$11,200.

Personnel: 165 Policemen

Chief

5 Captains

18 Sergeants

9 Lieutenants

132 Patrolmen

Police Surgeon

40 School Guards (not official policemen)

Divisions of Police Department:

(1) Administrative Division

Record and Identification Bureau

Safety Office

School traffic guards

School safety patrol

Garage

(2) Patrol Division:

Cycle Squad

Car Patrol

Foot Patrol

(3) Detective Division

Criminal Investigation Bureau

Missing persons

Property (lost and found)

Miscellaneous investigations

(4) Juvenile Aid Bureau, located in basement of City Hall to avoid stigma of Police Headquarters.

There is no jail in East Orange, but there is a lock-up at Police Headquarters with ten cells for men and four for women. No person is held overnight unless it is absolutely necessary and then only until the case comes up in court, usually within 24 hours. Anyone sentenced to jail is sent to the county jail in Newark.

Persons on parole are supervised by the county Probation Department.

BOARD OF FIRE COMMISSIONERS:

The Board of Fire Commissioners supervises Fire Department expenditures, personnel, and property. It consists of three non-salaried members appointed by the Mayor for three-year overlapping terms. The Board meets the first and third Tuesday evenings of each month in Fire Headquarters, 468 Main Street.

FIRE DEPARTMENT:

Department Head:

The Chief of the Fire Department is appointed by the Mayor for an indefinite term. The position carries a salary of \$11,200.

Personnel:

- Chief
- 2 Deputy Chiefs
- 4 Battalion Chiefs
- 37 Captains
- 135 Firemen
- 4 Alarm Operators
- 1 Clerk
- 1 Maintenance Man
- 3 Prevention Men

Under the joint control of the Fire and Police Commissions is the Fire-Police Telegraph Bureau. The Bureau consists of a Superintendent, a Lineman, and three Assistant Linemen. It is located in the building next to Fire Headquarters, at 470 Main Street.

Division of Work:

The force is divided into four groups, each working two 10 and two 14 hour shifts, followed by a 42-hour off-duty period, an average of 56 hours per week per man. Those off duty must obtain permission to leave the city, since they may be called back to duty in the case of second or multiple alarm fires.

Fire Stations:

Headquarters, 468 Main Street Station #4, 410 Springdale Ave.
Station #3, 321 Dodd Street Station #5, 207 Elmwood Ave.

Alarms:

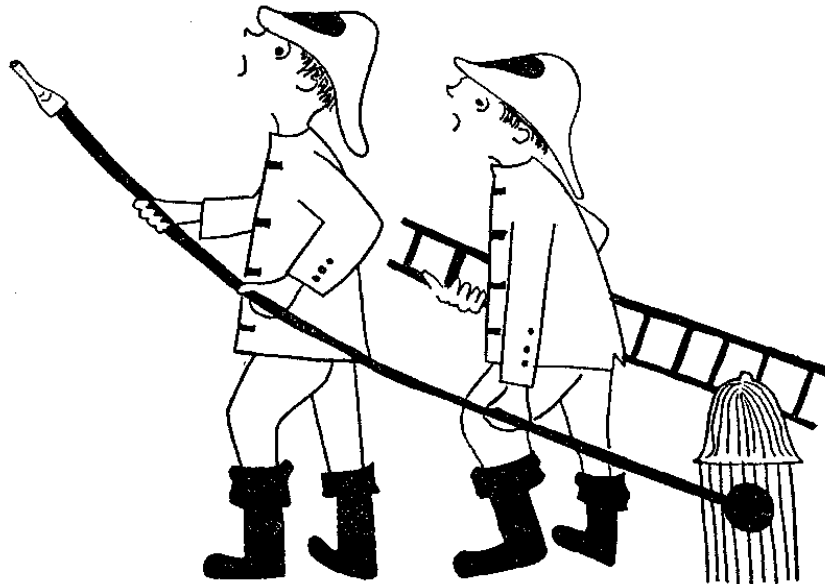
To notify the department of a fire there are 200 alarm boxes in this city, 4 telephone lines to Headquarters with extensions to each station (two are reserved for fire calls), and three-way FM radios linking all first-line apparatus, line department trucks, two chief officers' cars, and a fire prevention car with Headquarters.

Work of the Department:

While the main business of the fire department is fighting fires (the fire department responded to 1741 alarms in 1964), it also operates a rescue squad and carries on a fire prevention program. The rescue squad at Headquarters answers calls for emergency oxygen and first aid assistance and attends all fires.

Fire prevention is the specific responsibility of a captain and two firemen, who form the fire prevention bureau. Under them each company inspects buildings in its district, makes reports which are kept on file, and informs the proper agency or department of unsatisfactory conditions that they may be corrected. The fire prevention bureau inspects all such complaints. During Fire Prevention Week in October, the bureau carries on a public fire prevention campaign.

Attesting to the quality of our fire department personnel and equipment is the fact that East Orange has been given the highest (Class A) rating by the National Board of Fire Underwriters, and its citizens enjoy the very best fire insurance rates available to any city.



RECREATION & PARKS

BOARD OF RECREATION COMMISSIONERS:

The policies which guide our municipal recreation program are established by the Board of Recreation Commissioners and implemented by the Recreation Department. The Board consists of seven members, who serve without pay for five-year overlapping terms. Board meetings are held the third Monday evening of each month in City Hall.

RECREATION DEPARTMENT:

Department Head:

The Superintendent of Recreation administers and coordinates our public recreation program. He and his staff are appointed by the Board of Recreation Commissioners. His salary range is \$9,550- \$11,550.

Personnel:

- Superintendent of Recreation
- Asst. Superintendent of Recreation
- Supervisor of Women's and Girls' Activities
- Supervisor of Men's and Boys' Activities
- 18 Full Time Caretakers
- 4 Summer Caretakers
- 3 Stenographers
- 40 Recreation Leaders (Play Supervisors)

East Orange Playgrounds:

1. Columbian Playground –5 acres at North Grove Street and Springdale Avenue, has a fieldhouse, hard surface areas for basketball, volleyball and paddle tennis, also tennis courts, a fireplace, and a softball diamond. The hard surface area is lighted for evening use.

2. Elmwood Park –9 acres, bounded by Elmwood, Rhode Island and Freeman Avenues, and Oak Street, has ball diamonds, basketball courts, tennis courts, and a fieldhouse used by the Little Theatre.

3. East Orange Oval –6 acres between Grove Place and Eaton Place opposite Grove Street station, is the city's oldest playground. It has hard surface areas for basketball, softball and paddle tennis, tennis courts, ball fields, and a grandstand. The softball and basketball courts are lighted for night use.

4. Memorial Field –5 acres on McKinley Avenue between South Arlington Avenue and South Walnut Street, was especially designed for small children and adults. It has four hard surface tennis courts, a basketball court, and imaginative children’s play area.

5. Soverel Field –10 acres between Springdale Avenue and Soverel Terrace, has ball fields, multipurpose hard surface areas, seven tennis courts, a grandstand, and fieldhouse.

6. Washington Playground –adjoining Washington School was developed for community and school use by the Board of Education and is supervised and maintained by the Recreation Commission. It contains a children’s softball diamond and basketball court.

7. Frances H. Haire Playground –2 acres on South Grove Street is a small but well equipped recreation area with facilities for young and old. It is adjacent to Lincoln School and may be used during the school day as well as evenings and summer.

8. Martens Playground –five acres on Lincoln and Hamilton Streets, adjacent to the Ashland School Annex, was jointly developed with the Board of Education for community, school, and varsity athletic use. Its unique “western town” and play equipment, baseball and softball fields, and multipurpose hard surface area have gained wide national publicity.

9. Scott Playground –five acres on Renshaw Avenue, adjacent to Clifford J. Scott, was also jointly developed with the Board of Education. A young children’s play area is currently being improved with the construction of two multipurpose tennis and basketball courts to go with baseball and softball diamonds.

10. Lincoln E. Rowley Park –3 acres on North Arlington Avenue and William Street, was recently dedicated to replace the specialized lawn bowling, putting, shuffleboard and bocci facilities which were lost through construction of the East-West Freeway. It also provides neighborhood play facilities in a high-rise apartment district.

School facilities:

The use of school buildings plays an important role in the recreational life of East Orange. Our Recreation Commission works closely with the Board of Education and utilizes virtually every school building in the city for community

activities in the late afternoon and evening. Wherever it is practical, the Recreation Commission plans its new outdoor facilities adjacent to school buildings.

Public Recreation Program:

Our recreation department sponsors a variety of leisure time activities for East Orange residents. During the summer it not only supervises athletic facilities, but also organizes dances, concerts, tournaments, carnivals, and field days at the municipal playgrounds. Holiday celebrations include Halloween parties at five schools, Memorial Day parade and services and athletic events, a July Fourth celebration, and Veterans Day Services.

Popular winter activities are boys', girls' and men's basketball, senior citizens' clubs, canteen dances, bowling and rifle clubs. Of particular interest is the East Orange Little Theatre, an amateur group of almost 500 members, which produces four plays a year. The Recreation Commission provides facilities and handles the Little Theatre's mailing, but all other expenses are borne by the group.

Hard surface areas at Elmwood, Soverel, Columbian, Scott, Memorial, and East Orange Oval playgrounds are designed for flooding and natural ice skating.

Cooperation with the Library Trustees and Friends of the Franklin Branch Library has resulted in a community recreation program at the Franklin Library. This includes dancing lessons, social games, and a teen age canteen.

Civic groups and service clubs in the city may use municipal facilities for their activities and special events upon obtaining permission from the recreation department.

The City of East Orange Golf Course

This attractive 151-acre, 18-hole golf course is operated and maintained by the Board of Recreation Commissioners, subject to broad policies established by the Joint Municipal Golf Advisory Committee of East Orange and Millburn. A modest clubhouse with locker, shower, and restaurant facilities is available. Golf privileges are open to residents of East Orange and Millburn at a low annual fee, plus daily green fees. Applications may be obtained in the Recreation Office, City Hall.

Parks:

There is a small city park on Hoffman Boulevard which is maintained by the recreation department.

Bordering the city are two county parks, Orange Park on the southwest city line and Watsessing Park at the northern end of East Orange.

In addition to the recreation area within East Orange, the city owns a 2300 acre Water Reserve and Game Sanctuary in Millburn, where the East Orange Golf Course is located.

SHADE TREE COMMISSION:

The care and maintenance of more than 27,000 city owned trees between the sidewalks and curbs (appraised at more than four million dollars) is the responsibility of the Shade Tree Commission. The Commission also assists the Board of Education, the Recreation Commission, and the Library with their tree problems. The commission consists of a salaried Secretary-Forester and three non-salaried Commissioners appointed for five-year overlapping terms. Commission meetings are held the first Wednesday evening of each month in the commission office in the basement of City Hall.

Department Head:

The City Forester is appointed by the Commission- for an indefinite period at a salary range of \$7,700-\$9,450 a year.

Personnel:

A field force of 17 full-time employees carry on the daily work. In the summer, college boys are employed to assist with the heavy summer pruning program. A secretary for the city forester is employed in the office.

Equipment:

85' Boom, mounted on a truck	Jeep
Crane with 3 winches	Station Wagon
35' Aerial ladder truck with generator & electric saw	Coach
2 Dump Trucks	Brush Clipper
Mist sprayer on a trailer	Compressor trailer
	10 Chain Saws

Work of the Department:

The shade tree department prunes, sprays, removes, plants, feeds, braces, repairs bark, and does cavity work on the city trees and maintains the city nursery on Everett Street, the City Hall grounds, traffic islands, circles, and 24 gardens throughout the city. A large amount of time is devoted to controlling the spread of the Dutch elm disease by the immediate removal of dead elms and by special spraying programs.

The commission is responsible for the Christmas lights on City Hall and the two community Christmas trees on the service road of the Garden State Parkway. It arranges Arbor Week tree plantings for schools and organizations.

PUBLIC WORKS and PUBLIC UTILITIES

The construction and maintenance of Our streets and sewers, and the regulation of traffic and public utilities are responsibilities shared by the city council and the engineering department.

CITY COUNCIL & PUBLIC WORKS:

The City Council authorizes construction and improvement of city streets, parking lots and sewers, appropriates money for these projects and in the case of major construction, awards work to private contractors on the basis of competitive bidding. Council ordinances regulate traffic and parking, and the governing body makes contracts with private companies for municipal garbage collection.

ENGINEERING DEPARTMENT:

Department Head:

The City Engineer administers our public works program. He is appointed by the mayor for a four-year term. By law he must be a civil engineer and a surveyor. He receives a salary of \$10,625-\$13,125 a year.

Departmental Divisions:

Under the engineer's direction are seven departmental divisions, using the services of approximately 91 full-time and 12 seasonal employees:

- (1) Administrative and Clerical Division
- (2) Engineering Division headed by Assistant City Engineer
- (3) Street Division headed by Superintendent of Streets
- (4) Traffic Engineering Division headed by Traffic Engineer
- (5) Sewer Division headed by Superintendent of Sewers
- (6) Refuse Collection Division headed by Supervisor of Refuse Collection
- (7) Dog Pound headed by Dog Warden

Engineering:

The engineering division of the department does basic engineering work for the city. It draws plans and specifications, does land surveys and tax searches, and maintains the official city tax maps. It designs and supervises public construction whether done by the engineering department or outside contractors. It checks design and construction of the East-West Route 280 and the interchange with the Garden State Parkway and Urban Renewal Project, etc.

Streets:

The 84 miles of streets in East Orange cover 1/4 to 1/3 of our developed city area. Park Avenue, Central Avenue, Grove Street, and Sanford Street are county roads; the Garden State Parkway, a state highway. The rest are city streets cared for by our local government. Street care is financed in part by appropriations from current budgets, in part by bond issues, and in part by state aid in the amount of approximately \$40,000 a year granted by a formula based on population and road mileage.

Street cleaning (done two or three times weekly on main thoroughfares) and snow and leaf removal are jobs of the street division of the engineering department. In addition the division does a limited amount of street and parking lot construction (major jobs being let by open bidding) and some servicing of engineering department vehicles.

Federal Highway I-280 is presently being constructed which will bisect the city in an east-west direction. Included in this construction is a large interchange complex with the Garden State Parkway. Under an Urban Renewal Project in the First Ward, the Engineering Department is constructing enlarged sewers, is improving both Second River and Nishuane Brook, and is reconstructing some streets in the area while extending Springdale Avenue. Presently in the planning stage is an urban renewal project in the Fourth Ward.

Traffic & Parking:

The traffic engineering division works to improve traffic circulation and parking facilities. Traffic engineering studies form the basis for ordinances on traffic regulation. The division installs and maintains street signs and traffic signals and does street line and curb painting. It plans the layout of municipal parking lots, installs, maintains, and makes collections from parking meters in the lots and on the street. The traffic engineer consults with the police department, which enforces traffic rules and regulations.

Fifteen municipal parking lots in shopping areas have a capacity of 1475. Private lots in shopping areas can hold 1083. Lots in residential areas have a capacity of 3200.

Sewers:

The sewer division of the engineering department supervises the operation of the 85 miles of sanitary sewers and 33 miles of public storm drains in the city.

Sewage disposal service is provided by the Passaic Valley Sewage Commission and Joint Meeting Sewage Commission. The city delivers its sewage to the Newark pumping station, where it is reduced to sludge, discharged into barges, towed far out to sea and dumped. East Orange pays a proportionate share of the cost of Passaic Valley operations.

Garbage & Refuse Collection:

After public bidding contractors hired by the council and paid by the city collect garbage from private dwellings. The supervisor of refuse collection supervises these private scavengers. Garbage in East Orange is collected three times a week. It is picked up from cans which are pulled out and returned to 100 feet from the curb and is disposed of by dumping outside the city limits. In addition, the city licenses private scavengers to collect commercial waste from business establishments, which must pay for this service.

The supervisor of refuse collection also carries on a continuous “litterbug” campaign, a program of public education to discourage littering and to keep East Orange clean.

Dog Warden

The dog warden, with one assistant, controls animal and pigeon population in the city. He is responsible for rabies control in animals. The dog pound is temporarily located at the City Yard, Midland Avenue.

PUBLIC UTILITIES:

Transportation:

While the city does not operate any public transportation facilities, the council has the power to regulate the services of privately owned bus and railroad companies in East Orange by granting and withdrawing franchises.

Gas, Electric, & Telephone Service:

The Public Service Electric and Gas Company supplies electricity and gas to East Orange for public and private use. Telephone service is provided by the New Jersey Bell Telephone Company. Both are private companies whose rates are regulated by the New Jersey Public Utilities Commission.

Conduits for these utilities are installed underground on public property (no poles are permitted on public property) by the Public Service and Telephone Companies under the direction of the city engineer, who specifies where the lines shall be. On

private property electrical work is inspected by the building inspector; gas, water, and telephone lines by the agency providing the particular service.

BOARD OF WATER COMMISSIONERS:

The Board of Water Commissioners supervises the operation of our municipal Water Department and sets the water rates. The Board consists of three non-salaried members appointed for three-year, overlapping terms, the Water engineer acting as secretary. It meets the second and fourth Monday evenings of each month in its office on the first floor of City Hall.

WATER DEPARTMENT:

The Water Department is a public utility owned and operated by the city but is independent of other offices of city government except in disposing of property on the Water Reserve, which belongs, not to the department, but to the city.

Department Head & Personnel:

The chief executive of the department is the Water Engineer appointed by the Board of Water Commissioners. He receives a salary of approximately \$13,000 per year. Working under the engineer are 65 full time employees plus ten in summer help.

Property & Capital Improvements:

Our city water comes from artesian wells on the East Orange Water Reserve, a 2300 acre tract in Livingston, Millburn, and Florham Park. The water department has developed 12-13 wells which furnish East Orange with an average of more than 7 million gallons daily (mgd) and up to 10 million gallons on a peak day. In addition, East Orange sells about 60 million gallons of water to Orange yearly. Under an agreement with the State Department of Conservation and Economic Development; our water department may grow up to 11 mgd, and has constructed 10 new wells replacing 9 gravel wells which have become obsolete to increase the capacity to 13 mgd. The Water Department has a forestry program on the Water Reserve to conserve the water supply, prevent erosion, and act as a nursery for future city trees.

The department is presently constructing a second 24 inch water main.

Cost of Water:

With a few exceptions, the East Orange water rate is the lowest in the Metropolitan area; nevertheless, the sale of water to users yields sufficient profit to pay for current capital improvements and yearly reduction of the department's

outstanding bonds. The city is not charged for use of the water system and fire hydrants as is frequently the case elsewhere, and from time to time surplus funds have been turned over to the city to meet other municipal expenses.

Services:

The water supply is tested daily. It is medium hard, exceptionally pure and cold, owing to the depth from which it is drawn and the fact that the water is underground until it leaves the consumers' faucets.

The department does all of its own construction, maintenance and repair work in connection with the operation of the water system and pumping facilities and maintains the Water Reserve buildings, roads, bridges, streams, ponds, and woodlands. Approximately every seven years the meter division of the department checks all meters in service and repairs or replaces those which do not fulfill requirements. Finally, the department has a 24-hour service available to consumers in case of emergency and also answers all multiple-alarm fire calls. Personnel assigned to this service repair meters between calls.

BUILDING



Protection of property values in East Orange is provided by legislation enacted by the city council and enforced by the building department.

ZONING ORDINANCE:

The zoning ordinance describes how land and buildings in different sections of East Orange may be used and sets the maximum number of people who may occupy each given area of land. (See Chapter VI for more detail).

The zoning ordinance is enacted after review by the planning board; the building code is drawn up in cooperation with the building inspector. Each of the three regulatory measures provides penalties for violation and charges the inspector of buildings with enforcement.

BUILDING CODE:

The building code sets detailed minimum standards for methods and materials to be used in construction, equipment, alteration, removal, occupation or maintenance of buildings in the city.

PROPERTY MAINTENANCE CODE:

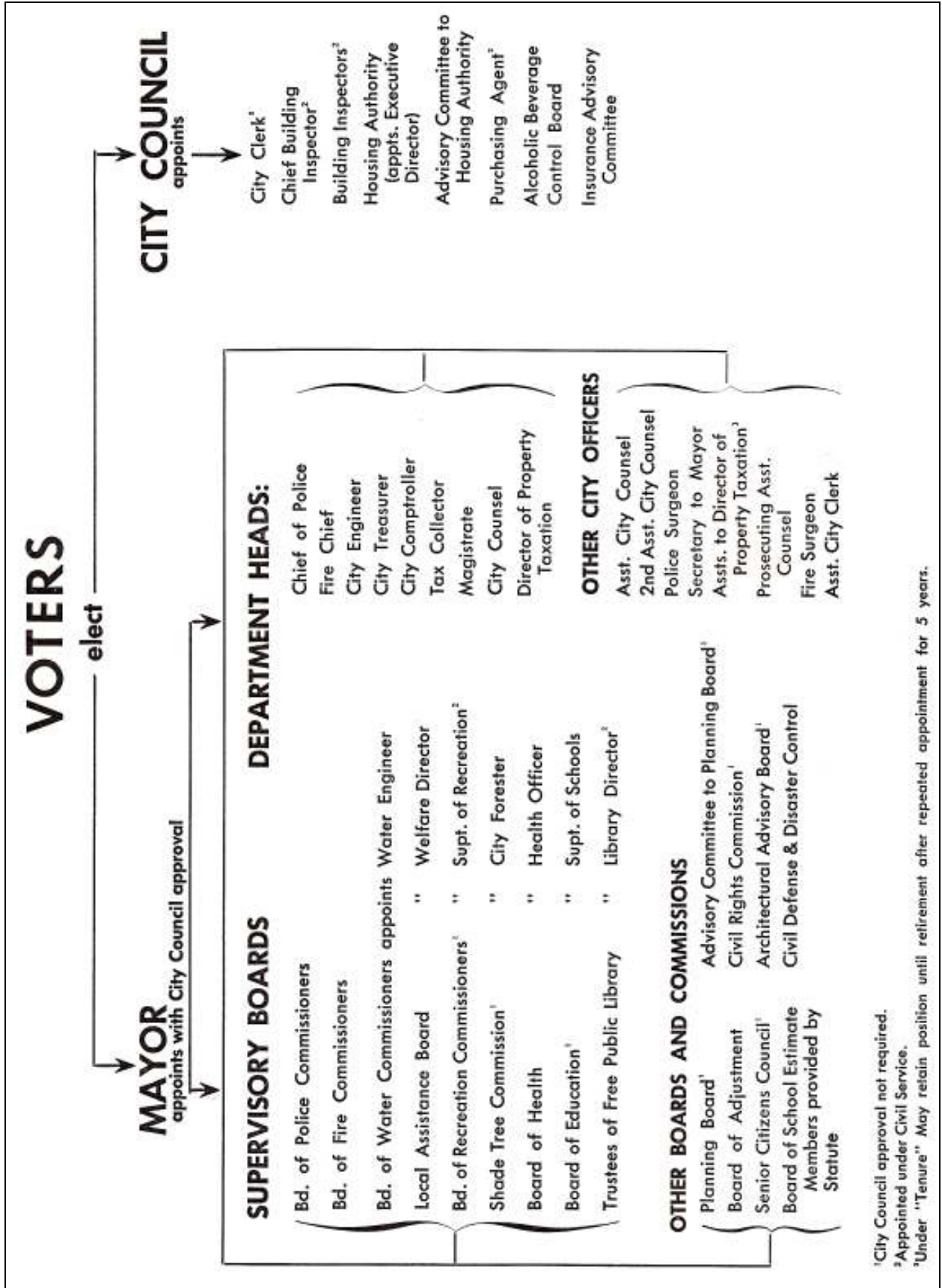
The Property Maintenance Code of 1960 establishes minimum requirements and standards for all residential and non-residential premises for the protection of the public health, safety, and welfare.

BUILDING DEPARTMENT:

The building department enforces the three above mentioned ordinances and maintains certain municipal buildings. The Air Pollution Code (formerly the Smoke Control Ordinance) is now handled by the Public Health Department.

Department Head:

The Chief Building Inspector is appointed under civil service by the city council. He must be an architect, engineer or builder with at least ten years of practical experience. He receives a salary of \$9,550-\$11,550.



¹City Council approval not required.

²Appointed under Civil Service.

³Under "Tenure" May retain position until retirement after repeated appointment for 5 years.

Personnel

(Exclusive of building maintenance personnel):

- Chief Building Inspector
- Assistant Chief Building Inspector
- 3 Field Building Inspectors (who do field work)
- Plumbing Inspector (Health Department employee working from Building Department offices)
- Housing Inspector
- 2 Field Representatives (Housing Investigators)
- 2 Clerks
- 1 Telephone Operator

Work of the Department:

Any person wishing to construct or alter a building in the city must first secure a permit from the building department. The department issues permits only if the proposed construction complies with both the zoning ordinance in respect to use of the structure, and the building code, in respect to materials and methods. During the course of construction the department makes periodic examinations to insure adherence to the building code. Finally, upon completion of construction, the department issues a Certificate of Occupancy, which allows the structure to be used for its stated purpose.

The building department also has the power to require that an unsafe building be vacated either within 48 hours or immediately, depending on the nature of the structural danger. In making inspections, the department works closely with both health and fire departments.

DEPARTMENT OF MAINTENANCE AND OPERATIONS:

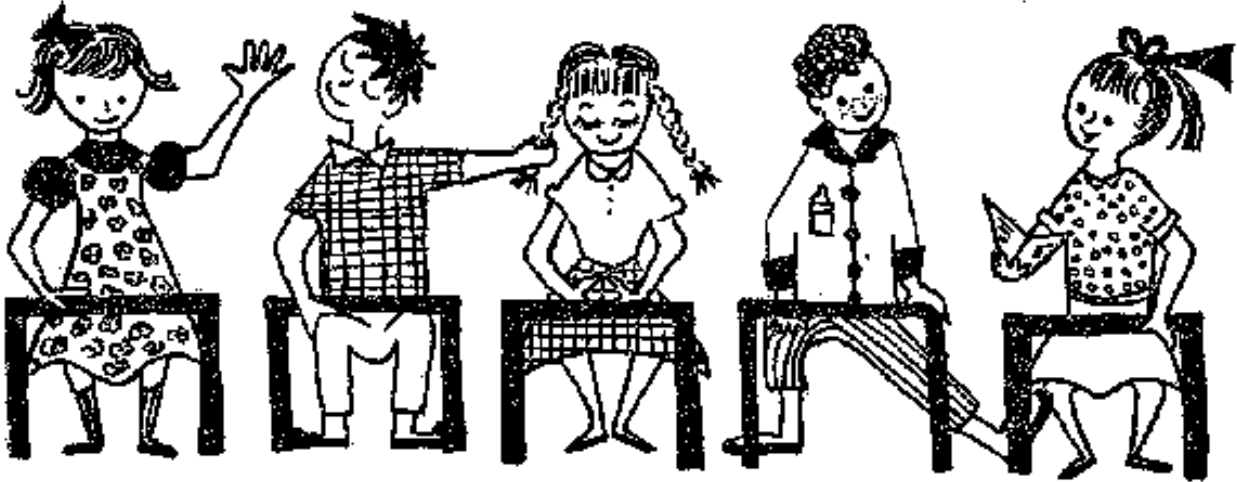
City Hall, the Health Department Building, and the Police Building house the administrative offices for most of our city services. These buildings, located in the block between North Arlington and North Munn Avenues, New Street, and Arlington Place, plus the City Plant on Midland Avenue and the City Garage at 84 N. Clinton Street, are maintained and operated by the Department of Maintenance and Operations.

Maintenance Personnel:

The Buildings Superintendent is appointed by the city council and must qualify by a Civil Service exam. His salary range is \$7,700-\$9,450.

(Working under the Buildings Superintendent>

- 5 Building Service Workers
- 10 Building Maintenance Workers
- 3 Maintenance Repairmen
- 4 Watchmen
- Mail Clerk



IV- EDUCATION

PUBLIC SCHOOL SYSTEM

BOARD OF EDUCATION:

State law (Title 18) delegates to our local board of Education the responsibility for providing a system of free public schools and the power to set the policies by which the system is guided. Our Board of Education consists of five members, who serve without pay for five-year overlapping terms. They are appointed by the mayor, and the appointments need not be confirmed by the city council. In fact, except for the appointment of board members and the appropriation of funds the city government has no authority to influence the administration of East Orange public education.

The Board of Education meets the first and third Tuesdays of each month at 4:00 p.m. in the office of the Board, 19 Winans St.

SCHOOL PERSONNEL:

Chief Administrator: The Board of Education appoints the Superintendent of Schools to carry out its policies and oversee the operation of the schools. The Superintendent's salary is \$23,000.

Business Administrator: The Secretary-Business Manager is responsible to the Board for all business matters and for maintenance of all buildings.

Other Administrative, Clerical & Maintenance Personnel:

Assistant Superintendent	11 Secretaries in Administrative Offices
13 Principals	24 School Secretaries
11 Supervisors	60 Maintenance Employees

Teachers:

There are 486 teachers in the East Orange Schools, plus 11 part-time teachers and 30-35 special (non-classroom) teachers in the elementary schools. The salary guides for 1965-66 provide for beginning pay of \$5,300 to \$6,000, depending on education and experience. The maximum range is from \$9,550 to \$10,750, determined by education and length of time in the school system.

Tenure:

Teachers receive tenure under state law after three years' service. They may retain their positions until retirement unless they are proved inefficient, insubordinate or immoral. All teachers are required to belong to the New Jersey Teachers' Pension Annuity Fund. A percentage of each paycheck is deducted for the fund, and retirement at age 65 is mandatory except in special cases approved by the Board.

SCHOOLS: (1964-1965)

High Schools:

		No. of Pupils	No. of Classroom Teachers
East Orange High	No. Walnut St.	1977	103
Clifford J. Scott	Renshaw Ave.	826	46
Vernon L. Davey Jr. High	Elmwood Ave.	593	33+1 φ

Elementary Schools:

		No. of Pupils	No. of Classroom Teachers
Ashland (K-8)	450 Park Ave.	841	37
Columbian (K-8)	410 N. Grove St.	1010	46
Eastern* (7-8)	200 Main St.	203	10
Elmwood (K-6)	339 S. Burnet St.	663	29
Franklin (K-8)	215 Dodd St.	819	36+1 φ
Kentopp (K-4)	1 Grove Place	935	32
Lincoln (K-6)	120 Central Ave.	641	31+2 φ
Nassau (K-6)	330 Central Ave.	493	19+3 φ
Stockton (5-7)	98 Greenwood Ave.	278	15
Washington (K-6)	175 Sandford St.	425	19

152 children attended special classes.

φ Part-time.

*To be taken by East-West Freeway; students to attend Stockton Annex.

Each school has an auditorium, library, gymnasium, laboratories, medical and manual training rooms, and playgrounds. The high schools offer a driver training program.

Affiliated with each school is an organization of parents and teachers.

EDUCATIONAL PLAZA

In 1964, the Board of Education proposed the development of a centralized school complex for the entire city, to be built in stages over a period of about 15 years. The Educational Plaza as a whole has not been approved as of this writing, but plans are being drawn for a middle school in the Martens Field area to house all grades 5 through 8 in the city. A target date of September '67 has been set for the opening of the new school to 7th and 8th grade students.

SCHOOL HEALTH PROGRAM

There is medical and dental inspection of all children in the public schools. A doctor, a part-time doctor, a part-time dentist and seven nurses provide health supervision throughout the year, the cost for this service being met by the school system.

SPECIAL FACILITIES:

Mentally retarded and slow learning children receive instruction in special schools in East Orange. Tuition and bus transportation are provided for crippled children, deaf children, and those with defective sight, to special schools in Newark. The Department of Pupil Services provides a staff of psychologists and social workers to work as consultants to the schools in handling children with emotional problems.

Special provision is made for visiting teacher instruction for hospitalized or bedridden children.

STATE SUPERVISION OF EAST ORANGE SCHOOLS:

State law requires that everyone between the ages of 7 and 16 attend an approved school for nine calendar months or at least 180 days a year. Courses in physical education are mandatory, as are civics and citizenship courses in the elementary schools, and two years of American history and problems of American democracy in the high school. The county Superintendent of Schools approves the local school budget and annual audits, and he certifies teachers.

COUNTY FACILITIES:

The county government maintains vocational schools which East Orange pupils may attend.

PAYING FOR SCHOOLS:

The operation of our public schools costs almost 6 million dollars a year (1964-65 budget figure), or approximately \$600 per pupil. *

The annual school budget (estimate of probable expenditures) is prepared by the superintendent of schools and the secretary-business manager. It is then studied, reviewed, and finally adopted by the Board of Education. It is presented to the Board of School Estimate (two members of the Board of Education, two councilmen and the mayor) for consideration and approval. It is then sent to the city council, which holds a public hearing on the budget, makes the final decision on the amount to be spent, and incorporates this figure into the complete city budget. (See Chapter V for revenue sources.)

School construction is financed by bonds, the outstanding financial obligation on these bonds being known as the school debt. The total school debt included in the 1965 city budget was \$818,167.

1965-66 Estimated School Budget Figures

Expenditures	\$6,359,695
Income:	
City Taxes	\$5,519,000
State Aid	\$ 572,695
Board Balance	\$ 150,000
Misc. Revenue	\$ 118,000
Total Income	\$6,359,695

CATHOLIC SCHOOLS

Schools:		No. of Pupils (Approximate)
Our Lady of the Most Blessed Sacrament	113 Elmwood Avenue	400
Our Lady Help of Christians	25 No. Clinton Street	600
Holy Name	190 Midland Avenue	750
Our Lady of All Souls	199 Fourth Avenue	550
St. Joseph	218 Tremont Avenue	400
East Orange Catholic High School (girls)	139 Glenwood Avenue	1000

* About 11 % of this cost is met by stale aid and about 87 % by city taxes.

The parochial schools are directed in all scholastic matters by the Archdiocesan Superintendent who is appointed by the Archbishop. Each school is financed by the members of the sponsoring church, the financial policy being directed by the pastor of that church.

UPSALA COLLEGE

Upsala College located on Prospect Street is an accredited college of liberal arts owned and controlled by the New York and New England conference of the Lutheran Church in America. It grants degrees of Bachelor of Arts, Science, Business Administration, and Bachelor of Arts in Education. The Upsala campus covers nearly forty acres. Enrollment in 1964-65 was 1750 students.

ADULT EDUCATION

The Adult School of East Orange is a non-profit, self supporting community project which offers evening instruction in forty to fifty subjects to residents and non-residents of East Orange. The school has courses in foreign languages, practical skills, hobbies, and academic subjects according to the demand for them. Classes are held Tuesday evenings during the fall and early winter in the East Orange High School.



PUBLIC LIBRARIES

The public library system of East Orange consists of five libraries, the Main Library and four branches, which together circulate more than one and a quarter million books a year. The Main Library, and the Franklin and Elmwood branches were gifts of Andrew Carnegie on the condition that the city spend a minimum of 10% of the cost of the buildings per annum for maintenance and service. The Ampere branch consists of a remodeled firehouse plus a recent addition, both built with city funds. The Park Avenue branch, located in Ashland School and paid out of city funds is the result of planning and cooperation between the Board of Education and the Board of Library Trustees.

In 1964 the East Orange Public Library was designated by the State Department of Education as one of the 15 Area-Reference Centers in the developing network of library services within the state. Thus, the citizens of East Orange benefit to the extent of funds received from State Aid, and from federal funds as apportioned from the Library Services and Construction Act of 1964.

LIBRARY TRUSTEES:

The policies which guide the operation of the public libraries are established under State Law by the Board of Trustees of the Free Public Library. Five board members are appointed by the Mayor and confirmed by Council, one each year for five-year overlapping terms and serve without pay. The Mayor and the

Superintendent of Schools are ex-officio members. In recent years the City Council has appointed a council member as liaison to the Board. The Board meets the second Wednesday evening of each month except July and August, at the Main Library.

LIBRARIES:

Chief Administrator:

The Library Director is appointed by the Board of Trustees in accordance with civil service regulations. The position of director carries a salary of \$10,625-\$13,125.

Personnel:

Professional Librarians:

- Library Director
- Assistant Library Director
- Assistant Director in Charge of Work with Schools and Children
- 4 Supervising Librarians
- 7 Principal Librarians
- 10 Senior Librarians
- 4 Library Interns
- 2 Library Trainees

To be employed as a professional librarian an applicant must, in addition to meeting other civil service requirements, have a bachelor's degree and a master's degree in library work.

Clerical and Maintenance Staff:

- 4 Supervising Library Assistants
- 6 Senior Library Assistants
- 5 Junior Library Assistants
- 16 Junior Library Clerks
- 1 Library Exhibit Artist
- 4 Administrative and Secretarial Staff
- 6 Building Maintenance Staff

Libraries:

- Main Library, 291 Main Street
- Ampere Branch, 39 Ampere Plaza
- Elmwood Branch, 317 So. Cinton St.
- Franklin Branch, 192 Dodd St.
- Park Avenue Branch, 450 Park Ave.

Anyone who lives, owns property, works, or goes to school in East Orange may borrow books from the public libraries. Library cards can be obtained at the Main Library or any of the branches and are valid for borrowing from all East Orange libraries. Nonresidents of East Orange may belong to the library by paying a non-resident fee.

The public libraries offer East Orange readers a selection of 312,987 books including fiction, non-fiction, reference and foreign languages, as well as magazines, newspapers, periodicals, and other materials. Most books are loaned free of charge, but current fiction is loaned on a rental basis.

Reference service is offered by telephone or in person in the library. Directories, bibliographical tools, New Jersey and East Orange material, U.S. Census Reports, and growing special collections in art, business and insurance are areas of special strength in a broad subject collection.

A coin operated “Do-It-Yourself” copying service is available in the Reference room at the Main Library.

Librarians with specialized training in work with children and young people regularly conduct classes in library skills, preschool story hours, story hours, and give browsing and reference services at the main library and at all of the branches.

Special Services:

In addition to books, the library offers for loan:

1. Pictures and prints, either framed to hang on the wall (which may be rented), or unframed, for art appreciation, classroom groups, artists’ reference, etc.
2. Film strips for schools and organizations.
3. Records from a very fine collection, which includes instrumental and vocal selections, and foreign language records including French, Italian, German, Spanish, and Scandinavian.
4. Sheet music, opera scores, and librettos.
5. 16 mm films from the library’s own collection, and from the New Jersey Library Circuit Collection.

Services to Groups in the Community:

The library works with the school system, the Recreation and Health Departments, the Shade Tree Commission, the Senior Citizens Council, the Senior Citizens Day Center, and other city agencies to provide neighborhood services for residents in the areas in which the libraries are located.

Whenever possible, library rooms and other facilities are made available to groups in East Orange. Staff members skilled in the selection of material for organizations aid groups who wish to plan programs, secure speakers, or make arrangements for loans of films on special topics.

The library supplies book collections for use at churches, residential hotels, the police and fire stations, and for shut-ins. Library personnel deliver the books to these groups and offer advisory service.

School loan collections are furnished for all classrooms in our city's elementary schools, and children's song and story records are available.

FRIENDS OF THE LIBRARY:

The Friends of the Library, a volunteer organization of 250- 300 members, supports the library in its planning for the future, and before the City Council, and holds an annual book sale and a card party to provide funds for extra facilities at the Main Library. The Friends furnished the library's youth room, bought and had framed the reproductions of pictures which the library rents, gave the initial funds to establish the library's record collection, and purchased a public address system for use in group meetings in the library. At one time the Friends sponsored classes in English for foreigners. The organization meets four or five times a year on Sunday afternoons for a program of general interest and light refreshments are served.

V--FINANCING OUR CITY GOVERNMENT

THE COST OF GOVERNMENT SERVICES

% of 1964 Total	1964	1963
29.1 Education-Including Administrative Staff, Maintenance, Teachers and all operations of schools	\$ 5,116,659.28	\$ 4,703,109.24
4.3 School Bonds and Interest	756,069.92	764,865.52
16.6 County Tax	2,918,781.58	2,620,071.24
1.1 Veterans and Senior Citizens Exemption	193,413.24	—
3.9 Reserve for Uncollected Taxes	685,737.84	650,949.37
3.6 Pensions	632,988.77	618,401.92
2.7 Bonds and Interest, Other Than Schools	474,741.58	504,485.76
<u>61.3</u>	<u>\$10,778,392.21</u>	<u>\$ 9,861,883.05</u>

Council has little or no control over the above items

7.9 Public Works-Includes Garbage Collection, Sewers, Street Cleaning, Snow & Ice Removal, Repairs & Construction, Parking and Traffic, Lighting and other Miscellaneous Items	1,389,058.70	1,285,625.02
2.8 Health and Charities - Includes full operation of Health Dept. & Welfare Dept	492,324.60	439,390.83
2.1 Recreation-Includes all playground activities, East Orange Golf Course, certain senior citizens activities, joint use of all school gymnasium & school grounds for recreation	369,243.45	260,379.75

This is East Orange

3.1	Library	545,073.68	520,759.50
16.0	Public Safety-Includes Po- lice, Fire, School Guards, Civ- u Defense, Building Inspec- tion, Dog Warden, Municipal Court	2,813,283.45	2,668,892.44
.7	Shade Tree	123,081.15	113,916.14
6.1	General Government - In- cludes all the departments, Maintenance of Public Offices, Equipment, Capital Improve- ment, Planning Board, Hous- ing Authority and other boards and offices not listed above	1,072,564.31	1,122,887.68
<u>38.7</u>		<u>\$ 6,804,629.34</u>	<u>\$ 6,411,851.36</u>
100.0	Total City Expenditures	\$17,583,021.55	\$16,273,734.41

PAYING FOR GOVERNMENT

	1964	1963	
89%	Taxes		
	Real Estate & Personal Prop- erty Franchise & Gross Re- ceipts	\$15,359,231	\$14,463,150
11%	Other Revenue	1,955,850	1,773,203
100%	TOTAL CITY INCOME	\$17,315,081	\$16,236,353
	Tax Rate	\$4.97	\$4.69

THE CITY BUDGET

The City Council prepares the budget and, in the process, keeps close liaison with the Mayor.

October – City Comptroller notifies departments and boards to prepare and submit budget anticipated expenditures for coming year.

December – Budgets are sent to the Council who then make a recommended total City budget. This is submitted concurrently to the Citizens' Advisory Budget Committee (8 citizens appointed by the Mayor) and the Mayor for review. Hearings are held with each department head for explanation and questioning of his particular department's budget. At this time the public is invited to attend any of these hearings. The Council welcomes any suggestions in regard to the budget.

January – A final review of the budget by Council members is made and it is then turned over to the Comptroller to prepare a final budget to be introduced.

February – Not later than the 40th day of the year, the budget is introduced at a council meeting and approved by the council. It then goes to the mayor for executive approval or veto. Seven votes (213) of the council are necessary to override a veto.

The resolution approving the budget provides for its publication in the local newspaper and for a public hearing to be held not less than 28 days after its approval.

March – At the public hearing objections to the budget may be presented by taxpayers or other interested persons.

Two copies of the approved budget must be filed within three days after approval in February and after adoption in March with the Director of the Division of Local Government, Department of the Treasury of the State of New Jersey for approval as to form, not amounts.

By the 70th day of the year (March 10th or 11th) this budget must be returned. It is then formally adopted by the council. Thus, the final adoption in March takes place some five months after the budget-making process begins.

For BOARD OF EDUCATION BUDGET, See Chapter IV.

FINANCIAL ADMINISTRATION

SPENDING PROCEDURE:

City Comptroller

Action is taken at regular Council meetings held twice during the month, except during the summer, to ratify the payment of vouchers, salaries and operating expenses of the various departments in accordance with authorization by ordinance. The Comptroller is appointed by the Mayor and receives a salary from \$10,625 to \$13,125.

City Treasurer:

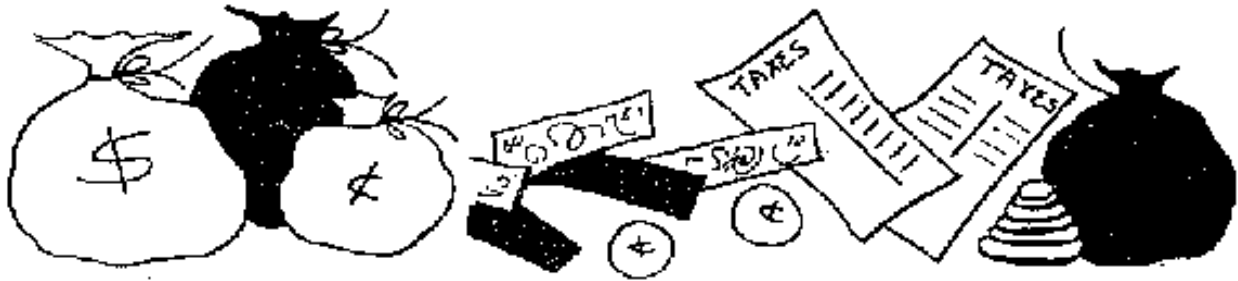
The City Treasurer is appointed by the Mayor and is custodian of City funds. The Treasurer is also custodian of school funds. The Treasurer is charged with the performance or supervision of one or more of the following fiscal responsibilities: The tabulation, custody, deposit, enforcement or disbursement of the municipal funds as provided by law. Checks are signed by the mayor, comptroller and treasurer, or by the mayor, treasurer and head of respective board (e.g., police commissioner). The position of city treasurer carries a salary of \$6,900-\$8,400 a year.

Purchasing Agent:

The city Purchasing Agent is the head of the Purchasing Department (Created in 1957) and has the power to purchase or contract for all supplies and contractual services needed by any department which does not have control over the expenditure of funds. He may join with departments whose spending is under the control of a supervisory board, in cooperative purchasing plans, delegating his right to such departments when the best interest of the city would be served.

The purchasing agent is selected by the city council from the top three contestants in a civil service examination. His job carries a salary of \$6,900-\$8,400.

State law and city ordinance require that all purchases in excess of \$2,500 be made on the basis of competitive bidding. Competitive bidding is encouraged, wherever possible, on smaller purchases, and all purchases in excess of \$500 must be by written contract.



TAXING PROCEDURES:

The authority to levy taxes is vested in the city council. New Jersey does not have a tax limitation. Approximately 89% of the city's income is derived from taxes. Monies received from fines, licenses, permits, fees, and franchises make up the balance. (See statement of receipts and expenditures on page 43).

(1) Anticipated cost of government to be met by taxes, 1965	\$ 16,017,667
(2) Ratables:	
Real Estate	\$291,497,554
Business Personal	12,289,557 303,787,111
Tax Rate \$5.13 Real Estate	
Tax Rate \$8.70 Business Personal	

The Collector of Taxes, appointed by the mayor, is responsible not only for receiving current tax payments, but also for collecting delinquent taxes. His position carries a salary of \$7,290-8,790.

The total tax levy for 1956 was	\$8,536,217
Outstanding at December 31	96,780
or, a delinquency of only	1.77%

Department of Property Taxation (Assessors)

The Department of Property Taxation consists of the Director and three Assistant Directors. The Director of Property Taxation salary range is \$10,625-\$13,125. The salary range for the Assistant Directors is \$6,900-\$8,400. They are all appointed by the Mayor and submitted for confirmation by the City Council.

There are special qualifications for Director and Assistant Directors as established by City ordinances.

FINANCIAL STATUS OF THE CITY:

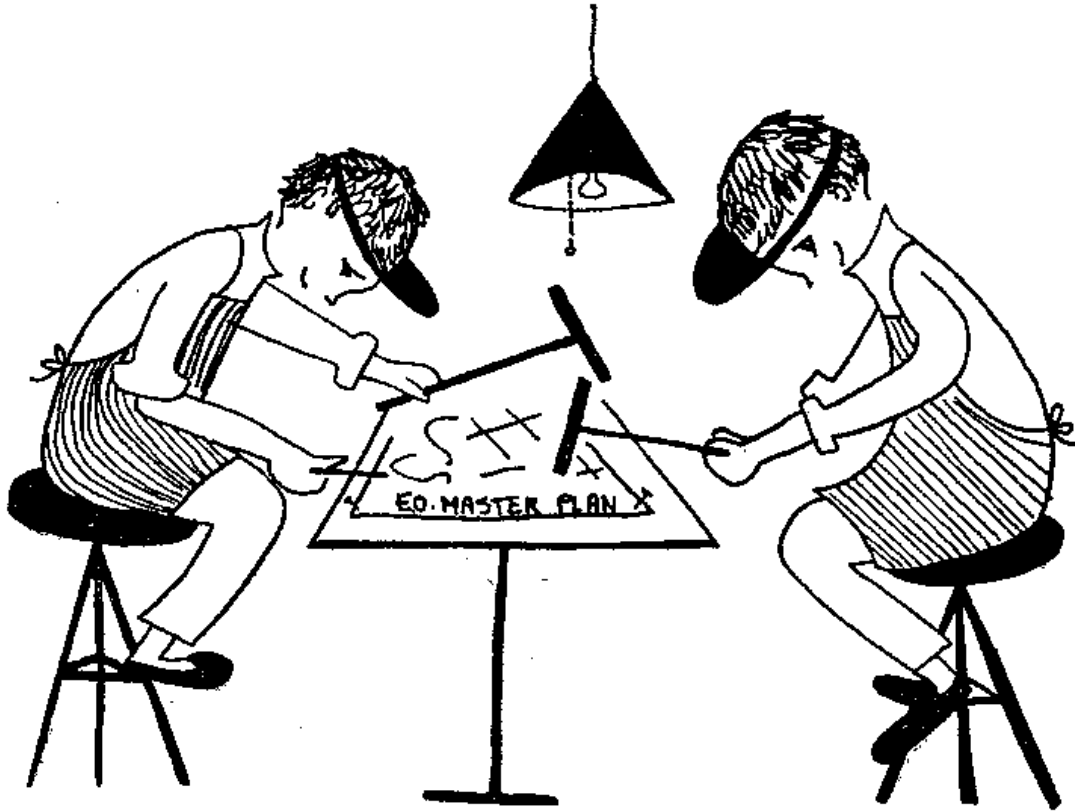
The debt limit as set by the State is 3 ½ % of the assessed real estate values for the three preceding years. School bonds and self-liquidating water department bonds, are exempt from this limit.

Gross Debt, 1964	\$16,789,130
Less School & Water Debt	10,598,000
Net Debt, 1964	\$ 6,191,130
	or 1.88%

The power to issue bonds is vested in the city council, and popular approval is not required. The city debt is retired by the annual payment of serial bonds, the maturity of bonds depending upon the life of the improvement for which they were issued. The latest bond issue (1964) was sold at an interest rate of 3.15 %.

AUDIT OF FUNDS:

A current daily audit is kept in the auditing department. After December 31st (close of the fiscal year) an audit is made by a firm of independent certified public accountants. This audit covers the financial activities of the Collector of Taxes and the Treasurer, the financial transactions of the Mayor and Council and the financial records of the various city departments, boards and outside offices, other than the Board of Education. The results are included in the published “Annual Report of the City of East Orange, New Jersey.” This audit is prepared in accordance with requirements of the Division of Local Government of the Department of Treasury of the State of New Jersey.



VI-CURRENT AND FUTURE DEVELOPMENT

HISTORY OF PLANNING:

East Orange established its first planning commission before World War I. The commission hired a firm of experts to prepare a city plan, which was completed in 1922, and guided the growth of the City until the commission was disbanded during the depression.

In 1942, under the authorization of state legislation, East Orange created a Planning Board to prepare a Master Plan for the expansion of the city. The Board hired a nationally known planning consultant who completed a Master Plan in 1950. Seven years later the Planning Board hired another consultant to revise and update the Master Plan.

When the Planning Board appointed a full-time planning director in 1959, city planning became a day-to-day function of our municipal government. Later the staff expanded to include a Senior Planner.

In 1962 the Planning Board recognizing the importance of a long-range

urban renewal plan, hired a nationally-known planning consultant to do a two-year study of the land use and housing needs of the City and to prepare a ten year Community Renewal Program.

In 1965 the City Council created the Department of City Planning with a Director, Senior Planner, and Secretary. The Director is appointed by the Mayor for a four-year term, subject to confirmation by Council, and is responsible to the Mayor and Council rather than to the Planning Board, as before. This change has placed the Planning Department on an equal footing with other city departments.

THE PLANNING FUNCTION:

Primarily, the Planning Department studies and analyzes the needs of the City and provides information and advice to the Mayor, Council, and Planning Board on issues which affect the future development of East Orange. It traces closely the trends in the City in order to identify potential problems and to suggest remedies before the problems become unmanageable. It works closely with other city departments, reviewing plans, making recommendations, providing information, coordinating municipal programs, in order to encourage orderly growth.

The Planning Department must continuously update the Master Plan, adjust the Community Renewal Program, recommend changes in the Zoning Ordinance, and review the capital improvements program.

PLANNING BOARD:

The Planning Board occupies an advisory role in the planning function. The Board consists of six non-salaried citizens appointed by the Mayor for six-year overlapping terms, the Mayor, a Councilman, and a City Official. It convenes the first Thursday evening of every month at City Hall and its meetings are open to the public. Sessions usually deal with matters relating to the Master Plan and the Zoning Ordinance.

ZONING:

The purpose of zoning, which is regulating the use of land and buildings in different sections of a city, is the conservation of property values, protection of existing neighborhoods, and guidance of future city growth.

This is East Orange

The East Orange Zoning Ordinance of 1964 divides the city into nine zoning categories:

Type of Use	Name of District
Single Family-one family dwellings, churches, schools, parks, playgrounds, and home occupations.	Small Volume Residence
Two and Three Family-uses permitted in the small volume residence district, two and three family dwellings.	Medium Volume Residence
Garden Apartment-uses permitted in medium volume residence district, medical clinics, clubs, four family apartments, garden apartments, hospitals and institutions.	Intermediate Volume Residence
Apartment-uses permitted in intermediate volume residence district, apartments and hotels.	Large Volume Residence
Apartment and Office Buildings-uses permitted in large volume residence district, apartments, general and professional office buildings, medical centers.	Large Volume Residence & Office Building
Local Business-uses permitted in large volume residence and office building district, stores, shops, offices, theatres, restaurants, funeral homes, etc.	Medium Volume Business
General Business-retail business, certain light industries employing not over five persons or using not more than fifteen horsepower.	Large Volume Business
Business or professional offices, banks, hotels, restaurants, special retail stores, medical centers, museums, art galleries, libraries, community buildings.	Special Medium Volume Business
Light Manufacturing--any uses except those listed in ordinance.	Industrial

A part of the ordinance is a "District Map" of the city, marked to show the zone of each part of East Orange.

In each district the uses permitted in the preceding (or less dense) district are allowed; so that the ordinance, in effect, sets the maximum number of people who may occupy a given area of land in each zone. It also specifies the maximum height of buildings, minimum yard areas, and off-street parking requirements in each district.

In general, most of the land from Springdale Avenue on the north to Elmwood Avenue on the south is zoned for apartments or office buildings, with the land bordering Main Street and Central Avenue zoned for large volumes business. There are a few light industrial zones in the center of East Orange, some along the Erie-Lackawanna Railroad and some along the Newark line. The use of land south of Elmwood Avenue and north of Springdale Avenue is, in the main, restricted to one, two, and three-family residences.

Use of land and buildings which when the ordinance was drawn was not in conformity with the ordinance is permitted to continue, but such buildings or premises cannot be enlarged or reconstructed.

BOARD OF ADJUSTMENT:

The Zoning Board of Adjustment considers the appeals of those who feel aggrieved by the administration of the zoning ordinance, either by errors of officials enforcing the ordinance or by provisions of the ordinance itself. A property owner who wishes to use his property for a purpose not in conformity with the zoning ordinance may apply to the board for a variance and request that an exception be made in his case. If the board agrees, it makes a favorable recommendation to the city council, which, in turn, votes to grant or not to grant the variance. The Board of Adjustment consists of five non-salaried members appointed for three-year overlapping terms. It meets the second Thursday evening of the month in the Council Chamber, City Hall.

HOUSING AUTHORITY:

The Housing Authority of the City of East Orange was created in 1957 and consists of five non-salaried members appointed for five year overlapping terms by the City Council. A sixth member is appointed by the State Department of Conservation and Economic Development. The Authority meets the second Tuesday of every month at 7:30 p.m. in the third floor Conference Room of the City Hall.

The principal member of the Housing Authority staff is the Executive Director. By state statute he is also the Authority Secretary. He is paid a salary of \$13,125 and is appointed by the Authority without term. The Executive Director automatically obtains tenure after five consecutive years of employment.

The full time employees of the Housing Authority staff are the Assistant Executive Director, Maintenance Superintendent, Director of Tenancy and Relocation, five Relocation Assistants, two Assistant Maintenance

Superintendents, three Maintenance Repairmen, Principal Clerk Stenographer, Senior Clerk Typist, Senior Clerk Stenographer, Clerk Typist, and an Account Clerk.

The Housing Authority staff also consists of part-time employees and consultant contractors. These include the Legal Counsel, Accountant, Architect, Site Planners, Land Acquisition Appraisers, Land Disposition Appraisers, Surveyors, Engineers, Market Analyst and Property Negotiators.

The Housing Authority has a two-fold purpose granted by the ordinance under which it was created. It is the carrying out of urban renewal and public housing projects with Federal financial assistance.

URBAN RENEWAL PROGRAMS:

Doddtown Project N.J.R-36: The City's first urban renewal area is in its First Ward. It is a joint undertaking with the Orange Housing Authority as the renewal area is arbitrarily bisected by the City's municipal boundary. It is the first cooperative effort of this type in the country to be successfully carried out by two adjacent municipalities. The renewal project combines both the demolition of buildings too far deteriorated to be restored and the rehabilitation of properties in need of major and minor repair. The clearance area land is in the process of being sold to private developers for residential, commercial and industrial uses. The City will receive a tax return of between 4 and 5 times the original income in these areas. In the rehabilitation sections the owners have invested approximately \$250,000 in 100 properties to restore them to first rate condition. Doddtown is the first successfully completed rehabilitation program in this part of the country.

Fourth Ward Project N.J.R-42: The second urban renewal project in East Orange has been designed around the environs of the East-West Freeway in the City's Fourth Ward area. It has been undertaken to provide relocation assistance for the families to be displaced by the highway and to re-plan complementary land uses around it. The Housing Authority has entered into a unique cooperation agreement with the State Highway Department whereby our local Authority acquires the right of way properties, assists the families with their relocation, demolishes the structures and turns the property over to the State at cost. A combination treatment of clearance and rehabilitation has been proposed for this renewal area.

Brick Church Project N.J.R-154: The City Council has authorized the Housing Authority to make an application to the Federal Government for funds with which to undertake an urban renewal project in the Brick Church Area of the City.

PUBLIC HOUSING PROGRAMS:

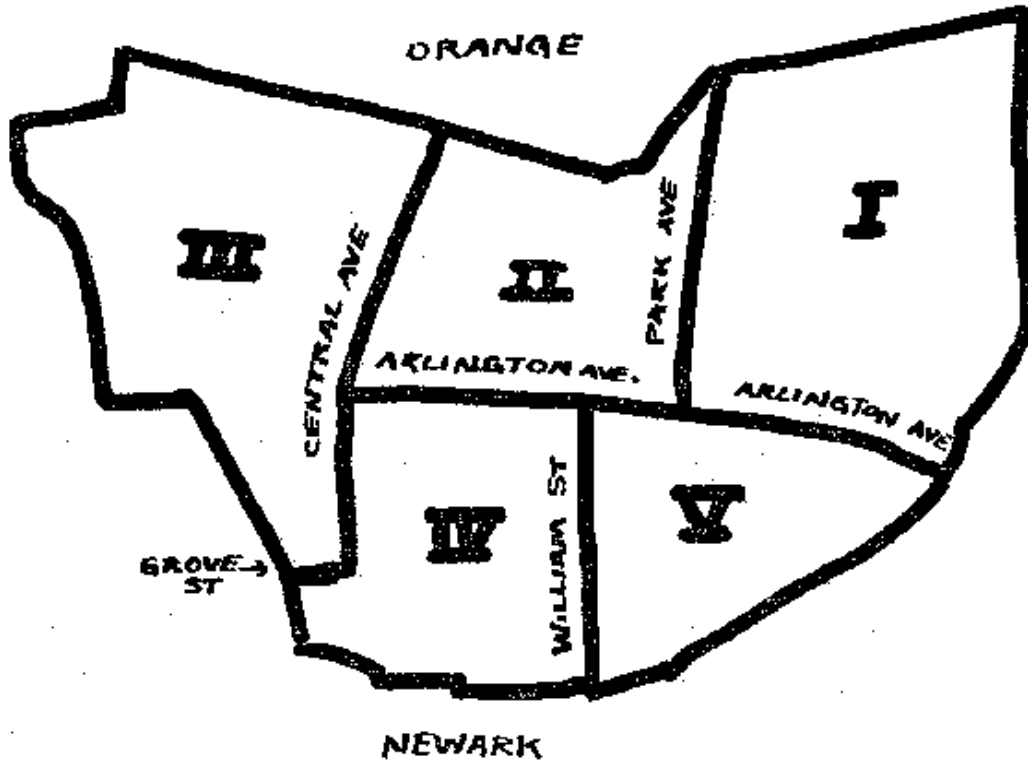
The Housing Authority has been authorized by the City Council and Federal Government to construct 450 low rent units of public housing in East Orange. This program is designed to provide relocation housing for families who are having to move because of public improvement programs and needed low rent facilities for our many senior citizens. The development plans for these units are as follows:

Concord Towers: This 64 unit apartment house is located at 210 North Grove Street and has been fully occupied since October, 1963. It has been designed specifically for senior citizens. In 1964 the project was one of five selected for a National Award for Architectural Excellence by the Public Housing Administration.

Fourth Ward Project: The second development of the Housing Authority is planned for 212 units on an 8½ acre site between Sussex and Ninth Avenues in the 4th Ward. 180 of the dwellings will be for families and 32 for senior citizens. It is scheduled to be under construction during 1965 and occupied in 1967.

Senior Citizens Units: The remaining 174 units are planned to be developed for Senior Citizens. The Housing Authority is presently working with the Planning Board in order to determine suitable sites for their location.

EAST ORANGE WARDS



VII--CITIZENSHIP

ELECTIONS & VOTING

The only city officials elected by and directly responsible to the voters of East Orange are the mayor and the members of the city council. The city as a whole chooses the mayor; each ward (see wards marked on map above) selects two councilmen. All serve for four-year terms, the mayor elected in even numbered years and the councilmen from each ward elected in alternate years.

GENERAL ELECTIONS:

Like state and federal officials, the mayor and council run for office on party tickets and are elected in the General Election, the Tuesday after the first Monday in November. At the same time the voters express themselves on public questions known as referenda.

VOTING QUALIFICATIONS:

To vote in General Election a resident must

- be a citizen of the United States,
- be at least 21 years old,
- have lived in New Jersey at least 6 months and in Essex county 40 days,
- live in the district in which he intends to vote,
- be neither an idiot, insane, nor disqualified as a criminal,
- be registered.

REGISTRATION:

Anyone qualified to vote in the next General Election may register in the City Clerk's office, City Hall, between 9 a.m. and 4 p.m., Monday-Friday, up to 40 days before a Primary or General Election. Registration is permanent in New Jersey, but re-registration is necessary if a voter

- moves from the county (if he moves within the county he may transfer his registration by mail),
- changes his or her name by marriage, divorce or court decree, or
- fails to vote for 4 consecutive years.

The City Clerk also provides for extra registration nights, as advertised, usually the week before the closing of registrations which is 40 days before primary or general elections.

WHERE TO VOTE:

There are 62 election districts within the five wards in East Orange. The polling place for each district is stated on a sample ballot sent before each election to the voters in that district.

Absentee ballots may be cast by mail by members of the armed forces, residents out of state on election day, and people too ill to go to the polls. To obtain an absentee ballot a voter must apply to the County Clerk's office, Hall of Records, Newark, in person or by mail up to 8 days before an election. No one receiving an absentee ballot can vote in person.



LOCAL PARTY ORGANIZATION

Both the Democratic and Republican parties are active in local politics. The official policy-making organization for each is a City Committee, consisting of a man and a woman from each election district in East Orange. The committeemen and women choose their City Party Chairman and serve as East Orange members on the Essex County Republican or Democratic Committee. Those interested in volunteering for party work may call the county headquarters for the names of the current East Orange Chairmen:

Democratic Headquarters, 1060 Broad St., Newark (MA 3-0816)

Republican Headquarters, 45 Central Ave., Newark (MA 3-2858)

PRIMARY ELECTIONS:

Primary elections, usually held the third Tuesday in April, are elections within the political parties. Voters select committeemen and women and candidates for public office. Any registered voter may vote in a primary election. He must declare his party affiliation at the polls so that he may be given the proper ballot, and he may change his party only after refraining from voting in two consecutive primaries.

SOURCES OF INFORMATION ABOUT LOCAL GOVERNMENT

Those who wish to study the structure or current operation of East Orange government in more detail may refer to the following sources:

East Orange City Charter– (Definition of basic city government structure) – available at City Clerk's office.

City Directory– (Annual listing of city officials, municipal meetings and statistics about the city), available each February at City Clerk's office.

Directory of the Public Schools– (Annual listing of schools, school offices, and personnel), available in Board of Education Offices.

Departmental Reports– (Annual description of the operations of municipal departments) – Reports of health and recreation departments are printed in the fall for public distribution; others may be seen in the offices of the departments.

The Master Plan for East Orange– May be seen in the building department office.

Ordinances– Individual ordinances may be seen in the City Clerk's office. The public library maintains a scrapbook of all ordinances.

Maps– Ward and District maps available at City Clerk's office; Zoning map in Building Department office; Street map in City Engineer's office.

Official Newspapers – "The East Orange Record," "Newark Evening News" and "The Newark Star Ledger" are named by the council as "official newspapers" for the city and as such print proposed and adopted ordinances. The Record carries the proposed agenda for public meetings of the city council. Obviously, too, the local newspapers are a good source of information of current happenings in City Hall.

In addition to reading about our government, a citizen may keep informed by:

Attending Public Meetings– See pages of this booklet or City Directory for times and places of city council and municipal board meetings. While the council chamber is large enough to accommodate many people, board meetings are

smaller, and it is suggested that those who wish to attend a board meeting call the board chairman (see City Directory for name) in advance.

Consultation with mayor, appointed officials, and especially the councilmen elected to represent his ward. A part of the job of public officials is answering the questions of interested citizens.

Informal talks with local officials can be more than informative. They are an excellent way for a citizen to present any suggestions he may have for improving government services. Should he wish to suggest, endorse, or oppose a government policy publicly, he may speak at public meetings at the time allotted for this purpose, draw up and present to the council a petition signed by those in the community who agree with him, work with an organization interested in governmental activity, or approach the press for publicity to increase support for his point of view.

RELATIONS WITH OTHER GOVERNMENTS

Like all New Jersey communities, East Orange is in some respects under the jurisdiction of county, state, and federal governments. The Board of Chosen Freeholders provides services for all Essex County residents, which include administration and supervision of county courts, prosecutor's office, county jail, county hospitals, construction and maintenance of county parks and roads.

At the state level, Essex County residents are represented in Trenton by one senator and nine assemblymen. State services include the maintenance and policing of state highways, administration of the state Board of Education, Division of Motor Vehicles, state institutions, state parks and recreational areas, as well as supplying the legal framework on which municipal government rests.

In the federal government we are represented by two senators from New Jersey and one representative from the eleventh New Jersey Congressional District. In East Orange, the federal government maintains the post office and a Veterans' Hospital, coordinates civil defense, and offers numerous services through federal bureaus and departments.

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