

CITY COUNCIL**The City of Orange Township, New Jersey**

DATE _____

NUMBER 17-2020**TITLE:**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ORANGE TOWNSHIP, CHAPTER 4, "ADMINISTRATION OF GOVERNMENT", ARTICLE II, ENTITLED "CITY COUNCIL" TO CLARIFY DUTIES OF THE CITY CLERK. (Sponsored by Council Member Donna Williams).

WHEREAS, the City Council of the City of Orange Township deems it necessary to amend the municipal code to clarify the duties of the City Clerk.

NOW, THEREFORE BE IT ORDAINED that the City Council of the City of Orange Township that Chapter 4 of the Code is amended as follows:

SECTION 1.**§ 4-15. City Clerk.**

Pursuant to the provisions of N.J.S.A. 40A:9-133 et seq., the Clerk shall be the Secretary of the Municipal Corporation, Secretary to the Council as the Municipal Governing Body, Chief Administrative Officer of all Elections held in the City, Chief Registrar of Voters in the City, Administrative Officer with responsibilities as designated the Council, and Records Custodian and Manager. The Clerk shall provide such stenographic and other staff services as the members shall require, shall select subordinate personnel, with the advice and consent of the Council, to such positions as the Council may authorize. However, the selection of subordinate personnel shall not include the Deputy City Clerk/Deputy Municipal Clerk who shall be appointed by the City Council. The Clerk and shall also:

- (1) Attend all Council meetings, including premeeting conferences.
- (2) Provide for recording and transcription of Council sessions and for preparing the minutes of all public meetings.
- (3) Compile, index and preserve all ordinances, resolutions, contracts, minutes and other documents and papers to which the city is a party and which require retention as public records.
- (4) Prepare agendas for all Council meetings and send copies of all pertinent materials in advance of premeeting conferences to Council members and members-elect, the Mayor or Business Administrator and other affected city officials.
- (5) Prepare and publish notices, ordinances and other matter as required by Charter or general law in sufficient number to meet the requirements of the public.
- (6) Have custody of the City Seal and affix it to appropriate documents without charge.
- (7) Perform such other duties as the Council may assign and as are prescribed by general law and Charter.

Strikeouts are deletions. Underlines are added material.

APPROVED AS TO FORM, SUFFICIENCY AND LEGALITY

Gracia R. Montielus

CITY ATTORNEY

SECTION 2. Severability of Ordinance Provisions

Each section of this ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity of constitutionality of any other sections or parts thereof.

SECTION 3. Conflict of Other Ordinance Provisions

That all ordinances and parts of ordinances and conflicts that are inconsistent with this ordinance are hereby repealed but only to the extent of such conflict or inconsistency.

SECTION 4. Effective Date of Ordinance Provisions

That this ordinance shall take effect upon final passage upon expiration of twenty (20) days following publication unless otherwise provided

PURPOSE

To clarify the duties of the City Clerk.

FISCAL IMPACT

None.

Adopted:

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

Approved:

Dwayne D. Warren, Esq.
Mayor

Dated: _____