

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

DATE \_\_\_\_\_

NUMBER 24-2021

**TITLE:** AN ORDINANCE TO AMEND THE CITY CODE OF THE CITY OF ORANGE TOWNSHIP CHAPTER 4 ENTITLED "ADMINISTRATION OF GOVERNMENT", ARTICLE II ENTITLED "CITY COUNCIL", SECTION 15 ENTITLED "CITY CLERK". (Sponsored by Council Member Kerry J. Coley)

**WHEREAS**, the City of Orange Township has a fulltime Clerk to perform the duties needed by the City Council; and

**WHEREAS**, the City of Orange Township has a Clerk's Office to assist the City Council and the citizens of orange and are under the supervision of the City Clerk; and

**WHEREAS**, a determination has been made that the City of Orange Township Code needs to be amended to revise the code in regards to the City Clerks' position over the Clerk's Office.

**NOW, THEREFORE BE IT ORDAINED** that the City Council of the City of Orange Township that Chapter 4, Article II, Section 15 of the Code is amended as follows:

**SECTION 1.**

§ 4-15.

**B. Duties.**

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 and shall:~~

- (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.

~~Strikeouts~~ are deletions. Underlines are added material.

(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.

(8) For the purposes of Title 11A of the New Jersey Revised Statutes, as well as the internal recordkeeping purposes of the municipality, serve as the official appointing authority for all employees under the jurisdiction of the Office of the Municipal Clerk, all bodies created thereby and all bodies hereinafter created thereby, with the advise and consent of Council.

(9) Additionally, the Municipal Clerk shall have the power to determine the separation of service, for whatever reason, layoffs, and demotions in lieu of layoffs, in accordance with the New Jersey Department of Personnel procedures, for all employees under the jurisdiction of the Office of the Municipal Clerk, all bodies created thereby and all bodies hereinafter created thereby, with the advice and consent of the Council. The term "layoff" shall be defined as the involuntary separation of an employee from the City of Orange Township for reasons other than delinquency or misconduct.

## **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 or constitutionality of any other sections or parts thereof.

## **SECTION 3. Conflict of Other Ordinance Provisions**

That all ordinances and parts of ordinances and conflicts including but not limited to the employee handbook that is 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 update the cancellation policy for outside police work.

### **FISCAL IMPACT**

None.

**Adopted:**

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**Joyce L. Lanier**  
**City Clerk**

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**Kerry J. Coley**  
**Council President**

**Approved:**

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**Dwayne D. Warren, Esq.**  
**Mayor**

**Dated:** \_\_\_\_\_

**ORDINANCE NO. 24-2021**

**REGULAR MEETING – May 4, 2021**

**INTRODUCTION-FIRST READING**

**MOTION TO ADOPT Johnson, Jr**

**SECOND: Montague, III**

**YEAS: Eason, Johnson, Jr., Montague, III, Ross, Summers-Johnson & Council Pres. Coley**

**NAYS: None**

**ABSTENTIONS: Wooten**

**ABSENCES: None**

**SECOND READING PUBLIC/FINAL HEARING – June 1, 2021**

**MOTION TO POSTPONE: Johnson, Jr.**

**SECOND: Ross**

**YEAS: Eason, Johnson, Jr., Montague, III, Ross, Summers-Johnson & Council Pres. Coley**

**NAYS: None**

**ABSTENTIONS: None**

**ABSENCES: Wooten**

**SECOND READING PUBLIC/FINAL HEARING – June 15, 2021 (POSTPONE)**

**MOTION TO POSTPONE: Johnson, Jr.**

**SECOND: Montague, III**

**YEAS: Eason, Johnson, Jr., Montague, III, Summers-Johnson, Wooten & Council Pres. Coley**

**NAYS: None**

**ABSTENTIONS: None**

**ABSENCES: Ross**

**REGULAR MEETING -JULY 7, 2021**

**MOTION TO POSTPONE: Johnson, Jr.**

**SECOND: Wooten**

**YEAS: Eason, Johnson, Jr., Montague, III, Ross, Summers-Johnson, Wooten & Council Pres. Coley**

**NAYS: None**

**ABSTENTIONS: None**

**ABSENCES: None**

**REGULAR MEETING – AUGUST 4, 2021**

**MOTION TO POSTPONE: Johnson, Jr.**

**SECOND: Eason**

**YEAS: Eason, Johnson, Jr., Montague, III, Ross, Summers-Johnson, Wooten & Council Pres. Coley**

**NAYS: None**

**ABSTENTIONS: None**

**ABSENCES: None**