

TOWNSHIP OF CHESTERFIELD

ORDINANCE NO. 2018-10

AN ORDINANCE TO AMEND CHAPTER 39 OF THE CODE OF THE TOWNSHIP OF CHESTERFIELD, AND SPECIFICALLY SECTION 39-1, ESTABLISHING THE DUTIES OF THE TOWNSHIP CLERK

WHEREAS, Section 39-1 of the Code of the Township of Chesterfield sets forth the positions of Clerk, Deputy Clerk, and Operations Manager, the last of which was recently repealed by Ordinance 2018-5, which established the position of Township Administrator; and

WHEREAS, there are certain duties that were assigned to the Operations Manager, which the Township Committee now deems appropriate to delegate to the Township Clerk, along with certain other duties and responsibilities; and

WHEREAS, therefore, it is appropriate to amend Section 39-1(A)(2) to add said duties to the Township Clerk's list of responsibilities.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Chesterfield, County of Burlington and State of New Jersey that Section 39-1(A)(2) of the Code of the Township of Chesterfield is hereby amended to re-alphabetize existing subparagraph (g), to new subparagraph (k); and to add the following new duties and responsibilities:

“(g) Prepare/distribute/oversee articles of interest and local flyers to be mailed and/or otherwise distributed to Township residents;

“(h) Serve as Claims Coordinator for the Burlington County Municipal Joint Insurance Fund, (or such other insurance group

in which the Township of Chesterfield might participate), including receiving, logging and maintaining Notices of Tort Claims; and advise the Township Committee of recommendations made by the Township's insurance carrier;

“(i) Be responsible for the preparation and processing of any paperwork related to grants sought by the Township from various funding sources, including departments or agencies of the State of New Jersey, and facilitate the closing of said grants;

“(j) Serve as the Social Media Coordinator for any non-police municipally-sponsored social media sites and applications, including making sure that appropriate municipal information is posted on the Township's social media sites and applications so that the public is fully informed of current actions and activities of the Township Committee, policies of the Township, meetings, events, and other such activities, as well as monitor other websites circulating throughout the municipality and, where appropriate, address any misinformation or misleading comments or statements contained on same to ensure that the public understands official municipal policy and actual events taking place under the auspices of the Township of Chesterfield.”

BE IT FURTHER ORDAINED AND ENACTED that:

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

CHESTERFIELD TOWNSHIP COMMITTEE

Introduced: May 10, 2018
 Adopted: May 24, 2018

RECORD OF VOTE													
INTRODUCTION							ADOPTION						
TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC	TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC
S Davis	X					X	S Davis	X					
A Katz				X			A Katz	X					
D Koetas-Dale	X				X		D Koetas-Dale	X					X
J Liedtka				X			J Liedtka	X				X	
R Romeu	X						R Romeu	X					
X – Indicates Vote NV – Not Voting AB – Absent ORD – Motion SEC - Seconded													

Caryn Hoyer, RMC
 Township Clerk