

**TOWNSHIP OF CHESTERFIELD
ORDINANCE NO. 2019-22**

**AN ORDINANCE ESTABLISHING THE POSITION OF
ADMINISTRATIVE ASSISTANCE IN AND FOR
THE TOWNSHIP OF CHESTERFIELD**

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey as follows:

ARTICLE I. Creation of Position; Compensation; Duties & Responsibilities; etc.

- A. Office Created. There is hereby created in and for the Township of Chesterfield the position of “Administrative Assistant” who shall be appointed annually by the Township Committee. Compensation shall be in accordance with the Township Salary Ordinance.
- B. Duties & Responsibilities. It shall be the duty and responsibility of the Administrative Assistant to greet the public; answer phone calls; sort mail and distribute to appropriate department; collect and distribute paperwork dropped off by the public; process tax payment and assist with mail of tax bills and notices; assist with processing sewer payments, sewer bills & notices; assist in preparing and mailing purchase orders; prepare bill list for Committee meetings; mail out checks; payroll check distribution; update excel spreadsheets at year end; filing for all departments; assist HPC with paperwork and filing; assist in preparing construction permit jackets and undertake other such duties as time to time may be assigned by the Township Administrator.

ARTICLE II. REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- 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 Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.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: September 26, 2019

Adopted: October 10, 2019

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