

ORDINANCE O:13-2023

AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE TO AMEND CHAPTER 4, ARTICLE XIA OF THE CODE OF THE TOWNSHIP OF MONROE, ENTITLED "DEPARTMENT OF PARKS AND RECREATION"

WHEREAS, the Township Council of the Township of Monroe has recommended a certain amendment to Chapter 4 of the Code of the Township of Monroe and has determined that it is in the best interest of the Township to amend this specific section.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe that Chapter 4 is hereby amended to include the following:

SECTION I. Chapter 4 is hereby amended as follows:

Note: additions to the current ordinance are noted by **bold underline**; deletions by ~~strikethrough~~.

Article XIA. Department of Parks and Recreation

§ 4-93.1 Department established; municipal department head.

There shall be a Department of Parks and Recreation. The department head shall be ~~full-time and shall be hired by the Mayor pursuant to the criteria set forth in § 4-93.1.1 entitled "Qualifications and conditions; municipal department head."~~ **appointed by the Mayor with the advice and consent of Township Council**. The department head shall also administer and supervise the Division of Parks and Recreation and other divisions as may, from time to time, be necessary. The department head shall act as liaison to the Parks and Recreation Commission. The department head shall report directly to the Mayor and/or his/her designee.

~~§ 4-93.1.1 Qualifications and conditions; municipal department head.~~

~~The municipal department head:~~

- ~~A. Shall be a full-time Parks and Recreation Department Head.~~
- ~~B. Shall possess pertinent formal education, experience, certification, expertise and/or a combination thereof in recreational activities, which includes planning, promoting, organizing and directing a recreation service and/or program for the community.~~
- ~~C. Shall possess experience and/or expertise in establishing administrative procedures.~~
- ~~D. Shall possess experience and/or expertise in studying community recreational needs and developing immediate and long-range plans to meet those needs.~~
- ~~E. Shall possess experience and/or expertise in establishing and maintaining cooperative planning and working relationships with local community agencies and interested parties.~~
- ~~F. Shall possess project management skills in order to direct the acquisition, design and construction of recreational facilities and arrange for their maintenance and operation.~~

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- ~~G. Shall possess the communication skills necessary to stimulate public interest in recreational activities.~~
- ~~H. Shall agree that the position is based upon a fixed salary and a minimum of 40 hours per week.~~
- ~~I. Shall agree that an integral responsibility of the position shall involve service on weekends and/or holidays with no further compensation beyond the fixed salary.~~

§ 4-93.2 Powers and duties of Department Head.

The department head duties are as follows:

- A. Plan, promote, organize and administer the overall operations of the Division of Parks and Recreation.
- B. Manage new parks and recreation projects.
- C. Coordinate and schedule Township events.
- D. Preparation of the annual budget.
- E. Authority to develop regulations and collect fees for programs outlined in the Township's fee schedule.
- F. Plan, develop, promote and direct annual events, cultural, athletic and leisure activities for all of the residents of the Township.
- G. Submit an annual administrative action plan to the Mayor and Council and shall meet with the Mayor and Council biannually to review the action plan.
- H. Supervise all department personnel.

§ 4-93.3 Division of Parks and Recreation; municipal department head.

Within the Department of Parks and Recreation, there shall be a Division of Parks and Recreation, the head of which shall be the department head. The department head shall perform the following duties:

- A. Coordinate and develop the Department's activities with other public and private recreational facilities and programs.
- B. Coordinate and schedule the use of Township park and recreational facilities with other public and/or private recreational programs.

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- C. Promote and direct cultural, athletic and leisure-time activities for children, youths and adults.
- D. Plan, develop and administer public recreational facilities and parks.
- E. Adopt suitable rules and regulations for the safety and conduct of persons using the recreational facilities and for the preservation of public peace and order at public events under its jurisdiction. Any person who shall violate any such rule or regulation may be adjudged to be a disorderly person.
- F. Arrange and provide for the giving of exhibitions, plays, concerts, games and contests and may charge and collect a reasonable admission fee for each spectator or participant. Further, the Department may also solicit or receive any gifts or real or personal property, in the name of the Township of Monroe, to be used in the park and recreation program.
- G. Be responsible for all buildings and facilities utilized for the Parks and Recreation Department.

§ 4-93.3.1 Division of Parks and Recreation established; ~~Supervisor of Fields~~ **Recreation Leader** and other workers, as deemed necessary.

The Department shall consist of a ~~Supervisor of Fields~~ **Recreation Leader** and other workers, as deemed necessary, who shall be full-time and shall be hired by the Mayor pursuant to the criteria set forth in § 4-93.3.2, entitled "Division of Parks and Recreation: ~~Supervisor of Fields~~ **Recreation Leader** and other workers," through § 4-93.3.3, entitled "Requirements; Supervisor of Fields and other workers."

§ 4-93.3.2 Division of Parks and Recreation; ~~Supervisor of Fields~~ **Recreation Leader** and other workers.

The ~~Supervisor of Fields~~ **Recreation Leader** and other workers shall be under the department head and shall perform the following duties:

- A. The ~~Supervisor~~ **Recreation Leader** shall either perform or direct the performance of a variety of routine maintenance, repair, and cleaning tasks involved in the case of grounds and associated facilities and equipment; does other related duties as required. NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.
- B. In addition to the duties set forth above, the ~~Supervisor of Fields~~ **Recreation Leader** and other workers shall be responsible for the following:
 - (1) Mows lawn/turf at designated height using hand tools or simple power equipment (walking power lawnmower).

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- (2) Applies prescribed amounts of lime, fertilizer, and insecticide (under proper supervision) using a spreader and/ or sprayer.
- (3) Spreads and levels new soil to prepare area for new turf, grass, and so forth, using hand tools.
- (4) Operates a hand roller to level uneven surfaces.
- (5) Seeds lawn or digs ground to plant shrubs, flowers, and so forth.
- (6) Trims and sprays shrubs and trees for insects/diseases using hand and simple power-operated equipment tools (saws and clippers).
- (7) Marks athletic areas using lime/chalk line and sets up bleachers to prepare area for athletic events.
- (8) Removes rust/dirt from surfaces prior to painting using wire brush/scrapper.
- (9) Applies paint to surfaces using brushes to renew the finish on signs, benches, tables, bleachers, and other recreational equipment.
- (10) Mixes and pours cement and/or rakes asphalt (cold mix) to repair and patch walks or recreational areas such as tennis courts.
- (11) Makes minor repairs to hand tools and mechanical equipment such as cleaning/oiling lawnmowers.
- (12) Loads and unloads supplies and materials onto and from truck.
- (13) Cleans grounds and outdoor facilities using rakes, brooms, hoses, and so forth.
- (14) Cleans washrooms.
- (15) Assembles playground equipment.
- (16) Removes snow using shovel.
- (17) Rakes and removes leaves or refuse; may drive truck (as an incidental duty).
- (18) Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

§ 4-93.3.3 Requirements; ~~Supervisor of Fields~~ **Recreation Leader** and other workers

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- A. License. Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position. Possession of a valid certificate as a commercial pesticide applicator issued by the New Jersey Department of Environment Protection may be required. A CDL license would be preferred, but is not required.
- B. Knowledge and abilities:
- (1) Knowledge of procedures used in maintaining park grounds, cutting grass, raking, and maintaining athletic areas.
 - (2) Knowledge of procedures involved in performing routine manual operations.
 - (3) Knowledge of the procedures involved in properly caring for park equipment, materials, and supplies.
 - (4) Ability to carry out lawn care and grounds maintenance procedures.
 - (5) Ability to carry out work procedures associated with carpentry, electrical, plumbing, painting, masonry, and so forth.
 - (6) Ability to carry out procedures associated with care of trees, shrubs, and flowers.
 - (7) Ability to use tools and equipment such as walking power mowers, shears, rakes, hoses, sprinklers, spreaders, and so forth.
 - (8) Ability to understand and carry out simple procedures.
 - (9) Ability to lift heavy objects.
 - (10) Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
 - (11) Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
 - (12) Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after an evaluation by a health care professional designated by the Township.

SECTION II. All prior Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

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SECTION III. If any word, phrase, clause, section or provision in this Ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal, or unconstitutional, such word phrase, clause, section or provision shall be severable from the balance of the Ordinance and the remainder of the Ordinance shall remain in full force and effect.

SECTION IV. This Ordinance shall take effect twenty (20) days after final passage and publication as required by law.

TOWNSHIP OF MONROE

CNCL. PRES., CAROLANN FOX

ATTEST:

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

CERTIFICATION OF CLERK

The foregoing Ordinance was introduced at a meeting of the Township Council of the Township of Monroe held on the 13th day of March, 2023, and will be considered for final passage and adoption at a meeting of the Township Council of the Township of Monroe to be held on 27th day of March, 2023 at the Municipal Building, 125 Virginia Avenue, Williamstown, New Jersey 08094, at which time any person interested therein will be given an opportunity to be heard.

**Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC**

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ROLL CALL VOTE

1st Reading

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Cncl. Pres. Fox				
Tally:				

2nd Reading

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Cncl. Pres. Fox				
Tally:				

The foregoing ordinance was hereby approved by the Mayor of the Township of Monroe on this _____ day of _____, 2023.

MAYOR GREGORY A. WOLFE