

ORDINANCE O:14-2023

**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MONROE
TO AMEND CHAPTER 4 OF THE CODE OF THE TOWNSHIP OF MONROE,
ENTITLED “ADMINISTRATIVE CODE”**

WHEREAS, the Township Council of the Township of Monroe having considered certain changes to Chapter 4 of the Code of the Township of Monroe in order to meet the needs of all of the residents of the Township of Monroe.

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Monroe that the Code of the Township of Monroe is hereby amended to include the following:

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

SECTION I. Chapter 4, entitled “Administrative Code” is hereby amended as follows:

Article VI Department of Law

§ 4-60. Department Head.

There shall be a Department of Law, the head of which shall be the ~~Director of Law who shall be the~~ Township Solicitor. He shall be appointed by the Mayor with the advice and consent of the Township Council.

SECTION II. Chapter 4, entitled “Administrative Code” is hereby amended as follows:

Article VIII Department of Finance and Treasury

§ 4-72.1. Chief Financial Officer.

There shall also be within the Department of Finance, a full-time Chief Financial Officer who shall be appointed pursuant to the provisions at N.J.S.A. 40A:9-140.1. The Chief Financial Officer, in order to qualify for said position, shall be required to satisfy all of the credentials as set forth in the statute. In the hiring process, there shall further be a recommendation that he/she is a resident herein. ~~The Chief Financial Officer may be permitted to be appointed to the position of Director of Finance.~~

§ 4-73. Qualification of ~~Director~~ **Chief Financial Officer**.

The ~~Director of Finance/Treasurer~~ **the Chief Financial Officer** shall have the following qualifications:

- A. He/she shall be a licensed CPA (certified public accountant) or RMA (registered municipal accountant);
- B. He/she shall be a state-certified municipal finance officer; or
- C. He/she shall be qualified by training and experience in municipal finance.

§ 4-74. Powers and duties of ~~Director~~ **the Chief Financial Officer**.

A. The ~~Director~~ **Chief Financial Officer** shall:

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- (1) Be responsible for establishing and supervising all financial systems, collection of revenues and reconciliation of bank statements.
- (2) Control all expenditures within the limits of appropriations through an encumbrance system of budget operation.
- (3) Preaudit bills and claims and certify same on vouchers presented.
- (4) Invest and reinvest surplus or idle funds of the municipality.
- (5) Advise and report on all insurance matters upon or with respect to risks insured for the benefit of the Township or to protect it against any claim, demand or liability whatsoever.

B. The ~~Director~~ **Chief Financial Officer** may appoint himself or herself as Supervisor of any or all of the divisions within his Department.

§ 4-75. Composition of Department.

The Department of Finance and Treasury shall be supervised by the Chief Financial Officer and shall be divided into three divisions: the Division of Finance, Division of Revenue and Accounts and Division of Municipal Tax Searches. The Department may also include an Assistant Treasurer as defined in § 4-76.1 of this chapter herein.

A. Division of Finance. The Division of Finance shall be headed by the Chief Financial Officer who shall perform the following duties and/or functions:

- (1) Maintain financial systems and procedures and uniform accounts of expenditure and income.
- (2) Make revenue and expenditure estimates for the ~~Director of Finance/Treasurer~~ and Mayor.
- (3) Have the safekeeping and custody of all municipal securities, investments, bank certificates and the like of the municipality.
- (4) Promptly pay interest and principal or municipal obligations and submit regular reports to the ~~Director of Finance/Treasurer~~ **Mayor** each month.
- (5) Receive funds entrusted to or under the control of any department and deposit all funds received by it in depositories authorized by the Township Council.
- (6) Prepare and maintain payroll and pension records.

B. Division of Revenue and Accounts.

- (1) There shall be a Division of Revenue and Accounts, the head of which shall be the Tax Collector of the Township of Monroe. The Tax Collector shall be appointed by the ~~Director of Finance/Treasurer~~

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Mayor with the advice and consent of the Township Council. The Tax Collector shall be state-certified and qualified by training and experience.

(2) The powers and duties of the Tax Collector shall be to:

(a) Perform and exercise all the powers, duties and functions invested in or conferred upon the Tax Collector as prescribed by law.

(b) Perform the functions of a Tax Collector as set forth under general law, including without limitation the rendering of bills for property taxes pursuant to law, the enforcement of tax collections by tax sales and otherwise and the maintenance of tax accounting records in such manner as may be prescribed or approved pursuant to law.

(c) Receive and collect all current and delinquent real property taxes and municipal fees and charges and receive fees for penalties and interest pursuant to law and keep proper records of all collections and receipts.

(d) Receive, note and transfer to the ~~Director of Finance/Treasurer~~ **Chief Financial Officer** any and all funds or fees collected or received by any employee for the benefit of the Township of Monroe.

(e) Maintain the central accounts and records of the Tax Collector's office.

C. Division of Municipal Tax Searches.

(1) There shall be a Division of Municipal Tax Search, the head of which shall be the Municipal Tax Search Officer, who shall be appointed by the ~~Director of Finance/Treasurer~~ **Chief Financial Officer**.

(2) The powers and duties of the Municipal Tax Search Officer shall be:

(a) He shall be the Official Tax Search Officer of the Township of Monroe and is authorized to make examinations and issue tax search certificates with respect to liens for municipal taxes and other charges which have the legal effect of a tax lien.

(b) Make or cause to be made and certify searches for tax and other liens on real property as may be authorized by law and charge and collect for the use of the municipality the fees collected pursuant to law for any such search.

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

SECTION IV. 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.

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SECTION V. This Ordinance shall take place upon 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 27th 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 11th day of April, 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**

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:				

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

MAYOR GREGORY A. WOLFE