

**TOWNSHIP OF VERONA  
COUNTY OF ESSEX, STATE OF NEW JERSEY**

**ORDINANCE # 2018-05**

**AN ORDINANCE ESTABLISHING A NEW CHAPTER 4  
(ADMINISTRATION OF GOVERNMENT) AND REPEALING  
CHAPTER 34 (OFFICERS AND EMPLOYEES) ARTICLES I THROUGH  
VIII OF THE CODE OF THE TOWNSHIP OF VERONA**

**BE IT ORDAINED** by the Township Council of the Township of Verona, County of Essex, New Jersey as follows:

**SECTION 1.** There is hereby established a Chapter 4 (Administration of Government) to read as follows:

**CHAPTER 4 ADMINISTRATION OF GOVERNMENT**

**ARTICLE I PURPOSE; TITLE; DEFINITIONS**

**§ 4-1 Declaration of purpose; short title.**

- A. The Township Council adopts this chapter as an administrative code for the organization and administration of the government of the Township, pursuant to Council-Manager Plan of the Optional Municipal Charter Law, Laws of 1950, Chapter 210, as amended (N.J.S.A. 40:69A-1 et seq.).
- B. This chapter shall be known and may be cited as the "Administrative Code of Verona."

**§ 4-2 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

CHAIR - The person in charge of a meeting.

CHARTER – The provisions of the Optional Municipal Charter Law applicable to that form of government provided therein known as "Council-Manager Plan"

CLERK - The Township Clerk duly appointed pursuant to N.J.S.A. 40:69A-89, the Charter or any ordinance or resolution; or a deputy or assistant duly acting in place of the Township Clerk.

COUNCIL - The Township Council, the governing body, of the Township of Verona.

DEPARTMENT – A unit of the municipal government established or designated by this chapter as a department.

DIRECTOR – The head of a department established by this Code.

GENERAL LAW – Any law or provision of law, not inconsistent with the Optional Municipal Charter Law, heretofore or hereafter enacted which is by its terms applicable or available to all municipalities and the following additional laws whether or not such additional laws are so applicable or available to all municipalities: legislation relating to taxation, local courts,

education, health, public authorities serving more than one municipality and municipalities in unsound financial condition.

MANAGER - A Manager or Acting Manager duly appointed by the Council pursuant to N.J.S.A. 40:69A-89 or the Charter, or a qualified administrative officer appointed or designated pursuant to N.J.S.A. 40:69A-94 and performing the duties of the Manager thereunder.

**§ 4-3 Structure.**

The Township government shall consist of the Council, Manager and such appointed officers and employees as are provided by this chapter or otherwise authorized pursuant to law. It shall be organized within departments, offices, boards and agencies as hereinafter established or provided in this chapter.

**§ 4-4 Seal.**

The Township Seal, as adopted and in use upon the effective date of this chapter, shall continue to be the legal Seal of the Township.

**ARTICLE II TOWNSHIP COUNCIL**

**§ 4-11 General powers.**

All powers of the municipality and the determination of all matters of policy shall be vested in the Council except as otherwise provide by law.

**§ 4-12 Compensation.**

- A. The compensation of each member of the Council shall be \$2,069 per annum, to be paid as all other salaries are paid.
- B. The Mayor, by reason of his/her additional duties, shall receive an additional \$2,893 annually, to be paid as all other salaries are paid.

**§ 4-13 Vacancies in elective offices.**

Vacancies in any elective office of the Township shall be filled in accordance with State statutes.

**§ 4-14 Mayor; Deputy Mayor.**

- A. At 12:00 noon on the first day of July following each election of Council, the Council shall assemble at the Municipal Building of the Township, organize and elect one of the Councilpersons as Mayor. The Mayor shall be chosen by ballot by majority vote of all members of the Council. If the members shall be unable, within five ballots to be taken within two days of the organization meeting, to elect a Mayor, then the member who in the last election for members of the Council received the greatest number of votes shall be the Mayor. Should such person decline to accept the office, then the person receiving the next highest vote shall be the Mayor, and so on until the office is filled.
- B. At the same time as a Mayor is elected, the Council shall elect one of its members as Deputy Mayor. The Deputy Mayor shall serve in place of the Mayor in the event of the temporary absence or disability of the Mayor.
- C. The Mayor and the Deputy Mayor shall serve a term of two years beginning on the first day of July following each election of Council.
- D. Vacancies in the office of Mayor or Deputy Mayor shall be filled by the Council for the remainder of the unexpired term.

**§ 4-15 Meetings.**

- A. Regular meetings.
  - (1) The Council shall meet regularly on the first and third Mondays of each month at 7:00 p.m., except that the Council may, by resolution, cancel one or more meetings in addition to those meetings listed as canceled in the Official Annual Notice of Meetings.

- (2) In the event the first or third Monday is a legal holiday, the meeting scheduled for that date shall either be canceled or rescheduled.
- (3) Regular meetings of the Council shall be held in accord with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as the same may hereafter be amended.

B. Special meetings.

- (1) The Mayor, at any time, and upon written request of a majority of the Councilpersons, shall call a special meeting of the Council. The request and call for such special meeting shall specify the purpose of the meeting, and no other business shall be considered at any special meeting than that specified.
- (2) Any call for a special meeting shall be filed with the Township Clerk, and upon filing he/she shall serve notice of same on each Councilperson and officers and department directors required to attend meetings of the Council, at least 48 hours prior to the time the meeting is held. Upon the filing of any call for a special meeting, the Township Clerk shall forthwith give notice thereof by telephone, facsimile or email to each Councilperson at such place as the latter shall have previously designated for that purpose and pursuant to N.J.S.A. 10:4-8.
- (3) Special meetings shall be conducted in accord with the Open Public Meetings Act.
- (4) The Township may provide electronic notices pursuant to N.J.S.A. 10:4-9.1.

C. Adjourned meetings. A meeting adjourned to a fixed time shall be considered a continuation of the preceding meeting, and the business of the Council shall be resumed where it was left at the last adjournment.

D. Location of Meetings. All regular meetings shall be held in the Municipal Building of the Township unless otherwise decided by the Council.  
Attendance by public and Township personnel.

- (1) All regular and special meetings of the Council shall be open to the public.
- (2) The Township Manager, Township Attorney, Township Clerk and such other Township officers or employees as required by the Township Manager shall be required to attend regular or special meetings of the Council.

**§ 4-16 Annual organization.**

On the first day of July following each election of Council, the Council shall organize and elect one of their members as mayor and adopt such resolutions as may be required.

**§ 4-17 Informal conference meetings.**

Subject to the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., the Council may meet at any time in informal conference for the consideration of any Township business.

**§ 4-18 Legislation procedures.**

A. Preparation of ordinances and resolutions. Ordinances and resolutions shall be prepared for the consideration of the Council by the Township Attorney upon written request of a majority of the Council or of the Township Manager.

- B. Prior review by administrative staff. All ordinances and Township contractual authorizations, before presentation to the Council, shall have been approved as to form and legality by the Township Attorney or his/her authorized representative and shall have been examined as to administrative considerations by the Township Manager or his/her authorized representative whenever administrative responsibilities may be affected thereby. The Township Manager shall submit to the Council a written memorandum concerning the administrative aspects of each such ordinance and contractual authorization unless he/she shall advise the Council that no administrative problems are involved. Each administrative memorandum may include the specific comments and recommendations of the Director concerned with the subject of the memorandum.
  
- C. Introduction for passage or approval.
  - (1) Ordinances, resolutions and other matters or subjects requiring action by the Council shall be introduced and sponsored by a member of the Council, except that the Township Manager or Township Attorney may present ordinances, resolutions and other matters or subjects to the Council and any Councilperson may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.
  
  - (2) Resolutions, unless laid over by a majority vote of the Council, may be acted upon the day of introduction or presentation.
  
  - (3) Ordinances and resolutions shall be called up for action on motion of a member of the Council.
  
- D. Ordinances and resolutions. Resolutions determined to be routine and which do not require discussion, shall be included under a single section of the order of business known as the "consent agenda." Such resolutions may be adopted upon motion and approval thereof by vote of a majority of the Council.
  
- E. Adoption of ordinances. No ordinance may be adopted without the affirmative vote of a majority of all the members of the Council or such greater number of affirmative votes as the Charter may require.
  
- F. Advertisement of ordinances. After introduction, all ordinances shall be advertised by the Township Clerk in accordance with the applicable provisions of law for public hearing at the next succeeding regular meeting of the Council unless otherwise directed by the affirmative vote of the majority of all members of the Council. After adoption, all ordinances shall be advertised by the Township Clerk in accordance with the applicable provisions of law therefor.

**§ 4-19 Agenda.**

- A. An agenda shall be prepared by the Township Clerk for each regular meeting of the Council.
  
- B. The regular agenda for each regular meeting of the Council shall include only such matters of routine Council business and/or items which have been presented or delivered to the Township Clerk by a Councilperson not later than 3:00 p.m. on the Wednesday preceding the meeting.
  
- C. The Township Clerk shall cause a copy of the final Council agendas to be delivered electronically to each Councilperson, the Township Manager and

the Township Attorney and shall be posted and advertised in accordance with the law.

- D. All items on the Council agenda must be delivered to each Councilperson at the same time that the agendas are delivered.
- E. Each agenda may have no more than one addendum, which must be delivered electronically to each Councilperson and Mayor along with the appropriate backup by 12 noon on the day of the meeting, with the exception of emergency matters, which can be added to the agenda at the meeting with the approval of the majority of the Council present.
- F. Any Councilperson shall have the right to present any new matter under "new business" with the exception of ordinances and resolutions which must be in accordance with above.

**§ 4-20 Call to order.**

The Mayor or, in his/her absence, the Deputy Mayor shall call each meeting to order. In the absence of both the Mayor and the Deputy Mayor, the Township Clerk shall call the meeting to order, and those present shall select a President Pro Tempore who shall preside during the absence of the Mayor. The Mayor or the Deputy Mayor shall assume the Chair as soon as he/she is in attendance at any meeting which may have been called to order in his/her absence, and the President Pro Tempore shall thereupon relinquish the Chair.

**§ 4-21 Roll call; quorum.**

- A. Before proceeding with the business of the Council, the Township Clerk shall call the roll of members in alphabetical order with the presiding officer called last, and the names of those present and absent shall be entered in the minutes.
- B. A majority of all the members of the Council shall constitute a quorum. If a quorum is not present one-half (1/2) hour after the appointed time for any meeting, those present may adjourn the meeting.

**§ 4-22 Order of business.**

- A. The order of business at each regular public meeting of the Council shall be as follows:
  - (1) Roll call.
  - (2) Report of the Mayor
  - (3) Report of the Township Manager
  - (4) Council comments and report of special committees.
  - (5) Hearing upon adoption or amendment of proposed ordinances on second hearing.
  - (6) Proposed ordinances.
  - (7) Approval of previous minutes
  - (8) Proposed Resolutions.
  - (9) Licenses and permits.
  - (10) New/unfinished business.
  - (11) Public comment.
  - (12) Adjournment
- B. Special meetings, workshop meetings, premeeting conferences, planning meetings and informal conference meetings shall be discussion meetings of the Council and shall not be guided by the order of business set forth in this section.

**§ 4-23 Voting.**

- A. The vote upon every ordinance shall be taken by roll call, and the yeas and nays shall be entered on the minutes. The minutes of each meeting shall be signed by the Township Clerk and the Mayor, Deputy Mayor, or President Pro Tempore presiding at such meeting.
- B. When the roll is called upon any question, each Councilperson shall audibly announce his/her vote, and the silence of a Councilperson shall constitute an affirmative vote unless he/she states that he/she abstains.
- C. A Councilperson does not have the right to explain his/her vote during voting (this would represent "debate", which is not permitted during voting).

**§ 4-24 Preparation and reading of minutes.**

The Township Clerk shall, so far as practicable, prepare and distribute to the Council the minutes of each meeting promptly after the meeting. The minutes of any meeting may be approved without reading whenever they have been distributed at least 24 hours prior to the time of approval.

**§ 4-25 Committees.**

There shall be no standing committees of the Council other than the Committee of the Whole. The rules of the Council shall govern the meetings of the Committee of the Whole so far as applicable. Special committees for legislative purposes may be appointed by the Mayor pursuant to motion or resolution. No special committee shall proceed to the consideration of any matter referred to it unless a majority of the members of the committee shall be present. No special committee shall report at the same meeting in which the matter is referred to it except by unanimous consent of the Council.

**§ 4-26 Appointments by Council.**

With respect to appointments to be made by the Council, any member of the Council may nominate as many candidates as there are offices to be filled. The Council will consider such nominations in the Committee of the Whole, which will report to a regular meeting of the Council. Where there is a single office to be filled, the sense of the Council on the appointment shall be taken as to each nominee, and the nominee receiving a majority shall be deemed appointed. Where there is more than one office to be filled, such as on a board, commission or authority, the same procedure shall be followed with respect to each office separately until the total number of appointments to be made has been completed. In the discretion of the Chair, a group of nominations may be considered at once where there is no apparent division in the Council as to the nominees included in the group. Appointments may be made by the affirmative vote of a majority of those present and voting.

**§ 4-27 Rules of debate.**

- A. The Mayor or other presiding officer may move, second and debate from the Chair and shall not be deprived of any right to vote or of any other rights, powers or duties of a Councilperson by virtue of presiding over the meeting.
- B. A member of the Council shall be entitled to the floor only upon recognition by the presiding officer. Once a member has been recognized and taken the floor, he/she shall not be interrupted for any reason other than a call to order; and in such case, the presiding officer shall rule promptly on the point of order and the speaker shall be allowed to proceed if he/she is in order.
- C. The Councilperson who has made a motion shall be entitled to the privilege of closing debate.
- D. A motion to reconsider may be made by a Councilperson on the prevailing side, and such motion may be made only at the same meeting or at an adjournment thereof as which the action was taken.

- E. A motion to adjourn shall always be in order and shall be decided without debate.

**§ 4-28 Manner of addressing Council.**

- A. Persons other than Councilpersons may be permitted to address the Council in the proper order of business. A person present may, upon recognition by the presiding officer, be heard either upon ordinances upon second reading or at the time of public comment and at such other times as the Council may, by majority vote of those present, specifically permit. All remarks or questions shall be directed to the presiding officer. No person shall address any remark or question to any specific Councilperson, nor shall any person be permitted to address the presiding officer while a motion is pending. A Councilperson may, through the presiding officer, respond to any communication or address received pursuant to this section only after the time for public comment has concluded.
- B. Except upon consent of the Council, by the majority vote of those present, each person addressing the Council pursuant to this section shall be required to limit his/her remarks to four minutes during the time for public comment and shall at no time engage in any personally offensive or abusive remarks. On a hearing on ordinances on the second reading, each person addressing the Council shall be required to limit their remarks to four minutes a person on the issue and shall at no time engage in any personally offensive or abusive remarks. The presiding officer shall call any speaker to order who violates any provision of this section.

**§ 4-29 Decorum.**

- A. Any person who shall disturb the peace of the Council, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Council shall be forthwith barred by the presiding officer from further audience before the Council, except that if the speaker shall submit to proper order under these rules, permission for him/her to continue may be granted by a majority vote of the Council.
- B. The Chief of Police shall, upon request of the presiding officer, designate a member of the Police Department to serve as Sergeant at Arms at Council meetings. He shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at such meeting.

**§ 4-30 Filings.**

All reports to the Council and all resolutions shall be filed with the Township Clerk and entered in the minutes of the Council.

**§ 4-31 Form of minutes.**

- A. The Township Clerk shall record the minutes of every meeting of the Council, and the minutes shall contain only the formal actions of the Council by motion, resolution or ordinance except as otherwise authorized by this section.
- B. With the consent of Council, a Councilperson may have the privilege of including in the minutes a written abstract not exceeding 100 words of any statement he/she may make before the Council.
- C. In the discretion of the Township Clerk, other matters relating to the business or actions of the Council may be included in the minutes to the extent necessary to clarify the purpose or context of any recorded formal action.
- D. The text of ordinances need not be included in the minutes, but the signed official copies thereof shall be bound and preserved as public record in the Office of the Township Clerk.

**§ 4-32 Robert's Rules of Order.**

Except as may be provided in the Charter, questions of order, methods of organization and the conduct of business of the Council shall be governed by Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with the rules of procedure hereinafter set forth in this Chapter

**§ 4-33 Suspension of rules of procedure.**

Any of the rules of procedure of the Council may be suspended by unanimous consent of the Councilpersons present, except as otherwise provided by the Charter.

**ARTICLE III TOWNSHIP CLERK**

**§ 4-41 Township Clerk; office of the Township Clerk.**

- A. There shall be an office of the Township Clerk, consisting of the Township Clerk and such other personnel as deemed necessary by said Township Clerk and the Council. The Township Clerk shall have the authority to employ other personnel with the advice and consent of the Council. The Township Clerk shall be appointed by the Council in accordance with the provisions and set forth in N.J.S.A. 40A:9-133 et seq. The Township Clerk shall receive compensation as determined and adopted by Ordinance of the Council in accordance with law. Other personnel in the office of the Township Clerk shall receive compensation as determined and adopted by Ordinance of the Council or in accordance with the respective Collective Bargaining Agreement.
- B. Clerk of Council. The Township Clerk shall serve as Clerk of the Council. In the absence of the Township Clerk, the Council shall appoint a Clerk Pro Tempore. He/She shall keep a journal of the proceedings of the Council and shall engross all ordinances and all resolutions of a permanent character in the books to be provided for that purpose. After each ordinance he/she shall also engross and certify the proof of publication thereof, as required by law. Each ordinance and resolution so engrossed shall be signed by of the Township Clerk, who shall attest that it was duly adopted upon a date stated, pursuant to law. When so signed, the engrossed copy shall be deemed to be a public record of the ordinance or resolution. Any omission by the Township Clerk to engross, sign or certify as herein required shall not impair or affect the validity of any ordinance which has been duly adopted. The Township Clerk shall periodically bind, compile or codify all the ordinances and resolutions, or true copies thereof, which then remain in force and effect. He/She shall also properly index the record books, compilation or codification of ordinances or resolutions.
- C. Custodian of records. The Township Clerk shall have custody of and shall safely keep all the records, books and documents of the Township except such as shall be committed by Charter or ordinance to any other office or except such as shall be transferred to any other office by resolution of the Council. He/She shall, upon request and upon the payment of fees prescribed therefor by resolution of the Council, furnish a certified copy of any such paper in his/her custody, under the Corporate Seal of the Township.
- D. Corporate Seal. The Township Clerk shall cause the Corporate Seal of the Township to be affixed to any instruments and writings when authorized to do so by any ordinance or resolution of the Council or when necessary



to exemplify any document on record in his/her office or to certify any act or paper which from the records of his/her office shall appear to have been a public act of the Township or a public document. He/She shall not affix said Seal or permit it to be affixed to any instrument or writing or other paper, except as herein provided, unless required to do so by law or ordinance.

- E. Insurance, surety bonds and contracts. The Township Clerk shall be the depository and custodian of:
- (1) All official surety bonds furnished by or on account of any Township office or officer or employee.
  - (2) All insurance policies upon or with respect to risks insured for the benefit of the Township or to protect it against any claim, demand or liability whatsoever.
  - (3) All formal contracts for work, labor, services, supplies, equipment and materials to which the Township may be a party.
  - (4) All leases of property owned by the Township.
  - (5) All performance bonds running to the Township as obligee and any other form of security given by any contractor, subdivision developer or other persons on account of work done or to be done in or for the Township.
- F. Administration of certain laws and ordinances; other duties. In addition to such other functions, powers and duties as may be prescribed by the Charter and ordinances, the Township Clerk shall:
- (1) Perform all the functions required of Township Clerks by the general election laws set forth in Title 19 of the Revised Statutes of New Jersey, as amended and supplemented, and in any other law or ordinance, and receive the fees prescribed therefor.
  - (2) Issue such licenses as may be authorized by the Township Council pursuant to the state's Alcoholic Beverage Law (N.J.S.A. 33:1-1 et seq.), as amended and supplemented, and the Township's ordinances.
  - (3) Perform such functions as are vested in the Township Clerk by state law and ordinance relating to bingo and raffles licensing.
  - (4) Have and perform such other and additional functions, powers and duties as may be prescribed by law or ordinance.

#### **ARTICLE IV            TOWNSHIP MANAGER**

##### **§ 4-51 Appointment; qualifications; residency.**

The Township Manager shall be chosen by the Council solely on the basis of his/her executive and administrative qualifications with special reference to his/her actual experience in or his knowledge of accepted practice in respect to the duties of his/her office. At the time of his/her appointment, he/she need not be a resident of the Township, but during his/her tenure of office he/she may reside outside the Township only with the approval of Council.

##### **§ 4-52 Removal.**

The Township Manager shall serve the Council and shall be subject to removal as provided by the Charter. A resolution of removal shall not be in order unless and until the Township Manager shall have been given written notice of the intention to offer it at least 10 days prior thereto. At least 30 days before such removal shall become effective, the Council shall, by a majority vote of its members, adopt a preliminary resolution stating the reasons for the removal. The Township Manager may reply, in writing, and may request a public hearing, which shall be held not less than 20 days nor more than 30 days after the filing of such request. After such public hearing, if one is requested, and after full consideration, the

Council, by majority vote of its members, may adopt a final resolution of removal. By the preliminary resolution, the Council may suspend the Township Manager from duty, but shall in any case cause to be paid him/her forthwith any unpaid balance of his/her salary and his/her salary for the next three calendar months following adoption of the preliminary resolution.

**§ 4-53 Acting Manager.**

The Township Manager may designate a qualified administrative officer of the Township to perform his/her duties during his/her temporary absence or disability. In the event of his/her failure to make such designation, the Council may, by resolution, appoint an officer of the Township to perform the duties of the Township Manager during such absence or disability until he/she shall return or his/her disability shall cease.

**§ 4-54 Powers and duties.**

The Township Manager shall:

- A. Be the chief executive and administrative official of the Township government.
- B. Execute all ordinances of the Township.
- C. Appoint and remove a Deputy Township Manager, all department heads and all other officers, subordinates and assistants for whose selection or removal no other method is provided by the Charter, except that he/she may authorize the head of a department to appoint and remove subordinates in such department; and report all appointments or removals at the next meeting thereafter of the Council.
- D. Subject to the Charter, direct and supervise the various departments through the department heads or otherwise.
- E. Attend all meetings of the Council with the right to take part in the discussions, but without the right to vote.
- F. Investigate at any time the affairs of any officer or department of the Township government.
- G. Negotiate contracts for the Township subject to the approval of the Council, make recommendations concerning the nature and location of Township improvements and execute public improvements as determined by the Council.
- H. Supervise the investments and invested funds of the Township or in possession of the Township in a fiduciary capacity except as otherwise provided by law, and keep such investments and invested funds safely invested pursuant to law.
- I. Examine, review and approve all expenditures and financial commitments of the Township government, and no such expenditure or commitment shall be authorized without such approval.
- J. Study the operation, efficiency and control of departments, functions and activities supported by Township funds, and make recommendations to the Council from time to time for the improvement thereof as need appears.
- K. See that all terms and conditions imposed in favor of the Township or its inhabitants in any statute, contract or public utility franchise are faithfully

kept and performed, and upon knowledge of any violation thereof, call it to the attention of the Council.

L. Recommend to the Council for adoption such measures as he/she may deem necessary or expedient, keep the Council advised of the financial condition of the municipality, make reports to the Council as requested by it, and at least once a year make an annual report of the administration of the Township government for the benefit of the Council and the public.

M. Perform such other duties as may be required of the Township Manager by the Charter or any ordinance or resolution of the Council.

**§ 4-55 Compensation.**

The compensation to be paid to the Township Manager shall be set by Ordinance.

**§ 4-56 Authority to appoint and remove department heads.**

The Township Manager shall appoint and may remove department heads created pursuant to N.J.S.A. 40:69A-90. Whenever he/she deems it necessary or desirable, the Township Manager may appoint an officer or employee of a department to serve temporarily as acting head of a department. The Manager may designate himself as acting head of one or more departments, without additional compensation.

**§ 4-57 Delegation of administrative duties.**

The Township Manager may, in his/her discretion, allocate, assign or delegate functions or powers to a department head for more efficient administration of the Township government, provided that any such delegation, allocation or assignment shall not relieve the Township Manager of any of his/her responsibilities under the Charter or this code nor shall it be inconsistent with any express requirement of the Charter or this code. Any such delegation shall be in writing and shall be promptly reported to the Council and recorded in its minutes.

**§ 4-58 Township property, insurance and bonds.**

A. The Township Manager shall have custody, management and control of all Township property which is not otherwise allocated or assigned to a department by this code.

B. The Township Manager, with the approval of the Council, shall arrange for such insurance and suretyship coverage as may be required by the Township to protect it against risks of loss from whatever cause. All insurance policies and official surety bonds shall be filed for safekeeping with the Township Clerk.

**ARTICLE V TOWNSHIP OFFICERS**

**§ 4-61 Office of Township Attorney.**

A. There shall be an Office of Township Attorney, the head of which shall be the Township Attorney. The Council shall appoint a Township Attorney to serve at its pleasure under such form of retainer agreement as the Council may approve. He shall serve as legal advisor to the Council and the Township Manager; represent the Township government in litigation; draft ordinances and resolutions upon request of the majority of Council or the Township Manager; and provide such other professional legal services as the majority of the Council may from time to time request. The Township Attorney shall be contracted as a Professional Service pursuant to Local Public Contract's Law and shall not be considered an employee of the Township.

- B. He/she may perform all of the following duties or may designate such duties to Outside Counsel:
- (1) Serve as legal advisor to the Council, Township Manager, department heads and all boards, commissions and agencies of the Township, with the exception of the Planning Board, Board of Adjustment, Rent Control Board and Library Board of Trustees, on all matters of Township business.
  - (2) Attend meetings of the Council, including regular, special and conference meetings.
  - (3) Examine and approve as to form and sufficiency all performance bonds, insurance certificates and maintenance bonds submitted by developers in connection with the developments receiving subdivision consideration by the Planning Board.
  - (4) Draft and approve as to form and sufficiency all resolutions and ordinances.
  - (5) Represent the Township and its officers and employees in all litigation wherein the Township is named a party defendant or the officers and employees are named parties defendant as the result of performing their duties as an officer or employee of the Township, with the exception of litigation wherein the Township or its officers or employees are named defendants and the defense of the action is the obligation of an insurance company under a policy wherein the Township is designated an insured. In addition, the Township Attorney shall represent the Township in all litigation where in the Township is the plaintiff in an action duly authorized by a majority of the Council.
  - (6) Represent the Township in matters tried in the Municipal Court involving violation of the ordinances of the Township and in matters where, in the discretion of the Judge of said Court or the Chief of Police, the services of a prosecutor are required.
  - (7) Be responsible for all matters pertaining to tax liens and the foreclosure of same by action in the Superior Court of New Jersey.
  - (8) Delegate to the legal assistants such duties and responsibilities as he/she may direct to efficiently maintain full-time legal service for the Township.
  - (9) Perform other duties as may be assigned by the Township Manager or the majority of the Township Council.
- C. Power to compromise. The Township Attorney may, with the approval of the Township Manager and the majority of the Council, be empowered to compromise, settle or adjust any rights, claims, demands or causes of action in favor of or against the Township.
- D. Special counsel. The Township Attorney is authorized, within the available appropriations, to employ additional counsel to assist him/her in performing the services required of the Township Attorney.
- E. Qualifications of Township Attorney. A person appointed to this office must be a licensed attorney at law of the State of New Jersey who has, prior to the date of his/her appointment, been engaged in the practice of law in the State of New Jersey for a period of five years.
- F. Records. Upon the expiration of his/her term of office or his/her resignation or removal therefrom, he/she shall forthwith surrender to the several Township officers charged with custody therefor all deeds, leases, conveyances, obligations, bonds, contracts, agreements, maps, reports or other papers in his/her hands belonging to the Township and shall deliver to his/her successor in office all legal papers, documents and other papers

relating to business of the Township together with a written consent of substitution of his/her successor in all actions then pending and undetermined in which the Township is a party.

**§ 4-62 Office of Township Prosecutor.**

- A. The Council shall appoint a Township Prosecutor to serve in accordance with the duties and responsibilities set forth in N.J.S.A. 2B:25-1 et seq. Candidates for the office of Township Prosecutor shall be recommended to the Council by the Township Attorney. The Township Prosecutor shall be compensated as provided by ordinance.
- B. A municipal prosecutor shall be an attorney-at-law of this State in good standing, and shall serve for a term of one year from the date of his/her appointment

**§ 4-63 Counsel to the Rent Control Board.**

- A. There is hereby established the office of Counsel to the Rent Leveling Board of the Township of Verona.
- B. The Council shall appoint Special Counsel to the Rent Control Board to serve at its pleasure under such form of retainer agreement as the Council may approve. Candidates for the office of Special Counsel to the Rent Leveling Board shall be recommended to the Township Council by the Township Attorney.
- C. The duties and responsibilities of the Board Counsel shall be:
  - (1) The Board Counsel shall advise the Rent Leveling Board on interpretation of all aspects of Chapter 112, Rent Control.
  - (2) The Board Counsel shall advise the Rent Control Board in order to ensure that a full, fair and balanced record of the rent leveling hearings shall be made and that all competent evidence shall be presented and tested as to its relevancy, competency, materiality and creditability, so that the Council and any appellate tribunal will have the benefit of a fully developed record of the proceedings.
  - (3) The Board Counsel shall attend all meetings of the Rent Counsel Board, as required by said Board.

**§ 4-64 Office of Public Defender.**

- A. There is hereby created the Office of Municipal Public Defender pursuant to the authority and requirements of N.J.S.A. 2B:24-1 et seq.
- B. The Municipal Public Defender shall be an attorney at law of the State of New Jersey in good standing and shall serve for a term of one year from the date of appointment and may continue to serve in office pending reappointment or appointment of a successor. The term of the Municipal Public Defender initially appointed shall terminate on December 31 of the year in which the Municipal Public Defender is first appointed. The Municipal Public Defender shall be appointed by the Council.
- C. The Municipal Public Defender may be removed from office in accord with the provisions of N.J.S.A. 2B:24-4.
- D. The Municipal Public Defender shall receive compensation, either on an hourly, per diem, annual or other basis as the municipality may provide. The compensation of a Municipal Public Defender for services rendered pursuant to the provisions of N.J.S.A. 2B:24-1 et seq. shall be in lieu of any and all other compensation by the municipality. The ordinance setting

compensation shall set forth any additional compensation to be paid for interlocutory appeals in the Superior Court.

- E. In the event of a vacancy in the Office of Municipal Public Defender or in the event that the Municipal Public Defender is temporarily unavailable or in the event a finding of conflict of interest precludes a Municipal Public Defender from representing an indigent defendant, the Municipal Court shall appoint a qualified attorney to represent the indigent defendant. The attorney so appointed shall be paid at the same rate as has been established for payment to the Municipal Public Defender.
- F. Eligibility for services of the Municipal Public Defender shall be determined by the Municipal Court on the basis of need of defendant as provided in N.J.S.A. 2B:24-9 et seq.
- G. The Township shall have a lien on any property to which the indigent defendant shall have an interest or acquire an interest for an amount equal to the reasonable value of the services rendered to the defendant pursuant to this chapter as calculated at the same rate as the office of Public Defender bills clients at that time.
- H. The Township Attorney is hereby authorized to file a notice setting forth services rendered to an indigent defendant and the reasonable value thereof with the Clerk of the Superior Court. To effectuate such a lien for the municipality, the Township Attorney shall file a notice setting forth services rendered to the defendant and the reasonable value thereof with the Clerk of the Superior Court. The filing of the notice with the Clerk of the Superior Court shall constitute a lien on property for a period of 10 years from the date of filing, unless discharged sooner, and, except for such time limitations, shall have the force and effect of a judgment. Within 10 days of the filing of the notice, the Township Attorney shall send by certified mail, or serve personally, a copy of the notice with a statement of the date of the filing to or upon the defendant at the defendant's last known address. If the Township Attorney shall fail to give notice, the lien is void.
- I. Application fee. Any person applying for representation by the Municipal Public Defender or court-approved counsel shall pay to the Township an application fee as set forth in Chapter A175, Fees, said fee to be fixed by the Municipal Court Judge, all pursuant to the regulations set forth in N.J.S.A. 2B:24-17.

**§ 4-65 Township Auditor; appointment; compensation; duties**

The Council shall appoint a registered municipal accountant of the State as a Professional Service Contract under Local Public Contract's Law to perform the annual audit required by law, pursuant to such form of retainer agreement as the Council may approve. The term of the Township Auditor shall be for one calendar year.

**§ 4-66 Township Engineer; appointment; compensation; duties.**

There is hereby created the office of Township Engineer. The Township Engineer shall be appointed by the Township Manager pursuant to the provisions of N.J.S.A. 40:69A-95. The Township Engineer shall be contracted as a Professional Service pursuant to Local Public Contract's Law and shall not be considered an employee of the Township. The Township Engineer shall perform such duties as are required by law.

**§ 4-67 Township Planner; appointment; compensation; duties.**

The Township Manager shall appoint a professional planner licensed in the State as a Professional Service Contract under Local Public Contract's Law. The term of the Township Planner shall be for one calendar year. The Township Planner shall:

- A. Exercise initiative and professional judgment in providing the community with guidance in planning the growth within the framework of a Comprehensive Plan.
- B. Prepare and maintain an Official Zoning Map of the Township as may be directed by the Planning Board.
- C. Prepare reports for Planning Board meetings.
- D. Attend meetings of the Planning Board and meetings of the Council and other boards or agencies as may be required for the proper planning of the community.
- E. Investigate and prepare reports on subdivision applications and all other assignments as requested by the Planning Board.
- F. Assist in updating the existing planning and zoning ordinances of the Township.
- G. Keep current and up-to-date, by revisions, the Master Plan of the Township so that it reflects the needs and wishes of the Township consistent with the good and welfare of the community.
- H. Perform other duties as may be assigned by the Township Manager.

**ARTICLE VI ORGANIZATION OF TOWNSHIP GOVERNMENT**

**§ 4-71 Administrative departments established; Manger as chief executive officer.**

The Township Manager shall be the chief executive officer of the Township. The following administrative departments and divisions are hereby established pursuant to N.J.S.A. 40:69A-90:

- A. Department of Administration & Economic Development.
  - (1) Office of Information Technology
  - (2) Fire Prevention Bureau.
  - (3) Division of Buildings and Grounds.
- B. Department of Building and Inspections
- C. Department of Community Services
  - (1) Division of Health and Welfare
  - (2) Division of Recreation.
- D. Department of Finance.
  - (1) Division of Budget and Accounts.
  - (2) Division of Revenue Collection.
- E. Department of Public Works.
  - (1) Division of Operations.
  - (2) Division of Water & Sewer.
  - (3) Division of Engineering.
- F. Office of the Tax Assessor.
- G. Fire Department.
- H. Police Department.
- I. Municipal Court

**ARTICLE VII            DEPARTMENT OF ADMINISTRATION & ECONOMIC DEVELOPMENT**

**§ 4-81 Establishment; general organization.**

- A. There shall be a Department of Administration, the head of which shall be the Director of Administration and Economic Development. The Department of Administration shall consist of the:
  - (1) Office of Information Technology
  - (2) Fire Prevention Bureau.
  - (3) Division of Buildings and Grounds.
  
- B. In addition to supervising the various divisions of the Department, the Director shall supervise the Economic Development within the Township including the retention, attraction, promotion, and development of business in the Township.

**§ 4-82 Office of Information Technologies: functions; responsibilities; duties.**

- A. The head of the Office of Information Technology shall be the Communications Specialist, who shall be appointed by the Township Manager
  
- B. The Office of Information Technology shall direct, manage, support all information technology, software, hardware and communication systems throughout the Township including but not limited to the procurement and development of new projects and equipment and any other duties as may be assigned by the Township Manager.

**§ 4-83 Division of Buildings and Grounds: functions; responsibilities; duties.**

- A. The Division of Buildings and Grounds shall be directed by the Supervisor of Buildings and Grounds, who shall be appointed by the Township Manager. The compensation of the Supervisor of Buildings and Grounds shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
  
- B. Under the direction of the Supervisor of Buildings and Grounds, the Division shall maintain all public buildings coming under the jurisdiction of the Division, exclusive of those facilities contained within Sections 4-122 and 4-123.

**§ 4-84 Fire Prevention Bureau.**

There shall be a Fire Prevention Bureau as provided in Chapter 74, Fire Prevention Bureau. The head of the Fire Prevention Bureau shall be the Fire Official.

**ARTICLE VIII            DEPARTMENT OF BUILDING AND INSPECTIONS.**

**§ 4-91 Establishment; general organization; functions; responsibilities; duties.**

- A. There shall be a Department of Building and Inspections, the head of which shall be shall be the Construction Official, who shall be appointed by the Township Manager. The compensation of the Construction Official shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
  
- B. Powers and duties of Construction Official. The Construction Official shall have, exercise and discharge the functions, powers and duties of a Construction Official as provided by the Uniform Construction Code and the Code of the Township of Verona or any other duties as may be assigned by the Township Manager.



**ARTICLE IX DEPARTMENT OF COMMUNITY SERVICES.**

**§ 4-101 Establishment; general organization.**

- A. Creation; Director. There shall be a Department of Community Services, the head of which shall be the Director, appointed by the Township Manager. The compensation of the Director of Community Services shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
- B. In addition to supervising the various divisions of the Department, the Director shall:
  - a. Supervise the collection, accounting and distribution of funds associated with the Verona Children's Fund.
  - b. Oversee the coordination of Senior and Social Services, including medical and senior transportation.
  - c. Oversee the coordination of Animal Control services.
- C. The Department of Community Services shall be organized into two divisions:
  - (1) Division of Health
  - (2) Division of Recreation

**§ 4-102 Division of Health & Welfare: functions; responsibilities; duties.**

- A. The head of the Division of Health shall be the Director of Health & Welfare, who shall be the Director of Community Services, appointed by the Township Manager.
- B. The Health Officer, appointed by the Governing Body pursuant to the provisions of this section, shall be either:
  - (1) An employee of the Township who shall receive such compensation as adopted by ordinance of the Council upon recommendation of the Township Manager; or
  - (2) An employee of a public entity with which the Township has entered into a shared services agreement for the providing of the services of a Health Officer and Registered Environmental Health Specialists.
- C. The Division of Health shall:
  - (1) Administer general laws and Township ordinances conferring functions, powers and duties upon a board or department of health or a local health officer.
  - (2) Enforce laws and ordinances providing for the prevention and control of disease, and conduct related inspections.
  - (3) Administer general laws and ordinances relating to vital statistics.
  - (4) Administer public health nursing services and health educational programs as authorized by the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.
  - (5) Operate public health clinics as authorized by ordinances and general law.
  - (6) Perform other duties as may be assigned by the Township Council or Township Manager.

**§ 4-102.1 Office of Vital Statistics: functions; responsibilities; duties.**

- A. The Registrar of Vital Statistics shall be appointed by the Township Manager.
- B. The Registrar of Vital Statistics shall appoint a Deputy Registrar of Vital Statistics with approval of the Township Manager.

- C. Vital statistics fees. The Division of Health & Welfare shall charge fees as provided in Chapter A175, Fees, for corrections to birth certificates; marriage license applications; certified birth certificates; certified marriage certificates; civil union applications; certified civil union certificates; domestic partnership applications; certified domestic partnership certificates; certified death certificates; and burial permits.
- D. Marriage and civil union ceremony fee. Any municipal official performing marriages, civil union or domestic partnership ceremonies shall collect a fee as provided in Chapter A175, Fees, for performing marriages and civil union ceremonies. Said fee shall be deposited into the Current Fund.

**§ 4-103 Division of Recreation: functions; responsibilities; duties.**

- A. The head of the Division of Recreation shall be the Director of Recreation, who shall be the Director of Community Services, appointed by the Township Manager.
- B. The Division of Recreation shall:
  - (1) Evaluate present recreational facilities, including the Community Center, and make specific recommendations for the acquisition of or the improvement of facilities for recreation.
  - (2) Coordinate the use of recreational facilities, including the Community Center, with the Board of Education and other civic organizations within the Township.
  - (3) Plan, organize and conduct a public relations program.
  - (4) Supervise the collection of and accounting for all special funds received by the Division.
  - (5) Plan, organize, supervise and conduct a year-round program of wholesome recreational activities in the Township as directed.

**ARTICLE X DEPARTMENT OF FINANCE.**

**§ 4-111 Establishment; general organization; functions; responsibilities; duties.**

- A. Creation; Director. There shall be a Department of Finance, which shall be directed by the Chief Financial Officer, as defined in N.J.S.A. 40A:9-140.1 et seq., and who shall be appointed by the Township Manager. The compensation of the Chief Financial Officer shall be adopted by ordinance of the Council upon recommendation of the Township Manager. The Chief Financial Officer shall also be designated the Township Treasurer. In addition to supervising the various divisions of the Department, the Chief Financial Officer shall:
  - (1) Exercise effective control over the financial resources of the Township.
  - (2) Coordinate and synthesize financial and management data so as to interpret the composite financial results of operations to the Township Manager and Council.
  - (3) Advise on developing, coordinating and carrying out financial policies, procedures and plans.
  - (4) Review, analyze, evaluate and report upon program accomplishments in financial terms, as may be required or requested by the Township Manager.
  - (5) Advise and assist the Council, Township Manager and other management officials by supplying financial management advice required to make management decisions and to establish organizational goals and objectives.

- (6) Have custody of the funds of the Township and pay and disburse therefrom upon proper vouchers and warrants, as otherwise provided by the Charter and this code.
- (7) Maintain and operate a central payroll covering all employees paid from Township appropriations, and including review and approval of each payroll by the Manager.
- (8) Have custody of bank records of deposits and withdrawals of Township funds and reconcile bank statements of Township accounts.

B. The Department of Finance shall be organized into two divisions:

- (1) Division of Budget and Accounts.
- (2) Division of Revenue Collection.

**§ 4-112 Division of Budget and Accounts: functions; responsibilities; duties.**

A. Within the Department there shall be a Division of Budget and Accounts, the head of which shall be the Chief Financial Officer. The Division shall:

- (1) Prepare, install and maintain or supervise a uniform system of accounts and accounting procedures for all departments and other agencies of local government supported in whole or in part by Township appropriations.
- (2) Furnish estimates of revenues and expenditures as required for the preparation of the Township annual budgets for operating and capital purposes.
- (3) Maintain the general accounts, books and records of the Township and properly record therein all financial transactions of the Township and make such reports thereof as are required by law or as may be requested by the Township Manager or Council.
- (4) Install and maintain an encumbrance system of budget operation to assure that all expenditures and commitments will be confined within the limits of available appropriations.
- (5) Provide for a proper preaudit of each claim and demand upon the Township government prior to payment.
- (6) Maintain and follow such other practices and procedures as the Township Manager may require for the proper administration of Township affairs, including clear, concise and accurate reports of the financial condition of the Township government at least monthly.
- (7) Have custody of investments and invested funds of the Township or in possession of the Township in a fiduciary capacity, except as otherwise provided by law, and keep such funds safely invested under the supervision and approval of the Township Manager.
- (8) Have the safekeeping of all bonds and notes of the Township and the receipt and delivery of all Township bonds and notes for transfer, registration or exchange.
- (9) Operate and control a central mail facility for the receipt, delivery, dispatch and distribution of Township mail and the shipping and receiving of merchandise for the Township government.

**§ 4-113 Division of Revenue Collection: functions; responsibilities; duties.**

- (1) Within the Department of Finance there shall be a Division of Collections, the head of which shall be the Tax Collector who shall be appointed by the Township Manager for the term as prescribed by law. The compensation of the Tax Collector shall be adopted by ordinance of the Council upon recommendation of the Township Manager. The Chief Financial Officer, if certified, may be appointed to serve as Tax Collector. The Division, subject to the direction and supervision of the Director, shall:

- a. Have, perform and exercise all of the functions, powers and duties provided by law relating to Township tax collectors.
  - b. Receive and collect all taxes levied and assessed by the Township and all money due from any source to the Township or to any department, board, office or agency thereof, except as may be otherwise ordered by the Township Manager.
  - c. Enforce the payment of delinquent taxes by such means as are provided by law as soon as the same become delinquent, and serve as Municipal Collector of Assessments and as Municipal Tax Search Officer.
  - d. Deposit to the credit of the Township in an authorized public depository, to the credit of the proper account, all receipts and collections of the Division.
  - e. Operate and maintain a central switchboard for telephone service to all Township offices other than the Police Department, and a central duplicating service for the various offices.
- (2) Water rates and charges; statements of account. Subject to the direction and supervision of the Director, the Division of Revenue Collection shall receive and collect rates and charges for water supplied from the water distribution system of the Township, as prescribed by ordinance or contract. The Division shall render periodic statements of account to each consumer or owner of premises liable therefor, based upon meter readings provided by the Division of Water & Sewer or as otherwise authorized by ordinance, but the failure of the Division to render or deliver a statement shall not release or abate any such water rate or charge.
- (3) Fees and charges for use of Township recreational facilities. Subject to the direction and supervision of the Director, the Division of Revenue Collection shall receive and collect lawful fees and charges for the use of Township recreation facilities.
- (4) Parking meter fees. Subject to the direction and supervision of the Director, the Division of Revenue Collection shall receive, collect and account for parking meter fees deposited in parking meters on public streets, parking lots and other public places.

## ARTICLE XI

## DEPARTMENT OF PUBLIC WORKS.

### **§ 4-121 Establishment; general organization; functions; responsibilities; duties.**

- D. There shall be a Department of Public Works, which shall be directed by the Superintendent of Public Works, appointed by the Township Manager. The compensation of the Superintendent of Public Works shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
- E. The Superintendent of Public Works shall serve without additional compensation to supervise any of the divisions of the Department of Public Works.
- F. The Department of Public Works shall be organized into three divisions:
  - (1) Division of Operations.
  - (2) Division of Water and Sewers.
  - (3) Division of Engineering.

**§ 4-122 Division of Operations: functions; responsibilities; duties.**

- A. The Division of Operations shall be directed by the Supervisor of Public Works who shall be the Superintendent of Public Works, appointed by the Township Manager.
- B. Under the direction of the Supervisor of Public Works, the Division shall be responsible for the maintenance of public facilities coming under the jurisdiction of the Department of Public Works, exclusive of those facilities contained within Sections 4-83 and 4-123, which shall include, but not be limited to the following.
- (1) Maintenance and/or repair of Township roads, sidewalks, curbs.
  - (2) Maintenance and/or repair of the Township drainage system, including inlets, manholes, detention basins, culverts, brooks and streams.
  - (3) Snow/ice removal on Township roads.
  - (4) Maintenance and/or installation of Township street signs, regulatory traffic signs/painting/stripping, traffic control signals or other related signs or devices within the Township's jurisdiction.
  - (5) Manage, administer, operate, maintain and make minor extensions of the water distribution mains, hydrants, valves and all other related structures, facilities and appurtenances of the water works operated by the Township for supplying its customers within and, if necessary, outside the limits of the Township.
  - (6) Shall maintain sanitary sewer mains and other related structures, facilities and all appurtenances forming a part of the sewer collection system of the Township.
  - (7) Maintain the Township fleet of vehicles, including specialized equipment/machinery, etc.
  - (8) Responsible for the licensing, registration and inspections of all vehicles as required by law.
  - (9) Manage the Township residential recycling, solid, vegetative waste collection.
  - (10) Construct, maintain, repair or alter park and playground equipment, apparatus, properties, buildings, grounds, shade trees and other items assigned to the Division's jurisdiction in accordance with the ordinances of the Township as directed.
  - (11) Any other duties as may be assigned by the Director of Public Works or the Township Manager.

**§ 4-123 Division of Water and Sewers: functions; responsibilities; duties.**

- A. The Division of Water and Sewer shall be directed by the Supervising Sewage Plant Operator. The compensation of the Supervising Sewage Plant Operator shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
- B. Under the direction of the Supervising Sewage Plant Operator, the Division shall manage, administer, operate, maintain and make minor extensions of the water storage facilities and all other related structures, facilities and appurtenances of the water treatment works operated by the Township. In addition, the Division shall maintain and operate sewer-pumping stations and other related structures, facilities and all appurtenances forming a part of the waste water treatment system of the Township. The Division shall be responsible for the maintenance and operation of the water pollution control facility and all other related structures, facilities and appurtenances.

**§ 4-124 Division of Engineering: functions; responsibilities; duties.**

- A. The Division of Engineering shall be directed by the Engineering Manager, who shall be appointed by the Township Manager. The compensation of

the Engineering Manager shall be adopted by ordinance of the Council upon recommendation of the Township Manager.

- B. The Engineering Manager shall work in consultation with the Township Engineer.
- C. The Division of Engineering shall:
  - (1) Prepare plans and specifications for public works and improvements and supervise and inspect all work done thereunder.
  - (2) Provide and maintain maps, plans and specifications, surveys and other records as may be required on public property works and facilities owned or operated by the Township, and assist the Department of Assessments to maintain the tax map on a current basis.
  - (3) Issue such certificates as may be required by the Township Engineer in accordance with general law and ordinances of the Township.
  - (4) Examine and reject or approve all vouchers submitted for work performed by contractors in accordance with public works contracts entered into by the Township.
  - (5) Inspect and reject or approve the installation of improvements required pursuant to law as a condition of approval of real estate subdivisions.
  - (6) Coordinate the activities of consulting engineers who may be retained by the Township in connection with the contractual responsibilities of the consulting engineer.
  - (7) Maintain and index as-built plans of all Township utility construction.
  - (8) Supervise the inspection and testing of all construction work performed in connection with the expansion of the water and sewer utilities.
  - (9) Assist the Township Attorney to obtain easements from property owners as may be required in connection with the water and sewer expansion program and, further, in connection with the County or Township road-widening program.
  - (10) Perform other duties as may be assigned by the Township Manager.

**ARTICLE XII                      OFFICE OF THE TAX ASSESSOR.**

**§ 4-131              Office of the Tax Assessor: functions; responsibilities; duties.**

- A. Office of the Tax Assessor. Within the Department of Finance there shall be a Division of Assessments, the head of which shall be the Tax Assessor.
  - (1) The Tax Assessor shall be appointed by the Council for a term prescribed by law. The compensation of the Tax Assessor shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
  - (2) He/she shall perform and discharge all functions, powers and duties prescribed for Tax Assessors in Title 54 of the New Jersey Statutes Annotated.
  - (3) Under the administration and direction of the Chief Financial Officer, the Division shall provide assistance to other departments and the public in matters relating to assessments, and information on real property in the Township.

**ARTICLE XIII              FIRE DEPARTMENT.**

**§ 4-141              Fire Department.**

There shall be a Fire Department as provided in Chapter 20, Fire Department.

**ARTICLE XIV POLICE DEPARTMENT.**

**§ 4-151 Police Department.**

There shall be a Police Department as provided in Chapter 38, Police Department.

**ARTICLE XV MUNICIPAL COURT**

**§ 4-161 Municipal Court.**

There shall be a Municipal Court as provided in Chapter 13, Court, Municipal.

**ARTICLE XVI LOCAL EMERGENCY MANAGEMENT COUNCIL**

**§ 4-171 Local Emergency Management Council; Coordinator and Deputy Coordinator.**

- A. There shall be a Local Emergency Management Council composed of 15 members appointed by the Township Manager. Each member shall hold office at the will and pleasure of the Township Manager. In addition, the Township Manager shall appoint a Municipal Emergency Management Coordinator from among the residents of the Township, who shall serve for a term of three years. The Municipal Emergency Management Coordinator shall be a member and shall serve as Chairman of the Local Emergency Management Council.
- B. The Local Emergency Management Council shall assist the Township in establishing the various local volunteer agencies needed to meet the requirements of all local emergency management activities in accordance with rules and regulations established by the Governor pursuant to general law. The Local Emergency Management Council is authorized, within limits of appropriation, to establish an adequate organization to assist in supervising and coordinating the emergency management activities of the Township.
- C. The Municipal Emergency Management Coordinator shall be responsible for the planning, activating, coordinating and the conduct of the emergency management operations within the Township.
- D. Municipal Emergency Management Coordinator shall appoint a Deputy Municipal Emergency Management Coordinator with the approval of the Township Manager. Whenever possible, such Deputy shall be appointed from among the salaried officers or employees of the Township. Additional Deputies and support staff may be appointed as needed with the approval of the Township Manager. Deputy Municipal Emergency Management Coordinators need not be residents of the Township.
- E. The Emergency Management Coordinator, deputies and support staff may be paid an annual stipend established by Ordinance.
- F. In the absence of the Coordinator, the next Deputy Coordinator in line shall, as determined by the Coordinator, assume the duties and responsibilities of the Coordinator.

**SECTION 2.** Chapter 34 (Officers and Employees) Article I (Township Manager) of the Code of the Township of Verona is hereby repealed.

**SECTION 3.** Chapter 34 (Officers and Employees) Article II (Township Attorney) of the Code of the Township of Verona is hereby repealed.

**SECTION 4.** Chapter 34 (Officers and Employees) Article III (Township Public Defender) of the Code of the Township of Verona is hereby repealed.

**SECTION 5.** Chapter 34 (Officers and Employees) Article IV (Township Prosecutor) of the Code of the Township of Verona is hereby repealed.

**SECTION 6.** Chapter 34 (Officers and Employees) Article V (Township Engineer) of the Code of the Township of Verona is hereby repealed.

**SECTION 7.** Chapter 34 (Officers and Employees) Article VI (Township Tax Collector) of the Code of the Township of Verona is hereby repealed.

**SECTION 8.** Chapter 34 (Officers and Employees) Article VII (Township Deputy Municipal Clerk) of the Code of the Township of Verona is hereby repealed.

**SECTION 9.** Chapter 34 (Officers and Employees) Article VIII (Chief Financial Officer) of the Code of the Township of Verona is hereby repealed.

**SECTION 10.** If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

**SECTION 11.** All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 12.** This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

**ATTEST:**

**JENNIFER KIERNAN  
MUNICIPAL CLERK**

**NOTICE**

I hereby certify that the aforementioned ordinance was published in the Verona-Cedar Grove Times, a newspaper published in the County of Essex and circulated in the Township of Verona, in the issue of January 25, 2018 and \_\_\_\_\_, 2018.

**JENNIFER KIERNAN  
MUNICIPAL CLERK**

ADOPTED: \_\_\_\_\_, 2018