

**BOROUGH OF CHATHAM
OFFICE OF THE MUNICIPAL CLERK**

2007 ANNUAL REPORT

THE 2007 YEAR IN REVIEW

Prepare agendas and minutes for the following:

Attend and record twenty (20) Council meetings for the 2007 calendar year.

The Mayor and Council adopted two hundred and ninety-seven (297) resolutions and thirty-one (31) ordinances. Advertise professional service resolutions, and ordinances in the newspaper under legal ads.

RECORDS MANAGEMENT

Records Room Maintenance: Archival documents
Permanent records
Records destruction

In compliance with New Jersey State: Division of Archives and Records Management.

DISASTER PLAN FOR RECORDS RETRIEVAL AND RECOVERY

The Disaster plan was created and implemented in the Clerk's Office. The Disaster Plan was required in order to receive approval and state certification for Image Processing.

WEB SITE

The Clerk's Office continues to manage and update the Borough's web site on a daily basis.

BOROUGH CALENDAR

The Clerk's Office updates and generates the Borough calendar annually.

ELECTIONS

Orders and distributes election forms for the public throughout the year.

Election Day duties-

Notify all schools of election dates and hire extra custodial staff as needed.

Check polling locations for compliance.

Coordinate and distribute all election materials from Morris County.
Send results of election to Morris County via messenger.
Tally results of elections.
Notify newspapers of the results.

Dates of Elections:

School Board Election	April 18, 2007
Primary Election	June 6, 2007
General Election	November 7, 2007

PERMITS AND LICENSING

The Clerk's office issued the following permits/licenses for approved applications of the following items:

- (1) Fire Works
- (7) Liquor licenses
- (3) Social Affair permits
- (75) Garage Sale applications
- (10) Limo/taxi applications
- (15) Block Party permits
- (4) Surplus Sales
- (29) Do Not Knock Applications
- (39) OPRA Requests

BOARD OF HEALTH COMPLAINTS

Receive, document and notify the Registered Environmental Health Specialist for all health related calls and/or concerns.

Telephone Calls/Walk-ins for 2007 the Board of Health Department received one hundred and fifty-one (151) complaints.

CLERICAL DUTIES

Keep Code Book updated with current legislation.
Order and update Land Development pamphlets.
Order annual report covers.
Collect, organize and distribute the annual reports.
Update and distribute telephone/appointment directories.
Send Friday packages to Mayor, Council and Attorney.

HOTEL/RESTAURANT

League of Municipality Conference:
Clerk handles hotel accommodations and restaurant reservations/invitations.

Reorganization Dinner: Clerk handles dinner reservations/invitations.

Employee Appreciation Luncheon:
Clerk handles reservation and menu selection.

BIDS AND CONTRACTS

The Borough of Chatham entered into sixteen (16) professional service contracts this year. There were five (5) contracts that went out to the public for bids. All contracts were advertised and bid bonds were all handled according to N.J.S.A. 40A:11-22.

EDUCATIONAL REQUIRMENTS

To maintain recertification credits for the following:

Certified Municipal Registrar Classes:
Customer Service in a Vital Statistics Office
Amending Vital Records-A Course in Corrections

Registered Municipal Clerk:
Elections
Ethics
Professional Development
Records
Finance
Information Technology

Have a Safe and Happy New Year!