

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

**2011 ANNUAL REPORT**

**THE 2011 YEAR IN REVIEW**

The preparation of agendas, minutes, attends meetings and records for the following:  
Twenty-two (22) Council meetings (23 in 2010).

The Mayor and Council adopted:

Three hundred and sixty-one (361) Resolutions (383 in 2010)

Twenty-three (23) ordinances (31 in 2010)

**I. SECRETARY OF THE MUNICIPAL CORPORATION**

- A. Custodian of the municipal seal.
- B. Maintain custody of all minutes, books, deeds, bonds, contracts and archival records of the Municipal Corporation.
- C. Maintain and update the Borough of Chatham Code and Land Development regulations, which includes forwarding new ordinances to be codified into the Code Book.
- D. Attest to the signatures of municipal officers and officials.
- E. Maintain receipt of service of legal documents.
- F. Administer and update web site.

**II. SECRETARY TO THE GOVERNING BODY**

- A. Prepare agenda and all resolutions for the annual Reorganization Meeting of the Governing Body (N.J.S.A. 40:45A-1)
- B. Ensure compliance with the Open Public Meetings Act (N.J.S.A. 10:4-6)
- C. Prepare meeting agenda for all types of Borough Council meetings at the discretion of the Governing Body, be present at all meetings of the Governing Body (average of 2 nights per month). Prepare and maintain records of approximately 300 resolutions per year and approximately 25 ordinances per year.
- D. Keep an official record of the proceedings of every meeting; retain the original copies of all minutes, ordinances and resolutions.
- E. Record, file and, when necessary, advertise ordinances, resolutions and the municipal budget.
- F. Advertise ordinances on first reading and on final passage. Insure that municipal land use ordinances are forwarded to Planning Board, Board of Adjustment, County Planning Board, and all contiguous municipalities, in accordance with State statute and that Bond ordinances are published (Municipal Land Use N.J.S.A. 40:55D and Bond Law (N.J.S.A. 40A:2)
- H. Process resolutions and ordinances to all persons affected by legislation and provide certified copies as designated in many resolutions.

- I. File with official newspaper and post all annual Board/Committee schedules.
- J. Administer and record oaths of office.
- K. Serve as custodian of official records.
- L. Act as liaison to the public and correspondent on behalf of the Governing Body.
- M. Prepare, distribute and file municipal correspondence, both incoming and outgoing.
- N. Work with Borough Attorney to resolve legal questions/issues.
- O. Open and distribute the Mayor's mail.

**III. CHIEF ADMINISTRATIVE OFFICER OF ALL ELECTIONS held in the municipality in accordance with Title 19.**

- A. Coordinate all elections held in the Borough of Chatham. Duties include:
- B. Petition receipt/validation and certification to the County Clerk of local candidates nominated by petition.
- C. Conduct drawing for position of candidates on the local ballot.
- D. Verification of poll locations/workers and distribution of polling place materials to Board workers.
- E. Work extended hours to be available during poll hours.
- F. Certification of local candidates and county committee members to the Morris County Clerk's Office.
- G. Certify vacancies in the Governing Body to Morris County.
- H. Coordinate with the Board of Education with regard to school elections.
- I. Maintain election results.

**IV. CHIEF REGISTRAR OF VOTERS in the municipality.**

- A. Answer resident questions and make all election materials available to the public including voter registration, change of party affiliation, Absentee Ballot requests, etc.
- B. Keep Morris County Board of Elections updated as to changes in voting addresses and district registration as necessary.
- C. Based on population, determine the need for redistricting.
- D. Maintain selection of all election forms for the public.

**V. ADMINISTRATIVE OFFICER with responsibility as follows:**

- A. Acceptance of applications for various licenses and permits and the issuance of same, except where statute or municipal ordinance has delegated that responsibility to some other municipal officer.
- B. Process picnic applications, garage sale applications, landscape permit applications, banner applications, outdoor dining applications, limo/taxi applications. Issue licenses for approved applications.
- C. Duties as Liquor Licensing Official (in accordance with Title 40) are to issue permits and licenses and/or collect fees for the following:

- D. Issue and renew Liquor consumption licenses:
  - Person to person transfer
  - Place to place transfer
  - Change in corporate status
- E. Issue social affair licenses
- F. Coordinate with police with regard to annual inspection of liquor license premises and investigative reports required for transfer of a liquor license.
- G. Forward proper materials to the licensee and the State of annual renewal of liquor licenses.
- H. Distribute Bid specifications to interested parties.
- I. Attend all bid openings.
- J. Return bid bonds to companies who do not win bid.
- K. Create and maintain project files including certificate of insurance.
- L. Handle the sale or disposition of public property
- M. Create and maintain files of Borough owned property
- N. Request and maintain employee bonds as needed.
- O. Conduct business with other municipal departments as directed by the governing body.
- P. Serve as information officer to the public and to the media.
- Q. Purchase equipment and supplies when necessary.
- R. Certify to the Municipal's Bond Counsel as to the proper advertising, filing of Supplemental Debt Statement and that no protests have been filed with the municipality as to the adoption of bond ordinances.

**VI. RECORDS COORDINATOR AND MANAGER responsible for implementing local archives and records retention programs as mandated by the State of New Jersey.**

- A. Coordination with the New Jersey Division of Archives and Records Management to create, implement and maintain a Records Management Policy and Procedure for the Borough of Chatham to insure protection and proper handling of all records.
- B. Follow State Records Committee Records Retention Schedules with regard to storing and destruction of municipal records.
- C. Custodian of Municipal Documents.
- D. Make public records accessible for examination by the citizens per the Open Public Records Act (OPRA) (N.J.S.A. 47:1A-1).
- E. In accordance with the OPRA and Chatham Borough Policy, respond to citizen and government agency inquires and provide accurate information upon request and/or refer such inquires to appropriate departments.

**VII. OTHER DUTIES that may be imposed by state statute and regulations or municipal ordinances or regulations.**

## **VIII. OTHER DUTIES**

- A. Board of Health Secretary, attend meetings and take minutes.
- B. Prepare annual budget and annual report for the Municipal Clerk's office.
- C. Prepare annual report for the Board of Health.
- D. Analyze and evaluate office operations/procedures to improve efficiency of workflow.
- E. Oversee design and production of annual Borough Recycling and Solid Waste Calendar and arrange for distribution through the DPW to approximately 3,000 homes.
- F. Coordinate with all Departments and Commissions to update information.
- G. Receive quotes and supervise vendor in the production process of 3,200 copies of calendar.
- H. Coordinate the calendar to be delivered by Department of Public Works to each household.
- I. Keep municipal vehicle log updated and notify insurance company of changes.
- K. In charge of Borough's employee appreciation luncheon.
- L. Assist other offices and personnel as needed.
- M. Post and advertise personnel vacancies throughout the Borough as well as on the Borough web site, in newspapers and on the League of Municipalities web site.
- N. Assist members of all Boards and Committees with their requests for information or documentation.
- O. Make photocopies as requested by public and collect applicable fees.
- P. Distribute zoning maps, street maps and various books held at front desk.
- Q. Copy and distribute Official Code and Land Development Regulations as requested by the public.
- R. Liaison between citizens groups, Mayor and Council.
- S. Assist Fire Department with licensing and insurance requirements for the annual July 4<sup>th</sup> parade.
- T. File annual Ethics Law Financial Disclosure Statement with the State Finance Board.
- U. Perform Notary duties.
- V. Process vehicle blue light permits.

## **DISASTER PLAN FOR RECORDS RETRIEVAL AND RECOVERY**

The Disaster plan was created and implemented in the Clerk's Office. The Disaster Plan is a requirement for state certification for Image Processing.

### **ELECTIONS**

#### Dates of Elections:

School Board Election	April 27, 2011
Primary Election	June 7, 2011
General Election	November 8, 2011

## **PERMITS AND LICENSING**

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

<u>2011</u>	<u>2010</u>
(1) Fire Works	1
(2) Outdoor Dining	4
(7) Liquor licenses	7
(1) Social Affair permits	3
(45) Garage Sale applications	57
(2) Limo/taxi applications	5
(27) Block Party permits	27
(2) Surplus Sales	2
(98) OPRA Requests	50

## **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 2011 the Board of Health Department received forty-four (44) complaints. (42 Complaints 2010)

Food Licenses-50 (49 in 2010)

Fishawack Food Licenses-13

Pool Licenses- 3

## **BIDS AND CONTRACTS**

The Borough of Chatham entered into thirteen (13) professional service contracts this year (11 in 2010). There were five (5) contracts that went out to the public for bids (6 in 2010). All contracts were advertised and bid bonds were all handled according to N.J.S.A. 40A:11-22.

## **EDUCATIONAL REQUIRMENTS**

Maintain recertification credits for the following:

1. Certified Municipal Registrar
2. Registered Municipal Clerk
3. Certified Municipal Clerk

Have a Safe and Happy New Year!

