

Borough of Chatham

Annual Report

2013

Office of the Municipal Clerk

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

2013 ANNUAL REPORT

THE 2013 YEAR IN REVIEW

There were twenty (20) Council meetings for the 2013 calendar year.

The Mayor and Council adopted four hundred (400) resolutions this year and twenty-three (23) ordinances.

RECORDS MANAGEMENT

Processes for records retention and the permission for destruction from the state Division of Archives and Records Management. The Borough of Chatham received a Certificate Number #06092104-MF in compliance with the standards, procedures and guidelines adopted under N.J.A.C. 15:3-4 *Image Processing for Public Records*.

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

Keep current the Council meeting minutes and agendas, as well as any other public information. The Clerk's Office continues to manage the Borough web site.

ELECTIONS

School Board Election	April 17, 2013
Primary Election	June 5, 2013
General Election	November 6, 2013

PERMITS AND LICENSING

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

- (105) OPRA
 - (7) Liquor licenses
 - (2) Social Affair permits
- (42) Garage Sale applications
- (25) Block Party permits
 - (3) Surplus Sales (On-line)
- (10) Do Not Knock Applications
- (1) Fire Works

BIDS AND CONTRACTS

The Borough of Chatham entered into ten (10) professional service contracts this year. There were six (6) contracts that went out to bid. Shared Service contracts with Madison for the Construction Department and Local Public Health Services. All contracts were advertised and bid bonds were all handled according to N.J.S.A. 40A:11-22.

Have a Safe and Happy New Year!