

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY, NEW JERSEY**

ORDINANCE 2013 –12

**AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF MANSFIELD BY
DELETING AND REPEALING CHAPTER 2 THEREOF, “ADMINISTRATION OF
GOVERNMENT,” AND REPLACING IT WITH A NEW CHAPTER 2, TO BE
ENTITLED “ADMINISTRATION OF GOVERNMENT”**

Be it enacted by the Mansfield Township Committee as follows:

Section 1.

The Code of the Township of Mansfield is hereby amended by deleting and repealing Chapter 2, Administration of Government.

Section 2.

The Code of the Township of Mansfield is hereby amended by adding thereto a new chapter, to replace Chapter 2 hereinabove repealed, to be Chapter 2, Administration Of Government, to read as follows:

2-1 TOWNSHIP COMMITTEE (Elected Officials/five (5) member Township form of government)
NJSA 40A:63-1 et seq.

2-1.1 **MAYOR** (1-year term): NJSA40A:63-3f.

2-1.2 **DEPUTY MAYOR** (1-year term): created pursuant to NJSA 40A:63-6(3).

Deputy Mayor shall have all those powers placed in the Mayor in the Mayor’s absence or disability.

2-1.3 **LIAISONS POSITIONS FOR TOWNSHIP COMMITTEE:** NJSA40A:63-7(b).

The Township Committee acts as liaisons to the various administrative departments.

2-1.4 **TOWNSHIP ADMINISTRATOR:** NJSA40A:9-136-138.

Delegated by the Township Committee specified Executive responsibilities of the municipality.

2-1.5 **ADMINISTRATIVE LIAISON TO THE TOWNSHIP COMMITTEE:** NJSA40A:63-6(3).

Daily assists the Township Committee.

2-2 MUNICIPAL CLERK OFFICE

2-2.1 MUNICIPAL CLERK: NJSA 40A:9-133 et seq. & 134.

A statutory and diverse position in every municipality with duties outlined pursuant to statute requirements.

2-2.2 DEPUTY CLERK: NJSA40A:9-135.

Assists the Municipal Clerk in the duties and functions of the office and, in the absence of the Municipal Clerk, the Deputy Clerk shall have all the powers of the Municipal Clerk.

2-2.3 ADMINISTRATIVE ASSISTANT TO CLERK: NJSA 40A:63-6(3).

Assists the Municipal Clerk in the duties and functions of the office.

2-3 FINANCE DEPARTMENT

2-3.1 MUNICIPAL FINANCE OFFICER/CHIEF FINANCIAL OFFICER: NJSA 40A:9-

140.2 -.15. Responsible for the complex supervisory, professional, administrative and technical accounting and financial functions of fiscal records and systems of the Municipality. (acts as Treasurer).

2-3.2 DEPUTY TREASURER

Assists the Municipal Finance Officer/CFO/Treasurer.

2-3.3 PURCHASING AGENT: NJSA 40A:11-9 et seq.

Appointed to perform the procurement authority, responsibility and accountability for the contracting unit pursuant to Chapter 11, Local Public Contracts Law and Chapter 19, Municipal Pay to Play Law.

2-3.4 HUMAN RESOURCES/PAYROLL COORDINATOR: NJSA 40A:63-6(3).

Manages and executes employee payroll and health, insurance and workman's compensation benefits and claims under the supervision of the Municipal Finance Officer/CFO/Treasurer.

2-3.5 PURCHASING ASSISTANT: NJSA 40A:63-6(3).

Assists the Purchasing Agent.

2-4 TAX COLLECTOR OFFICE

2-4.1 TAX COLLECTOR: NJSA 40A:9-141

A statutory position, the Tax Collector collects taxes and other revenues and has the responsibilities for transmitting tax bills and performing an annual tax sale.

2-4.2 ASSISTANT TO TAX COLLECTOR: NJSA 40A:63-6(3)

Assists the Tax Collector.

2-5 TAX ASSESSOR OFFICE

2-5.1 TAX ASSESSOR: NJSA 40A:9-148 et seq.

A statutory position, the Tax Assessor is responsible for assessing property for the purpose of general taxation pursuant to State of NJ, Division of Taxation, regulations.

2-6 MUNICIPAL COURT (JOINT): NJSA2B:12-1 et seq.

2-6.1 MAGISTRATE: NJSA2B:12-4.

Appointed to preside over the Municipal Court Sessions for a 3-year term.

2-6.2 COURT ADMINISTRATOR: NJSA 2B:12-10

Under the direction of the municipal Magistrate, and compensated by the municipality, to manage the judicial functions, powers and duties of the municipal court and its employees.

2-6.3 DEPUTY COURT ADMINISTRATOR

Assists the Court Administrator .

2-6.4 VIOLATIONS CLERK

Assists with daily duties of the Court.

2-6.5 PUBLIC DEFENDER

Administers justice in equal representation of defendants as required.

2-6.6 PROSECUTOR

Attends Municipal Court sessions as requested by the Magistrate and prepares, processes and prosecutes complaints before the Court on the behalf of the municipality.

2-7 FIRE PREVENTION OFFICIAL (3-year term C.21A)

2-7.1 FIRE INSPECTOR

Responsible for enforcement of NJ Uniform Fire Code.

2-8 MUNICIPAL HOUSING LIAISON (1-year term C.65-173)

Serves as the point of contact for inquiries from the State of NJ Affordable Housing providers, administrative agents and interested parties, and monitors the status of all restricted units in Mansfield Township's Fair Share Plan.

2-9 TOWNSHIP BUILDING INSPECTOR/MUNICIPAL HOUSING OFFICER (C.25)

Manages the duties and powers enumerated in the BOCA National Property Maintenance Code/1996 and the NJ State Housing Code/1980.

2-10 CONSTRUCTION DEPARTMENT:

Performs all duties and responsibilities as required by the Uniform Construction Code, the International Construction Code, the NJ Department of Community Affairs (DCA) and laws pursuant to the NJ Uniform Construction Code under the supervision of the Construction Official.

2-10.1 CONSTRUCTION OFFICIAL NJSA 40:55D-1 et seq.

Serves as the Chief Administrator of the Municipality's Construction Codes and Offices.

2-10.2 LAND USE COORDINATOR (1-year term)

Manages requirements pursuant the Land Use statutes and the various land use administrative functions of the Planning and Zoning Board of Adjustment.

2-10.3 ZONING OFFICER NJSA 40:55D-7

Responsibility for inspecting properties in the municipality for violations, issuing cease and desist orders to owners of property in violation of the zoning ordinance and filing complaints in the municipal courts against property owners that fail to comply with an ordinance. Additionally, responsible for all zoning applications and issuing of such permits. Zoning Board of Adjustment has jurisdiction over aggrieved appeals (NJSA 40:55D-72(a)).

2-10.4 BUILDING SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in building inspections to insure that the Uniform Building and other related codes and standards are met.

2-10.5 ELECTRICAL SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in electrical inspections work to insure that the uniform Electrical and other related codes and standards are met.

2-10.6 FIRE SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in fire inspections work to insure that the uniform Fire Code and other related codes and standards are met.

2-10.7 PLUMBING SUBCODE OFFICIAL

Performs a variety of routine and complex technical work in plumbing inspections work to insure that the uniform Plumbing and other related codes and standards are met.

2-10.8 TECHNICAL ASSISTANT

Assists the Construction Official.

2-11 PUBLICS WORKS DEPARTMENT

Responsible for maintaining the municipality's infrastructure of buildings, grounds, garbage collection, recycling and road repairs.

2-11.1 TOWNSHIP SUPERINTENDENT NJSA 40a:9-154.5

Performs administrative and supervisory duties in planning, organizing and directing all staff activities involved in the operation of the municipality's buildings and grounds, streets, roads and sanitation.

2-11.2 WORKING SUPERVISOR

Performs daily maintenance and repair of buildings and grounds facilities, streets, roads, equipment and vehicles; and supervises the staff assigned to the Public Works Department.

2-11.3 ADMINISTRATIVE ASSISTANT TO THE TOWNSHIP SUPERINTENDENT

Performs assigned clerical duties for the Township Superintendent.

2-11.4 MAINTENANCE LABORER

Performs a variety of maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of the municipality's streets, parks, buildings and storm drainage facilities and systems.

2-12 POLICE DEPARTMENT

2-12.1 CHIEF OF POLICE

As the department head of the Police Department, the Chief of Police is the highest-ranking certified police officer and has the general charge of and overall responsibility for the efficient performance of the department.

2-12.2 LIEUTENANT (1)

Under the direction of the Chief of Police, the Lieutenant has direct control over all members and staff within the department to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures.

2-12.3 SERGEANT (4)

Have the direct control and supervision of personnel assigned to each.

2-12.4 DETECTIVE (1)

Investigates and follows investigations of crimes committed in the municipality; develops and uses confidential sources of information, assists uniformed officers with arrests, etc., and performs other law enforcement duties as may be directed by the Chief of Police.

2-12.5 POLICE OFFICERS (5)

Responsibility for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace and the apprehensive of criminals.

2-12.6 SPECIAL POLICE OFFICER (1)

Employed on a per diem basis as may be necessary in accordance with NJSA 40A:14-146.

2-12.7 SECURITY GUARD (1)

Performs duties requested by the Chief of Police in connection with the primary goals of providing security while the Municipal Court is in session.

2-12.8 SENIOR POLICE RECORDS CLERK

Responsibility as the Uniform Crime Reporting Coordinator as well as Police Department Administration.

2-12.9 POLICE RECORDS CLERK

Assists the Senior Police Records Clerk.

2-13 BOARD OF HEALTH – (MEMBERS ARE TOWNSHIP COMMITTEE)

The Board of Health retains exclusive jurisdiction in the areas of public health legislation and enforcement. The board also has exclusive authority to enact and enforce ordinances regarding public health.

2-13.1 REGISTRAR OF VITAL STATISTICS: NJSA 26:8-17.

Processes vital records pertaining to births, deaths and marriages occurring in the municipality.

2-13.2 DEPUTY REGISTRAR

Assists the Registrar of Vital Statistics.

2-13.3 ALTERNATE REGISTRAR

Assists the Registrar of Vital Statistics in the absence of the Deputy Registrar.

2-13.4 BOARD OF HEALTH SECRETARY

Formulates the agenda and introduces all communications addressed to the Board, prepares minutes of the Board meetings including ordinances and communications, and maintains minutes as a public record.

2-14 VARIOUS DEPARTMENT POSITIONS

2-14.1 SECRETARY/RECREATION COORDINATOR

Secretary performs assigned clerical duties for the Recreation Commission. Coordinator performs the daily administrative duties regarding all recreation programs.

2-14.2 ENVIRONMENTAL SECRETARY

Performs assigned clerical duties for the Environmental Commission.

2-14.3 OEM COORDINATOR

Manages the Office of Emergency Management which is authorized to carry out emergency management operations and protect the residents of the municipality.

2-14.4 OEM SECRETARY

Performs assigned clerical duties for the OEM Coordinator and OEM Committee.

2-14.5 SAFETY COORDINATOR

Attends meetings with the Joint Insurance Fund (JIF) and the municipality and prepares the necessary documents for the Fund.

2-15.6 SAFETY SECRETARY

Attends meetings of the Safety Committee which is comprised of all department heads and two (2) Township Committee liaisons (Fund Commissioner & Alternate Fund Commissioner).

2-16 MISCELLANEOUS ITEMS

Public Documents and information

- A. Statement of policy. It is hereby declared to be the public policy of this Township to recognize the public's general right to know pursuant to NJSA 47:1A-1 et seq., and all of the public's business in this municipality shall be open to the public unless the public interest, general law or administrative regulations require nondisclosure and the governing body, in consultation with the Municipal Attorney, shall determine if and when nondisclosure is warranted.
- B. Definitions. The following definitions shall apply to terms used in this section:
CUSTODIAN OF RECORDS – The Clerk or Secretary of the body required by law to make and maintain records.
PUBLIC RECORDS-All records which are required by law to be made, maintained or kept on file by the Township Committee or any board, agency, department, commission or official of this Township.
- C. Inspection of public records.
 1. Any member of the public seeking to inspect public records of this municipality shall make application in writing either through a form supplied by the custodian or by a suitable substitute, which identifies the record or records sought to be inspected and/or copied.
 2. Such inspection shall be made only at reasonable times during regular business hours and without interference with the conduct of the affairs of the office or other place where such records are kept or maintained; provided, however, that in the event that said records are not readily available or research is necessary to supply the information sought, the custodian shall have at least two weeks to comply with the request; and in the event that the custodian is engaged in activities that would reasonably have priority over retrieval or presentation of the records requested, the custodian shall have the right to postpone the inspection for up to 48 hours.
 3. Fees. The fees charged for providing documents and information pursuant to this section shall be set forth in Chapter 20 of the Township Code.
- D. Removal; reproduction of documents. Under no circumstances shall public records be removed from the municipal building or any other building where they are normally kept. Such records shall not be removed from the office wherein they are normally maintained unless accompanied by the custodian or her/his representative. If The custodian of such records shall find that there is no risk of damage or mutilation of such records and that it would not be incompatible with the economic and efficient operation of the office and the transaction of public business therein, she/he may permit a person seeking to copy more than 100 pages of records to use the person's own photographic process, approved by the custodian, upon the payment of the fee fixed in Chapter 20 of the Code.

- E. Documents: information not subject to release. In addition to any restriction or limitations established by general law, no records, documents or information of any kind shall be released to the public if the same are not public records, as defined in this section, or if they are not in final form or if review or action regarding the documents or information is still pending before a body of this municipality or if the material sought is confidential in nature or an individual citizen's right to privacy outweighs the general public's right to know

2-16.1 Office Deemed Vacant

The position of a member of the governing body shall be deemed vacant when a member, as required by law, is to attend official Township meetings and fails to attend two (consecutive months or four (4) consecutive meeting, whichever shall be a longer duration, without being excused from attendance by the full governing body. The exception to this policy would be considered for legitimate illness and/or any other legitimate excuse at the approval of the full governing body.

2-16.2 Annual Education Requirement For elected Officials

The position of a member of the governing body shall be required to attend, on an annual basis, at least one course offered by the Rutgers University Center for Government Services or a similar education provider, such as the New Jersey League of Municipalities, covering the responsibilities and obligations of elected officials (for Example: ethics, municipal finance, labor relations, capital planning, shared services).

Introduced: December 11, 2013

Adopted: December 23, 2013