

ZOOM MEETING

MEETING OF THE
MAYOR AND COUNCIL
TOWN OF HARRISON
HARRISON, NEW JERSEY 07029

NOVEMBER 25, 2022

AGENDA

MEETING

1:00 PM - CALL TO ORDER/SUNSHINE NOTICE

PLEDGE OF ALLEGIANCE

ROLL CALL

OPEN DISCUSSION OF AGENDA ITEMS

ORDINANCE

INTRODUCTION OF THE FOLLOWING ORDINANCE:

ORDINANCE NO. 1470

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NUMBER 938, CHAPTER 2.04 OF
THE TOWN OF HARRISON MUNICIPAL CODE

PUBLIC COMMENT

ADJOURN

TOWN OF HARRISON

COUNTY OF HUDSON

ORDINANCE NO. 1470

**AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NUMBER 938,
CHAPTER 2.04 OF THE TOWN OF HARRISON MUNICIPAL CODE**

BE IT ORDAINED, by the Mayor and Council of the Town of Harrison, County of Hudson and State of New Jersey, that:

Section 1. Ordinance Number 938, Chapter 2.04 of the Town of Harrison Municipal Code, is hereby repealed and replaced as follows:

Chapter 2.04 – Town Clerk

2.04.010 - Appointment; Term.

Pursuant to N.J.S.A. 40A:9-133, there shall be a Town Clerk appointed by the Mayor and Council. The Town Clerk's term of office shall be three years.

2.04.020 - Qualifications.

No person shall be appointed or reappointed as Town Clerk unless he/she holds a Registered Municipal Clerk Certificate issued pursuant to N.J.S.A. 40A:9-133, *et seq.* Upon a vacancy in the office of Town Clerk, an acting appointment may be made pursuant to New Jersey Law.

2.04.030 – Town Clerk Duties.

The Town Clerk shall perform all of the duties required of municipal clerks by N.J.S.A. 40A:9-133, *et seq.*, and New Jersey law, including the following:

- a. Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts, and archival records of the municipal corporation.
- b. Act as secretary to the governing body, prepare meeting agendas, be present at all meetings of the governing body, keep a journal of the proceedings of every meeting, retain the original copies of all ordinances and resolutions, and record the minutes of every meeting.
- c. Serve as the chief administrative officer in all elections held in the municipality, subject to the requirements of Title 19 of the Revised Statutes.
- d. Serve as chief registrar of voters in the municipality, subject to the requirements of Title 19 of the Revised Statutes.
- e. Serve as the administrative officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits, except where statute or municipal ordinance has delegated that responsibility to some other municipal officer.
- f. Serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes.
- g. Perform such other duties as are now or hereafter imposed by statute, regulation or by Town of Harrison municipal ordinance or regulation.

2.04.040 - Tenure; Removal.

Any person who shall be reappointed Town Clerk subsequent to having received a Registered Municipal Clerk Certificate pursuant to N.J.S.A. 40A:9-133, *et seq.*, and having served as Town Clerk or performed the duties of Town Clerk for not less than three consecutive years immediately prior to such reappointment shall have acquired tenure and shall hold his/her office and shall not be removed therefrom for political reasons but only for good cause shown and after a proper hearing before the Director of the Division of Local Government Services or the Director's designee as set forth in N.J.S.A. 40A:9-133, *et seq.*

2.04.050 – Compensation; Salary; Terms and Conditions of Employment.

The compensation, salary, and terms and conditions of employment for the Town Clerk shall be the same as enjoyed by all other employees serving in a Municipal Department Head title, currently set forth in Town Ordinance Number 1465 and the Contract between the Town of Harrison and the Harrison Department Heads Association.

2.04.060 – Additional Duties of the Town Clerk

A. In addition to the duties of the Town Clerk set forth in Section 2.04.030 above, in the event that the Town does not have a business administrator, the Town Clerk shall be assigned such

additional duties as directed by the Mayor and Council (the “Additional Duties”), including, but not limited to, the following:

1. Attend such other meetings as directed by the Mayor and Council, including meetings of the Harrison Redevelopment Agency.
2. Act as a liaison between the Mayor and Council and various municipal boards, agencies and departments of the Town and its professional advisors.
3. Inform the Mayor and Council on all matters assigned to him/her or otherwise within his/her jurisdiction.
4. Coordinate interdepartmental operations and manage the day-to-day operations of the Town Hall by coordinating and supervising the activities of employees.
5. Make studies and surveys of the municipal issues of the Town as shall be assigned by the Mayor and Council, and prepare and submit written reports of findings and recommendations to the Mayor and Council for its consideration and action.
6. Facilitate communication between the various Town personnel, departments, agencies, boards and the Mayor and Council.
7. Recommend the removal, discipline and appointment of municipal department heads and all employees, subject to the personnel policies of the Town and subject to all rules and regulations of the New Jersey Civil Service Commission as presently exists or as may be promulgated in the future.
8. Continually review and supervise the Town's insurance program.
9. Review daily any complaints concerning the function and obligations of the Town made by any of its residents and maintain a record of all complaints and the disposition made.
10. Administer the personnel program provided by the Mayor and Council or as provided under New Jersey Civil Service Commission rules and regulations.
11. Implement the policies of the Mayor and Council with respect to the compiling and release of public information.
12. Negotiate collective bargaining agreements with all Town labor unions, as well as any individual employment contracts, and make recommendations to the Mayor and Council regarding same.
13. Perform such other duties as may be assigned to him from time to time by the Mayor and Council, which duties may be modified from time to time.

B. Compensation for the Additional Duties shall be in the form of an increase to the Town Clerk’s annual base salary under Section 2.04.050 of not to exceed 25%.

Section 2. Any existing ordinances or parts thereof which are inconsistent with the provisions herein are hereby repealed.

Section 3. This Ordinance shall take effect immediately upon final passage according to law.

Councilwoman Ellen Mendoza

Introduced: 11-25-2022

I, Paul J. Zarbetski, Town Clerk of the Town of Harrison, County of Hudson, State of New Jersey, hereby certify that at a Meeting of the Mayor and Council held on November 25, 2022, the foregoing Ordinance passed on first reading.

Paul J. Zarbetski, Town Clerk

Town Council	Moved	Seconded	Yes	No	Abstain	Absent
L. BENNETT						
M. CAMANO						
M. DOLAGHAN						
J. DORAN						
J. HUARANGA						
E. MENDOZA						
D. SARABANDO						
E. VILLALTA						
J. FIFE						