

§ 2-1 ADMINISTRATION, DEPARTMENT OF § 2-1

**Chapter 2**

**ADMINISTRATION, DEPARTMENT OF**

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[HISTORY: Adopted by the Mayor and Council of the Borough of Helmetta 10-5-87. Amendments noted where applicable.]

**GENERAL REFERENCES**

Salaries and compensation -- See Ch. 15.

Be it ordained by the Mayor and Council of the Borough of Helmetta in the County of Middlesex and State of New Jersey:

**§ 2-1. Organization and authority.**

There shall be a Department of Administration in the Borough of Helmetta under the supervision and control of the Director of Administration. The Director shall be a member of the Borough Council and shall be appointed at the annual organizational meeting in January of each year. The Department of Administration shall exercise supervision and control over the Borough Clerk and such other agencies, officers or employees of the borough as may be designated from time to time by the Borough Council.

**§ 2-2. Office of Borough Clerk established; salary.**

- A. There is hereby established the office of the Borough Clerk of the Borough of Helmetta, which office shall consist of a full-time Borough Clerk and such Assistant Clerks and other clerical help and personnel as may be necessary to properly conduct the business of the Borough Clerk's office.
- B. The salary of the Borough Clerk and Assistant Clerks and other clerical help and personnel shall be determined and fixed by the Salary Ordinance.

**§ 2-3. Powers and duties of Borough Clerk and assistants.**

- A. The Borough Clerk, Assistant Borough Clerk and the Borough Clerk's office shall perform such duties as may be required by the governing body which are not inconsistent with the duties of a Borough Clerk and shall perform those duties as may be required from time to time by ordinance, resolution or such other action as may be taken by the Mayor and Council.
- B. The Borough Clerk shall be the custodian of all borough property pertaining to his office.
- C. The Borough Clerk and such assistants shall perform such duties as are or may be required by the laws of the State of New Jersey.

**§ 2-4. Hours of Borough Clerk.**

The Borough Clerk and the office of the Borough Clerk shall perform its duties during the days and hours established for the other administrative offices of the borough.

**§ 2-5. Attendance of Clerk at Council meetings.**

The Borough Clerk shall attend all regular and special meetings of the governing body and such business or agenda sessions as may be required by the Mayor and Council and shall attend such other meetings, conferences and gatherings pertaining to municipal affairs as may be directed by the Mayor and Council.

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§ 2-6. **Accountability of Clerk.**

The Borough Clerk shall be accountable to and be responsible for the proper expenditure of the funds allotted to him/her in the municipal budget and shall comply with all procedures established by the governing body for the expenditure of municipal funds.

§ 2-7. **Licensing authority.**

The Borough Clerk shall administer the licensing provisions of the various chapters of the Code of the Borough of Helmetta which provide for the issuance of licenses or permits by the Clerk. He/she shall keep a proper record of all applications for licenses and of all licenses issued and shall account to the office of Borough Treasurer for all license fees received.