

**1AN ORDINANCE OF THE TOWNSHIP OF GREENWICH AMENDING CHAPTER 5,
ADMINISTRATION OF GOVERNMENT**

ORDINANCE NO. 19 - 2011

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWNSHIP OF
GREENWICH AS FOLLOWS:**

Section 1. Purpose:

The Township of Greenwich recognizes the need for efficiency of government and that job responsibilities be amended to reflect the assignments, powers and duties within the various divisions.

Section 2. Repeal:

The following Ordinance, Section 5-37 D. Tax Search Officer and Section 5-37 F. Water and Sewer Clerk are repealed from the Office of the Township Clerk and shall be amended to be included in the Township Administrator section.

Section 3. Amendment:

Section 5-35, G. Administrative Assistant/Secretary is amended to read:

(12) Prepare an annual directory of Township officials and employees.

Section 5-35, H. Water and Sewer Clerk is amended to read:

Water and Sewer Clerk. Within the Department of Administration, in the Division of Municipal Operations, under the supervision of the Mayor, and subject to the direct supervision of the Township Administrator, there is hereby created the position of Water and Sewer Clerk.

The essential functions include but are not limited to, the following:

- (1) Make out all bills for water rents and sewer rents and collect the same when due.
- (2) Shall keep all books of accounts connected with the carrying on of said water and

sewer facilities, including collection of water and sewer connection fees.

- (3) Such other duties as may be required of him/her by the Mayor and Council.

Section 5-35, I. Water and Sewer Clerk is amended to read:

Deputy Water and Sewer Clerk. Within the Department of Administration, in the Division

of Municipal Operations, under the supervision of the Mayor, and subject to the direct supervision of the Township Administrator, there is hereby created the position of Deputy Water and Sewer Clerk. The essential functions include but are not limited to, the following:

- (1) Assist the Water and Sewer Clerk in issuing bills for water rents and sewer rents and collect the same when due.
- (2) Under the direction of the Water and Sewer Clerk, shall keep all books of accounts connected with the carrying on of said water and sewer facilities, including collection of water and sewer connection fees.
- (3) Perform such other duties as may be required by the Mayor and Council and Water and Sewer Clerk.

Section 5-36, E. Assessment Section is amended to read:

- (1) Within the Division of Finance there shall be an Assessment Section, the head of which shall be the Tax Assessor appointed by the Mayor with the advice and consent of Council. There shall also be a Deputy Tax Assessor, Assessor Clerk, and a Tax Search Officer appointed by the Mayor with the advice and consent of Council.
- (2) The Tax Assessor and the Deputy Tax Assessor shall be qualified to perform the duties of a Municipal Tax Assessor in accordance with state law.

[Amended 9-19-1988 y Ord. No. 15-1988]

(3) The Tax Assessor shall:

- (a) Have, perform and discharge all of the functions, powers and duties prescribed by law for a Municipal Assessor.
- (b) Maintain adequate and current assessment records of each separate parcel of real property assessed or exempted.
- (c) Establish procedures for the assessment of real property within the Township.
- (d) When authorized by the Council, conduct assessments for other local governments.
- (e) Maintain a current Tax Map of the Township as a public record.
- (f) Maintain a current sales map of the Township showing all usable sales and deed dates.

(4) The Tax Search Officer shall:

- (a) Be a bonded official, such bond to be paid for by the Township.
The Tax Collector may serve as the Tax Search Officer.
- (b) Make examinations of tax records regarding unpaid municipal liens and certify the results thereof.
- (c) Place fees obtained thorough the performance of a tax search in a special account. The rights to the fees shall remain in the possession of the Township.
- (d) Receive as compensation such sum as shall be provided in the annual Salary Ordinance.¹⁰

¹⁰Editor's Note: The currently effective Salary Ordinance of the Township of Greenwich is on file in the

Section 5-36, I. Payroll System is amended to read:

Payroll System. The Township Clerk is hereby authorized and directed to prepare payrolls on a biweekly basis, under the following regulations:

- (1) A separate bank account, designated the Township of Greenwich Payroll Account, shall be established in the banking institution designated as the depository of Township funds by resolution of the governing body.
- (2) The funds necessary to meet payrolls shall be drawn from the appropriate Township bank accounts. Payroll checks require only two signatures of the following officials: Mayor, Clerk and/or Chief Financial Officer.
- (3) Payrolls shall be paid on Thursday of the week following the end of each pay period, except that, when such Thursday falls on a legal holiday, the payrolls shall be paid on the day preceding.
- (4) The annual base payroll shall be paid in 26 equal biweekly installments in the calendar year.
- (5) In order to conform to the billings of the Public Employees' Retirement System and/or the Police Pension Fund, whenever there are seven pay periods in any quarter, there shall be no retirement deductions in the seventh pay period of such quarter for full-time employees.
- (6) Withholding taxes and social security deductions shall be adjusted to the biweekly basis.
- (7) Where an employee works for less than the biweekly pay period, the amount due an employee shall be determined by dividing the annual rate of compensation by

365 to determine the daily rate of pay and by deducting from the amount of biweekly pay, as determined in Subsection I (4) hereof, the amount of the daily rate of pay times the number of days not worked during the pay period.

- (8) The work record required for the computation of each payroll shall be submitted by the responsible official to the office of the Township Clerk not later than the first business day after the close of each pay period or, in the case of a holiday falling on that day, then the Friday before.

Section 5-37. Office of Township Clerk [Amended 10-1-2001 by Ord. No. 25-2001] is

Amended to read:

Within the Department there shall be the Office of the Township Clerk, the head of which shall be the Township Clerk, who shall be appointed by the Mayor with the advice and consent of Council. The Township Clerk shall report directly to the Township Administrator.

- A. Composition. The Office of the Township Clerk who shall assist the Township Clerk. Deputy Township Clerk, Assistant Deputy Clerk, Assessment Search Officer, and Clerical Assistance.
- B. Duties and Powers of Clerk:
- (1) The Clerk shall be the Clerk of the Council, perform such functions as may be required by law of Township Clerks generally and perform such other duties as may be prescribed for Clerk of the Council by Article II of this chapter.
- (2) The Clerk shall:
- (a) Record all ordinances and resolutions adopted by the Council and, at the close of each year, with the advice and

assistance of the Municipal Attorney, bind, compile or codify all the ordinances and resolutions or true copies thereof of the municipality which then remain in force and effect.

(b) Properly index the record books, compilation or codification of ordinances and resolution.

(c) Perform those duties prescribed for Township Clerks by the Charter with respect to petitions of recall, initiative and referendum.

(d) Prepare a copy of all ordinances and proposed ordinances which will require publication under the Charter or general law and cause the same, properly attested, to be published in any newspaper legally qualified for the publication of official advertisements and file in his office the requisite proofs of such publication.

(e) Issue all licenses and permits and collect all fees for which no other provision has been made by this chapter.

(f) Have custody of the Township Seal and affix it to such books, papers and documents as may be authorized pursuant to law.

(g) Have and take custody of all official books, papers and documents of the Township for which no other repository is provided by the Charter or ordinance and preserve and keep them safely.

(h) Maintain use records of the equipment and facilities under his custody, an inventory of supplies and a replacement schedule of equipment and facilities.

(i) Perform the duties of Voting Registrar as provided by law

(j) Be the depository and custodian of all official surety bonds furnished by or on account of any Township office, officer or employee, except his own bond, which shall be placed in the custody of the Township Chief Financial Officer; all insurance policies upon or with respect to risks insured for the benefit of the Township or to protect it against any claims, demands or liability whatsoever; and all formal contracts for work, labor, services, supplies, equipment and materials to which the Township may be a party. The Clerk shall also have custody of all leases of property owned by the Township and shall be the depository for and have custody of all performance bonds running to the Township as obligee and other forms of noncash security given by any contractor, subdivision developer or other persons on account of work done or to be done in or for the Township.

Section 3. **Effective:**

This Ordinance shall take effect twenty (20) days after adoption and publication as required by law.

Introduced at a regular meeting of the Mayor and Council of the Township of Greenwich held on the 19th day of September, 2011 and passed upon a second reading of the Mayor and

Council held on the 17th day of October, 2011.

ATTEST:

TOWNSHIP OF GREENWICH

LORI L. BIERMANN,

Municipal Clerk

GEORGE W. SHIVERY, JR.,

Mayor

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