

ORDINANCE NO. 16-12

ORDINANCE OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN, STATE OF NEW JERSEY TO AMEND, REVISE AND SUPPLEMENT THE CODE OF THE TOWNSHIP OF LOPATCONG TO ADD CHAPTER 3, "ADMINISTRATION," ARTICLE I, "COUNCIL LIAISONS," ARTICLE II "FINANCE COMMITTEE," AND ARTICLE III "MUNICIPAL ENGINEER"

WHEREAS, the Council of the Township of Lopatcong, County of Warren, State of New Jersey, wishes to create a Chapter entitled "Administration" to memorialize to Council Liaisons, Finance Committee and Municipal Engineer position.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Township of Lopatcong, County of Warren, State of New Jersey that the Code of the Township of Lopatcong, Chapter 3, "Administration," shall be amended as follows:

Section 1:

**Chapter 3
Administration**

**Article I
Council Liaisons.**

§3-1 Council Liaisons, Position Created

The Council creates the position of Council Liaison to provide oversight, serve as a communications link and otherwise act as a resource for various municipal departments and volunteer boards. The liaisons have no supervisory responsibility or authorities.

§3-2 Departments and Boards

Council Liaisons are specifically created for the following departments and/or volunteer boards:

- Administrative Liaison
- Recreation Committee
- Board of Education
- Sewer Utility
- Lopatcong Athletic Association
- Buildings and Grounds
- Environmental Commission
- Economic Development Advisory Committee
- Recycling
- Department of Public Works
- Shade Tree Commission

- Rent Leveling Board

Council Liaisons may be added or deleted from time to time upon a majority vote of Council.

§3-3 Positions Filled

All Council Liaisons positions shall be filled by majority vote of Council after Council members have expressed their interest in various positions.

Article II Finance Committee

§3-4 Finance Committee, Creation

Pursuant to Charter, codified at N.J.S.A.40:69A-123, the Mayor shall appoint a finance committee of council which may consist of one or more council members. A Council Finance Committee was initially formed in 2014, but, is hereby formally established with appointment authority and purposes stated.

§3-5 Appointments

The Finance Committee shall be appointed by the Mayor annually at the reorganization meeting in January.

§3-6 Purpose

The Finance Committee, in cooperation with the CFO, shall:

1. Review, analyze and make recommendations on the budget prior to its submission by the Mayor to the entire council for adoption.
2. Assist in the development of 5-year revenue and expenditure forecasts, which may be associated with the scheduling large capital projects and purchases and identifying significant changes in the operating budget of the township.
3. Assist and advise the Township Council and Administration in establishing sewer utility rates and user fees.
4. Meet monthly with the CFO to review the township's general financial condition including revenues, expenditures, debt and reserves.
5. Meet annually with representatives of one or more of the major rating houses to keep the rating firms informed about the municipality, review factors that were considered in assigning the Township's most recent bond rating and identify measures that would improve the rating.
6. Meet with auditor to review annual audit report. Monitor compliance with audit recommendations.

7. Review, analyze and report on other financial issues as may be referred to the Finance Committee by majority vote of Council.

§3-7 Limits on Responsibilities and Authority of the Finance Committee

Nothing herein shall grant any member of the finance committee supervisory authority over the Municipal CFO, who shall retain statutory and regulatory authority for the following:

1. Posting and maintenance of all books of original entry of all funds.
2. Compliance with N.J.S.A. 40A:2-1 et seq. (Local Bond Law), N.J.S.A. 40A:4-1 et seq. (Local Budget Law), N.J.S.A. 40A:5-1 et seq. (Fiscal Affairs Law), N.J.S.A. 40A:11-1 et seq. (Local Bond Law), and N.J.A.C. 5:30 (Community Affairs).
3. Preparation of monthly reports of the CFO, Tax Collector and investments.
4. Compliance with all directives issued by the Department of Community Affairs, Division of Local Government Services.
5. Compliance with Single Audit Requirements.
6. Development of an Internal Control System to safeguard municipal assets.
7. Supervision of petty cash and change funds.
8. Preparation and signing of Annual Financial Statement, Annual Debt Statement, and Supplemental debt Statement.
9. Coordination of Bank Reconciliations.
10. Custody of all public funds.
11. End of Year fiscal report of all revenues and expenditures.
12. Supervision over the maintenance of separate accounts for all municipal budget appropriations.

Article III Municipal Engineer

§3-7 Municipal Engineer

Pursuant to the provisions of N.J.S.A. 40A:9-140, there is hereby established in and for the Township of Lopatcong the position of Municipal Engineer. The appointment of the Municipal Engineer shall be by the Mayor with the advice and consent of Council and shall be for a term of three (3) years. Compensation shall be authorized by the Township Council.

Section 2:

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3:

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4:

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Council of the Township of Lopatcong held on April 6, 2016, and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Council to be held on May 4, 2016 at 7 p.m. or as soon thereafter as the Township Council may hear this Ordinance at the Municipal Building, 232 S. Third Street, Phillipsburg, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

Margaret B. Dilts, RMC
Township Clerk