

TOWNSHIP OF VERONA
COUNTY OF ESSEX, STATE OF NEW JERSEY

ORDINANCE NO. 2019-23

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF
VERONA CHAPTER 4 (ADMINISTRATION OF GOVERNMENT) BY
AMENDING CERTAIN SECTIONS

BE IT ORDAINED by the Township Council of the Township of Verona, in the County of Essex, New Jersey that those portions of the aforesaid set forth below are hereby amended as follows and that those portions not set forth below shall remain unchanged.:

SECTION 1: Section § 4-71 (Administrative departments established; Manager as chief executive officer) of the Code of the Township of Verona shall be amended to delete the *Division of Budget and Accounts* and the *Division of Revenue Collection* from the *Department of Finance*.

SECTION 2: Article X (Department of Finance) shall be deleted in its entirety and supplemented as follows:

ARTICLE X DEPARTMENT OF FINANCE.

§ 4-111 Establishment; general organization.

- A. Creation; Director. There shall be a Department of Finance, which shall be directed by the Chief Financial Officer, as defined in N.J.S.A. 40A:9-140.1 et seq., and who shall be appointed by the Township Manager. The compensation of the Chief Financial Officer shall be adopted by ordinance of the Council upon recommendation of the Township Manager. The Chief Financial Officer shall also be designated the Township Treasurer. The Chief Financial Officer shall:
- (1) Exercise effective control over the financial resources of the Township.
 - (2) Coordinate and synthesize financial and management data so as to interpret the composite financial results of operations to the Township Manager and Council.
 - (3) Advise on developing, coordinating and carrying out financial policies, procedures and plans.
 - (4) Review, analyze, evaluate and report upon program accomplishments in financial terms, as may be required or requested by the Township Manager.
 - (5) Advise and assist the Council, Township Manager and other management officials by supplying financial management advice required to make management decisions and to establish organizational goals and objectives.
 - (6) Have custody of the funds of the Township and pay and disburse therefrom upon proper vouchers and warrants, as otherwise provided by the Charter and this code.
 - (7) Maintain and operate a central payroll covering all employees paid from Township appropriations, and including review and approval of each payroll by the Manager.
 - (8) Have custody of bank records of deposits and withdrawals of Township funds and reconcile bank statements of Township accounts.
- B. The Chief Financial Officer shall be assisted by the Tax Collector who shall be appointed by the Township Manager for the term as prescribed by law. The compensation of the Tax Collector shall be adopted by ordinance of the Council upon recommendation of the Township Manager. The Chief Financial Officer, if certified, may be appointed to serve as Tax Collector.
- C. The Chief Financial Officer may be assisted by a Deputy Treasurer who shall be appointed by the Township Manager. The compensation of the Deputy Treasurer shall be adopted by ordinance of the Council upon

recommendation of the Township Manger. The Tax Collector may be appointed to serve as the Deputy Treasurer.

§ 4-112 Functions; responsibilities; duties.

A. The Department shall:

- (1) Administer and maintain employee benefits including but not limited to pensions, health benefits and various employee entitlements.
- (2) Prepare, install and maintain or supervise a uniform system of accounts and accounting procedures for all departments and other agencies of local government supported in whole or in part by Township appropriations.
- (3) Furnish estimates of revenues and expenditures as required for the preparation of the Township annual budgets for operating and capital purposes.
- (4) Maintain the general accounts, books and records of the Township and properly record therein all financial transactions of the Township and make such reports thereof as are required by law or as may be requested by the Township Manager or Council.
- (5) Install and maintain an encumbrance system of budget operation to assure that all expenditures and commitments will be confined within the limits of available appropriations.
- (6) Provide for a proper preaudit of each claim and demand upon the Township government prior to payment.
- (7) Maintain and follow such other practices and procedures as the Township Manager may require for the proper administration of Township affairs, including clear, concise and accurate reports of the financial condition of the Township government at least monthly.
- (8) Have custody of investments and invested funds of the Township or in possession of the Township in a fiduciary capacity, except as otherwise provided by law, and keep such funds safely invested under the supervision and approval of the Township Manager.
- (9) Have the safekeeping of all bonds and notes of the Township and the receipt and delivery of all Township bonds and notes for transfer, registration or exchange.
- (10) Operate and control a central mail facility for the receipt, delivery, dispatch and distribution of Township mail and the shipping and receiving of merchandise for the Township government.
- (11) Have, perform and exercise all of the functions, powers and duties provided by law relating to Township tax collectors.
- (12) Receive and collect all taxes levied and assessed by the Township and all money due from any source to the Township or to any department, board, office or agency thereof, except as may be otherwise ordered by the Township Manager.
- (13) Enforce the payment of delinquent taxes by such means as are provided by law as soon as the same become delinquent, and serve as Municipal Collector of Assessments and as Municipal Tax Search Officer.
- (14) Deposit to the credit of the Township in an authorized public depository, to the credit of the proper account, all receipts and collections of the Division.
- (15) Shall receive and collect rates and charges for water supplied from the water distribution system of the Township, as prescribed by ordinance or contract.
- (16) Shall render periodic statements of account to each consumer or owner of premises liable therefor, based upon meter readings or as otherwise authorized by ordinance, but the failure of the Department to render or deliver a statement shall not release or abate any such water rate or charge.

SECTION 3. If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

SECTION 4. All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5: This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

ATTEST:

JENNIFER KIERNAN
MUNICIPAL CLERK

NOTICE
I HEREBY CERTIFY THAT THE AFOREMENTIONED ORDINANCE WAS PUBLISHED IN THE VERONA-CEDAR GROVE TIMES, A NEWSPAPER PUBLISHED IN THE COUNTY OF ESSEX AND CIRCULATED IN THE TOWNSHIP OF VERONA, IN THE ISSUE OF AUGUST 22, 2019 AND XXXX.

JENNIFER KIERNAN
MUNICIPAL CLERK

INTRODUCTION: August 19, 2019
PUBLIC HEARING: September 9, 2019
EFFECTIVE DATE: