

**TOWNSHIP OF SOUTH HACKENSACK  
COUNTY OF BERGEN**

**ORDINANCE NO. 2013-02**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 40 OF THE  
CODE OF THE TOWNSHIP OF SOUTH HACKENSACK ENTITLED  
“OFFICERS AND EMPLOYEES”,**

**BE IT ENACTED AND ORDAINED**, by the Township Committee of the Township of South Hackensack that the following Chapter of the Municipal Code be amended and supplemented as follows:

**Section I:** Chapter 40 Article, Chapter 6 “Treasurer and Deputy Treasurer” is hereby amended as follows:

**ARTICLE VI  
FINANCIAL DEPARTMENT**

**Section 40-17 (Treasurer) and 40-18 (Deputy Treasurer) be and the same are hereby deleted and replaced as follows**

**Section 40-17- Creation of Offices and Compensation-** The Financial Department of the Township of South Hackensack shall consist of a Chief Financial Officer, Accounts Payable Clerk, Payroll Clerk and Assistant to the Chief Financial Officer. Said positions shall be considered part time positions for the purpose of pension and medical benefit laws except in such case where all of the aforementioned titles are filled by one individual in which case at the option of the Township Committee said individual may be hired as a full time employee. Said employees need not be residents of the Township of South Hackensack and no preference shall be given to Township residents for said positions. They shall be compensated at salaries as set forth in the Township salary ordinance and paid in accordance with the terms of the Township’s regular payroll with appropriate deductions funds permitting.

**Section 40-18- Appointment and terms-** All employees shall be hired in accordance with the terms of the Township’s Personnel Policies and Procedures manual and subject to any applicable state laws regarding tenure, licensing ( if required) or other regulations.

**Section 40-19 Functions of office-**

N. The Accounts Payable Clerk under the supervision of the Chief Financial Officer said employee shall be responsible for the review of all requests for payment of municipal

funds, preparation and/or review of vouchers and supporting documentation related to payment requests, preparation of the bill list for review and approval by the governing body, banking transactions associated with said payments and the proper maintenance of books and records related to all transactions.

O. The Assistant to the Chief Financial Officer shall perform such duties as from time to time shall be assigned by the Chief Financial Officer. They shall include but not be limited to preparing documentation as directed by the Chief Financial Officer and undertaking such tasks necessary to ensure that the Chief Financial Officer properly administers the financial affairs of the Township.

P. The Payroll clerk shall be responsible for the providing proper information to any private payroll agency retained by the Township to ensure proper payment of all employee wages and proper deductions therefrom. The payroll clerk shall ensure that all books and records are kept in accordance with law and all wages are properly delivered. The payroll clerk may be designated by the Township Committee to prepare payroll in the event that the Township Committee does not retain or employ an independent entity for purposes of the same.

**Introduced: March 7, 2013**

**Motion: Brugger**

**Second: Regan**

**Roll Call Vote: Brugger, Cagas, Eckel, Regan & Stefano**

**Adoption: April 4, 2013**

**Motion: Brugger**

**Second: Regan**

**Roll Call Vote: Brugger, Eckel, & Regan**

**Absent: Cagas & Stefano**

**ATTEST**

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**Donna L. Gambutti, Township Clerk**

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**Frank Cagas, Mayor**