

Township of South Hackensack
Bergen County, New Jersey
September 19, 2012 7:30 P.M.
Special Meeting
MINUTES

Gary C. Brugger, MayorPresent
Frank CagasPresent
Walter Eckel, Jr.Present
William ReganAbsent
Vincent StefanoPresent

Also present:
Mary Terraccino, Deputy Clerk
David V. Nasta, Esq., Municipal Attorney

Call of Meeting to Order

Mayor Brugger called the Special Meeting to order at 7:40 p.m. He advised that pursuant to the Open Public Meetings Act Adequate Notice of the meeting had been provided to *The Record, the Herald and News* and by posting a Notice on the bulletin board in the clerk's office where notices are customarily posted. Everyone saluted the flag. The municipal clerk called the roll.

Personnel Hiring -- Ordinances and Resolutions

9/17/2012 Police Chief Mike Frew -- part time dispatcher recommendations

Brugger motioned; Eckel seconded to accept and place on file the letter from Chief Frew and to authorize the hiring of Jennifer Ali, Steven McAllister and David Polanco as part-time dispatcher of the South Hackensack Police Dept pending their background checks.
Roll Call Vote: Ayes: Brugger, Cagas, Eckel, Stefano Absent: Regan

Ordinance No. 2012-11

AMENDING AND SUPPLEMENTING CHAPTER 40 OF THE CODE OF THE TOWNSHIP OF SOUTH HACKENSACK ENTITLED "OFFICER AND EMPLOYEES: CREATING THE OFFICE OF ADMINISTRATOR OF THE TOWNSHIP OF SOUTH HACKENSACK, PRESCRIBING THE TERM AND DUTIES THEREOF AND PROVIDING FOR APPOINTMENTS THERETO AND COMPENSATION THEREFORE

Cagas motioned to introduce Ordinance No. 2012-11. There was no second on the motion. This ordinance was not introduced and therefore will not go to a second reading public hearing.

Discussion of Office Personnel

CFO/TREASURER

Mayor Brugger reported that our Chief Financial Officer, Durene Ayer has given her notice and will be leaving on September 28th. This position needs an immediate replacement or the state could come in to do our finances or issue us a fine for everyday that we are without this certified position. Durene held the position of CFO/Treasurer and she is willing to help out with the transition of the new hires. Brugger recommended the appointment of the CFO position to Chris Eilert. He also has the QPA certification. This office would have to fill the position of Treasurer and this person would have to be bonded. Chris will do all of the CFO responsibilities required by statute and will have late afternoon hours. The Committee asked David Nasta to look into the CFO appointment as an unexpired term or a four-year appointment. There was discussion among the Committee to appoint a part-time treasurer for 25 hours a week at around \$25,000 a year. Any new full-time employees are mandated to work 35 hour a week.

Brugger motioned; Eckel seconded to appoint Chris Eilert as the CFO effective September 29, 2012 at a yearly salary of \$22,000 with no benefits to fill the unexpired term of the current CFO. If the unexpired term is not allowed then the appointment would be for the statute period of 4 years.

Roll Call Vote: Ayes: Brugger, Cagas, Eckel, Stefano Absent: Regan

Brugger motioned; Eckel seconded to advertise for the position of part-time Treasurer with an approximate salary of \$25,000 negotiable with experience.

Roll Call Vote: Ayes: Brugger, Cagas, Eckel, Stefano Absent: Regan

MUNICIPAL CLERK

Mayor Brugger indicated that this position needs to be filled immediately. Mary has indicated that she is not interested in holding this position and he felt that she has done her share of filling in for the absence of Linda LoPiccolo. The office will be short staffed since the CFO will have evening hours. Brugger requested that the sub-committee of Frank Cagas and Vincent Stefano meet the candidate that was interviewed by Gary and Mary the end of July. Walter requested to meet the candidate after the interview. The salary for this position would be around \$60,000.

Public Comments

Brugger opened the meeting to the public.

Ray DeRiso questioned the payout of the job titles for CFO and Treasurer.

Brugger closed the meeting to the public

Adjournment

Brugger motioned; Eckel seconded and the Committee unanimously agreed to adjourn the meeting at 8:45 p.m.

Respectfully submitted,


Mary Terraccino
Deputy Clerk

RECEIVED

SEP 17 2012

TOWNSHIP OF
SOUTH HACKENSACK

**SOUTH HACKENSACK POLICE DEPARTMENT
MUNICIPAL BUILDING
227 PHILLIPS AVENUE
SOUTH HACKENSACK, N.J. 07606**

**MICHAEL D. FREW
CHIEF OF POLICE**

SEPTEMBER 17, 2012

MAYOR AND TOWNSHIP COMMITTEE
MUNICIPAL BUILDING
227 PHILLIPS AVENUE
SOUTH HACKENSACK, N.J. 07606

RE: PART TIME DISPATCHERS

DEAR MAYOR AND TOWNSHIP COMMITTEE

I would like to recommend Jennifer Ali, Steven McAllister and David Polanco for the position of part time dispatchers. As the Mayor and Township Committee is aware three of are part time dispatchers were hired by the Township as Police Officers on September 13, 2012. If there is any questions feel free to contact me. Thanking you in advance.

Respectfully Submitted



Michael D Frew
Chief of Police

TOWNSHIP OF SOUTH HACKENSACK
COUNTY OF BERGEN
ORDINANCE NO. 2012- 11

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 40 OF THE CODE OF THE TOWNSHIP OF SOUTH HACKENSACK ENTITLED "OFFICER AND EMPLOYEES. CREATING THE OFFICE OF ADMINISTRATOR OF THE TOWNSHIP OF SOUTH HACKENSACK, PRESCRIBING THE TERM AND DUTIES THEREOF AND PROVIDING FOR APPOINTMENTS THERETO AND COMPENSATION THEREFORE

WHEREAS throughout New Jersey, the responsibilities and operations of local government have grown in complexity due not only to the increasing density of development in the State but also due to the ever increasing rules and regulations set forth by various state and federal agencies; and

WHEREAS in order to provide assistance to elected officials in insuring the proper administration of the affairs of the municipality as well as providing for the efficient and effective administration and management of the resources of the municipal organization it is necessary to create the position of Township Administrator and to assign to this position those duties, responsibilities and authority that are necessary to accomplish the proper administration of the affairs of the municipality.

NOW, THEREFORE, BE IT ORDAINED by the Township of South Hackensack, County of Bergen, State of New Jersey that Chapter 40 "Officers and Employees" of the Code of the Township of South Hackensack be and is hereby supplemented by the following Article:

ARTICLE 40:67: TOWNSHIP ADMINISTRATOR

SECTION 1. CREATION OF THE POSITION

Pursuant to N.J.S.A. 40A:9-136 et. Seq., there is hereby created the Office of Township Administrator to serve at the pleasure of the Governing Body and to perform those duties as set forth in the statues of the State of New Jersey and this Article.

SECTION 4. TERM OF OFFICE –

The Township Administrator shall be appointed by a majority vote of the Township Committee and shall serve continuously thereafter at the pleasure of the Township Committee. During such term, the Administrator shall be subject to periodic review and evaluation of performance and subject to the removal provisions set forth in Section 5 hereinbelow.

SECTION 5. REMOVAL.

1. The Township Administrator shall only be removed after a determination by the governing body that just cause exists for removal.
2. The governing body shall adopt a preliminary resolution stating the reasons for removal. Within 5 calendar days of passage of this resolution the Administrator shall reply in writing and may request a hearing before the governing body which shall be held within 15 days after the filing of such request.. After the five calendar day waiting period following passage of the preliminary resolution and the hearing, if requested by the administrator, and after full consideration, the governing body by two-thirds vote of its members may adopt a final resolution of removal.
3. The resolution shall become effective 90 days after its adoption. The governing body may provide that the final resolution shall become effective immediately provided that the governing body shall cause to be paid to the administrator forthwith any unpaid balances of the Administrator's salary and benefits for the next 90 day period.

SECTION 6. TEMPORARY APPOINTMENT DURING ABSENCE OR DISABILITY

During any approved absence or disability of the Township Administrator, the Township Committee may, by resolution, appoint another individual or any employee or officer of the township to temporarily perform the duties and responsibilities of the Township Administrator. After three (3) months of such absence or disability, the position may be deemed vacant upon adoption of a resolution of the Township Committee. Compensation, if any, for duties

SECTION 10 DUTIES AND RESPONSIBILITIES

The Township Administrator shall act as the chief administrative officer of the Township. Duties shall include the development of rules and regulations for administrative procedures governing purchasing practices, operation of all departments, personnel management and general coordination of departments, offices, boards and agencies of the municipality, all for the purpose of increasing the effectiveness and efficiency of the municipal government and promoting its economic operation. All rules and regulations promulgated and implemented by the Township Administrator shall be filed with the Township Committee and shall become Township organizational policy unless specifically amended or rescinded by the Township Committee. The Township Administrator shall perform the duties hereinafter enumerated and such other duties as may be assigned by the Township Committee. The Township Administrator shall report annually to the Township Committee on the progress of each department; shall initiate goals and objectives to be reviewed on an annual basis with special emphasis on critical problems and deterrents to the achievement thereof.

The Township Administrator shall be responsible for the organization and management of the work, personnel and programs in all departments; for the development and operation of a personnel program for all employees; and he (she) shall be accountable for the planning, organization, delegation, staffing, operation control, evaluation and correction in all departments to achieve maximum results. The Township Administrator is given broad authority with the approval of the Township Committee to combine or eliminate functions, to redesign and reorganize work effort and to assign personnel to achieve maximum productivity.

The Township Administrator shall make assessments of municipal programs and operations reporting to the Township Committee on his (her) findings, setting forth a remediation action plan if necessary or required changes in Township ordinances and procedures.

Subsection 10.1 PERSONNEL

The Township Administrator shall:

- b. Assist the Chief Financial Officer with the preparation of the annual capital and operating budget to be presented to the Township Committee for adoption. In preparing these budgets, the Administrator or an officer designated by the Administrator shall obtain from the heads of each department, committee, board, commission, agency, officer or authority estimates of anticipated expenditures and supporting data as requested.
- c. Prepare and compile budget studies, analysis and schedules; assist in the conduct of public, departmental, board, committee, and commission budget hearings; and in conjunction with the Chief Financial Officer, shall assist the Township Committee in such manner as they shall require in the review of and adoption of the annual budget.
- d. Assist the Chief Financial Officer in the preparation of an explanatory budget message, including a comparison of prior years revenues, appropriations and expenditures as well as an analysis of the proposed revenues and expenditures.

Subsection 10.3 Fiscal Affairs

The Township Administrator shall:

- a. Upon the adoption of the budget, insure that current accounts of the expenditures shall be kept on a monthly basis based upon the supplemental detail of the adopted budget.
 - b. Administer the budget after its adoption by the governing body, shall maintain a continuing review and analysis of the budget operation, work progress and costs of municipal services; and shall assess the attainment of the Township's budget and service goals, reporting the same regularly to the Township Committee.
 - c. See that all money owed the Township is promptly paid, and that proper proceedings are taken for the security and collection of all Township claims.
 - d. Study, recommend, implement, and enforce the financial procedures and policy of the Township and its departments, after consultation with department heads and approval of the governing body.
 - e. Supervise the disbursement of all Township funds and review all purchases, vouchers and bills before submitting same to the Township Committee for final approval.
- . Be responsible for the cash needs of the Township and for the conduct of a sound investment and debt management program subject to governing body policy and report such actions and results to the governing body semi-annually or more frequently when directed.

- and desirable plans and programs to meet present and foreseeable needs.
- b. Develop, prescribe and enforce rules and regulations for the efficient management of the Township for the avoidance of any duplication or overlapping effort among the departments or among the units within a department, and for the improvement of methods and procedures of administration.
 - c. Integrate and coordinate the functions of all departments, Boards, Agencies, Offices and Officials, and also maintain liaison with the Board of Education. The Administrator shall be responsible for continually improving communications among the various Township personnel, departments, agencies, boards and the governing body.
 - d. Recommend the employment of experts and consultants to perform work and render advice in connection with Township projects or services.
 - e. Make recommendations which may increase the efficiency of the operation of the Township.
 - f. Continually review and supervise the Township's insurance program.
 - g. Be responsible for the overall supervision and maintenance of real property owned by the Township, except as modified through delegation by the governing body or ordinance to autonomous boards or commissions.
 - h. Assign office space, furniture, telephone, computer and similar facilities, and other Township resources among and within departments.

Subsection 10.8 COMMUNICATION AND COMPLAINTS

The Township Administrator shall:

- a. Study, recommend, implement and enforce procedures and policy of the Township and its departments for receipt, dissemination and collation of responses to communications and requests for information, after consultation with department heads and receive, distribute and follow up requests for information and complaints from citizens and keep the Township Committee informed on such matters.
- b. The Administrator or an officer designated by the Administrator shall investigate and dispose of such complaints and the Administrator shall keep written record of such complaints and when and what action was taken in response thereto and provide the governing body a copy thereof when requested to do so.

- h. Implement all policies formulated by the Township Committee unless specifically directed otherwise by a formal action of the governing body.
- i. Advise the Township Committee on all background matters as an aid to the creation of policy and recommend to the governing body adoption such measures as may be deemed necessary or expedient.
- k. Follow up acts of the Township Committee by correspondence, review of minutes and personal conferences.

Subsection 10.11 PURCHASING

The Township Administrator shall:

- a. Supervise the purchase of or delegate the purchase of, in accordance with the provisions of the governing statutes and sound purchasing practices, all materials, supplies and equipment of the various agencies, boards, departments and other offices of the Township. The Administrator shall keep or cause to be kept an account of all purchases and shall from time to time or when directed by the governing body make a full report thereof.
- b. Establish rules, regulations, standards and specifications to control all purchases by the Township and recommend to the governing body such standards as to quality, size and variety of articles, equipment and supplies used by the offices and departments of the Township, to make possible uniform purchasing practices; and act as purchasing agent in the purchase of such materials, equipment and supplies, and to issue or supervise the issuance of the necessary purchase orders for such materials, equipment and supplies for all departments without exception; ensure that all purchases are at the most favorable price to the Township and see to it that the materials, equipment, services or supplies delivered are correct in number or amount and comply with the standards and specifications prescribed by the governing body as agreed to at the time of purchase.
- c. Cause to be advertised proposals for the furnishing of work equipment and materials and receive bids therefore at the direction of the governing body.
- d. Review, validate and recommend all bills and vouchers for payment prior to final approval by the governing body, and shall establish procedures associated with the voucher process.
- e. Have no interest, directly or indirectly, in any contract job for work or materials,

ATTEST

MARY TERRACCINO, DEPUTY CLERK

GARY BRUGGER, MAYOR

YAYES:

NAYES:

ABSTENTIONS: