

**Chapter 17****CLERK**

- § 17-1. Appointment; term of office; duties.**
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**[HISTORY: Adopted by the Mayor and Council of the Borough of Wood-Ridge 12-26-1975 by Ord. No. 700 as Section 2-1 of Chapter II of the 1975 Revised General Ordinances of the Borough of Wood-Ridge. Sections 17-1, 17-2A, 17-3, 17-4, 17-5A, 17-6 and 17-7C amended at time of adoption of Code; see Ch. 1, General Provisions, Art. III. Other amendments noted where applicable.]**

- § 17-1. Appointment; term of office; duties. [Amended 10-20-1986 by Ord. No. 86-16]**

There shall be a Borough Clerk appointed by the Council for a term of three (3) years. The Clerk shall serve as Clerk of the Council. The Clerk shall attend and keep the minutes of all the meetings of the Council, which minutes shall be signed by the Clerk. Said minutes shall include all resolutions of the Council.

**§ 17-2. Ordinances and resolutions.**

- A. The Clerk shall record all ordinances in books to be provided for that purpose. After each ordinance, the Clerk shall record and certify the proof of its publication as required by law. Each ordinance so recorded shall be signed by the Mayor and the Clerk, who shall attest that it was adopted on a date stated, and when so signed, the recorded copy shall be deemed to be a public record of the ordinance. Any omission by the Clerk or the Mayor to record, sign or certify shall not impair or affect the validity of an ordinance which has been duly adopted. **[Amended 10-20-1986 by Ord. No. 86-16]**
- B. Periodically, as determined by the Council, the Clerk shall compile at least two (2) copies of all ordinances that have been adopted since the previous revision or supplement and forward them to a company selected by the Council to prepare a supplement to the Code.

**§ 17-3. Custodian of records. [Amended 10-20-1986 by Ord. No. 86-16]**

The Clerk shall have custody of and safely keep all records, books and documents of the borough, except those committed by ordinance, to any other office, by resolution or by law. On request and on the payment of the fees prescribed therefor, the Clerk shall furnish a certified copy of any paper in the Clerk's custody under the corporate seal of the borough.

**§ 17-4. Affixing of corporate seal. [Amended 10-20-1986 by Ord. No. 86-16]**

The Clerk shall cause the corporate seal of the borough to be affixed to instruments and writings when authorized by ordinance or resolution of the Council or when necessary to exemplify any document on record in the Clerk's office or to certify any act or paper which from the records in the Clerk's

office shall appear to have been a public act of the borough or a public document.

**§ 17-5. Powers and duties.**

Subject to the supervision of the Council, the Clerk shall:

- A. Be the depository for and the custodian of all official surety bonds furnished by or on account of any officer or employee, except the Clerk's own bond, which shall be placed in the custody of the Treasurer; all insurance policies on or with respect to risks insured for the benefit of the borough or to protect it against any claim, demand or liability; and all formal contracts for work, labor, services, supplies, equipment and materials to which the borough may be a party. **[Amended 10-20-1986 by Ord. No. 86-16]**
- B. Be the depository for and the custodian of all performance bonds running to the borough as obligee or any other form of security given by a contractor, subdivision developer or other persons on account of work done or to be done in or for the borough.
- C. Have custody of all leases of property owned by the borough.
- D. Report to the Council annually, at such times as the Council may require, on the coverage, expiration date and premium of each surety bond and contract of insurance, the nature and terms of outstanding leases, the rent reserved by each and their respective expiration dates.

**§ 17-6. Compilation of rules and regulations. [Amended 10-20-1986 by Ord. No. 86-16]**

The Clerk shall maintain a current compilation of all rules and regulations, which shall be available for public inspection in the Clerk's office during business hours. No rule or general

regulations made by a department, officer, agency or authority of the borough, unless it relates to the organization or internal management of the municipal government or a part thereof, shall take effect until it is filed with the Clerk.

**§ 17-7. Additional powers and duties.**

In addition to other functions, powers and duties prescribed by ordinance and subject to the supervision and direction of the Council, the Clerk shall:

- A. Perform all the functions required of municipal clerks by the General Election Law (Title 19 of the Revised Statutes) and any other law or ordinance.
- B. Administer the provisions of borough ordinances with reference to the licensing of occupations and activities for which licenses are required by law or ordinance to be obtained from the Clerk, except those issued by the Fire Prevention Board.<sup>1</sup>
- C. Have such other, different and additional functions, powers and duties as may be prescribed by law or ordinance or delegated to the Clerk by the Council.  
**[Amended 10-20-1986 by Ord. No. 86-16]**

**§ 17-8. Deputy Clerk. [Amended 7-19-1993 by Ord. No. 93-11]**

There may be a Deputy Clerk, who shall be a resident of the Borough of Wood-Ridge, appointed by the Council who shall have, exercise and perform the functions, powers and duties of the Clerk in the absence or upon the direction of the Clerk.

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<sup>1</sup> Editor's Note: See Ch. 168, Licensing.