

TOWNSHIP OF FRANKLIN
O-1-2017

**ORDINANCE ESTABLISHING THE DEPARTMENT OF LAW AND CREATING THE
PART-TIME POSITION OF THE DIRECTOR OF THE DEPARTMENT OF LAW FOR
THE TOWNSHIP OF FRANKLIN**

WHEREAS, the Township of Franklin is a municipal corporation organized and operating under the laws of the State of New Jersey; and

WHEREAS, pursuant to said laws, the Township Committee is authorized to establish the office of the Department of Law and to appoint the personnel necessary to carry out the administration and operations of said department; and

WHEREAS, the Mayor and Township Committee deem it in the best interests of the Township to establish the office of the Department of Law and to establish the position known as the Director of the Department of Law;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of the Township of Franklin that the Code of the Township of Franklin is hereby amended, revised and/or supplemented as follows:

SECTION 1: There is hereby established a new Chapter 30 within the Code of the Township of Franklin, entitled "Department of Law," which shall read as follows:

CHAPTER 30 – DEPARTMENT OF LAW

§30-1 Department established

There is hereby created and established within the Township a Department of Law which shall be administered by the Director of the Department of Law in the manner forth in this Chapter.

§30-2 Director of the Department of Law as Department Head; Term; Salary

- A. There is hereby established the position of the head of the Department of Law, known as the "Director of the Department of Law." The position of the Director of the Department of Law shall be a part-time position.
- B. The Director of the Department of Law shall be appointed by the Township Committee for a term not to exceed one (1) year, expiring at the annual reorganization meeting of the Township Committee held in January of each year, and shall be paid an annual salary at the rate established by the annual salary ordinance adopted by the Township Committee each year.

§30-2 Powers and duties of the Director of the Department of Law

The Director of the Department of Law shall have the following powers, duties and responsibilities:

- A. to act as liaison between the Township Committee and the municipal attorney regarding the preparation of ordinances, resolutions, contracts, agreements, deeds, leases or other conveyances, obligations, bonds, maps, reports and/or other such other legal matters as Township Committee may require;
- B. to prepare resolutions and/or ordinances which are not otherwise prepared by the Township Clerk or municipal attorney;
- C. to delegate matters to special counsel appointed by the Township Committee when the municipal attorney has a conflict of interest or otherwise cannot represent the Township on a particular matter;

- D. to maintain a record of all actions and suits which relate to the Township's interests and file reports thereon, from time to time, as the Township Committee may request;
- E. to preserve all papers, documents, memoranda, reports and other materials relating to the administration of the Department of Law, which materials shall be and shall remain the property of the Township, and to implement recordkeeping procedures with respect to the filing and preservation of same;
- F. to monitor and advise the Township Committee on the status of any newly enacted legislation which could impact the operations or interests of the Township;
- G. upon expiration or termination of his/her service, to forthwith surrender to his /her successor all papers, documents, memoranda, reports and other materials relating to the administration of the Department of Law which were compiled by and/or maintained by the Director of the Department of Law as required in this Chapter;
- H. to coordinate, review and make suggestions, where appropriate, regarding matters within the scope of the duties set forth herein; and
- I. to perform such other duties, within the scope hereof, as may be required by Township Committee.

SECTION 2: Except as set forth in Section I above, the balance of the Code of the Township of Franklin shall not be affected by this Ordinance.

SECTION 3: All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent that they are inconsistent herewith.

SECTION 4: If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 5: This Ordinance shall take effect immediately upon posting, publication, final passage in the manner prescribed by law.

Attest:

Township of Franklin

BARBARA FREIJOMIL, RMC

DONALD KREVETSKI, MAYOR

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, County of Gloucester, do hereby certify that the foregoing Ordinance was introduced at the reorganization meeting of the Township of Franklin held on January 7, 2017 and thereafter duly advertised in the legal newspaper of the Township at least ten (1) days prior to it being considered for final passage and adoption at a subsequent meeting to be held on January 26, 2017, at which time any person interested therein will be given an opportunity to be heard.

BARBARA FREIJOMIL, RMC
Township Clerk

Introduced January 7, 2017

Name	Yes	No	Abstain	Absent
Ms. Vassallo				
Vacant				
Ms. Petsch-Wilson				
Mr. Deegan				
Mayor Krevetski				

Adopted January 26, 2017

Name	Yes	No	Abstain	Absent
Ms. Vassallo				
Vacant				
Ms. Petsch-Wilson				
Mr. Deegan				
Mayor Krevetski				