

THE BOROUGH OF MENDHAM
2 West Main Street
Mendham, New Jersey 07945
Telephone (973) 543-7152 ext. 15

MEMORANDUM

DATE: 4/14/04
TO: Mayor and Council
Cc: Ralph Blakeslee
FROM: Cheryl Jones, Borough Clerk
RE: Resignation

It is with regret, and great excitement, that I must tender my resignation as Municipal Clerk for Mendham Borough. Howard and I will be relocating to Thayne, Wyoming in June and my final day will be Friday, June 4, 2004.

I want to express my gratitude and admiration for the Mayor and Council of this Borough. I have enjoyed every moment I have worked here and have been so impressed with the professionalism, sincerity and concern with which you serve the residents of Mendham. It has been my honor to know you and work for you.

In speaking with Ralph about my departure, I have floated the idea that he assume the Clerk position, and would strongly recommend this to Council. The Clerk/Administrator is becoming a much more common phenomenon than in years past, and with a strong support staff I think it works incredibly well. The Administrator is present at all meetings, has an understanding of Municipal Government and the actual "clerk" duties are, approximately, 10% of the job.

Below I have supplied a breakdown of the clerk's responsibilities:

The Municipal Clerk is charged with the following statutory duties:

- A. Secretary to the Governing Body
 - a. Records official Minutes of the governing body
 - b. Handles municipal correspondence, both incoming and outgoing.
 - c. Prepares meeting agendas
 - d. Processes, records, files and advertises the municipal budget
 - e. Administers and records oaths of office
 - f. Maintains custody of all official records not handled by other departments.
 - g. Processes, records, files, advertises and distributes all approved municipal legislation ie: resolutions and ordinances
 - h. Prepares agenda, oaths and re-appointment timelines as they relate to yearly organization
 - i. Records and maintains all archival records ie: minutes, resolutions, ordinances, titles, deeds, studies, etc.

- B. Secretary to the Municipal Corporation
 - a. Maintains custody of Municipal seal
 - b. Signs majority of official documents
 - c. Maintains receipt of service of legal documents
 - d. Issues licenses

- e. Issued assessment search certificates
- f. Receives and files bonds, insurance policies, professional service agreements, lawsuits, Interlocal agreements and certificates of insurance
- g. Directs correspondence and inquiries for action to various departments as directed by the governing body
- h. Conducts business with other municipal departments as directed by the governing body
- i. Conducts business with other municipalities as directed by the governing body

C. Election Official

- a. Registers voters
- b. Certifies vacancies on a local level
- c. Receives and maintains nominating petitions and certifies same to the county clerk
- d. Exercises quasi-judicial authority in determining valid petitions
- e. Conducts drawing for position on the ballot
- f. Furnishes material for local elections
- g. Selects polling places and certifies them to the county
- h. Conducts yearly on-site handicapped accessible inspections of polling places and reports same to county
- i. Maintains election results and certifies same to county
- j. Contacts poll workers for pick-up and drop off of poll books
- k. Conducts on-site visits to poll workers on election day

D. Registrar of Vital Statistics

- a. Provide state registrar with weekly license reports
- b. Provide state registrar with breakdown of marriage licenses and death certificates issued and payment of required fees monthly.
- c. Record and file all vital statistic records
- d. Issue marriage licenses, death certificates and burial permits
- e. Issue certified copies of licenses as requested by the public and/or local funeral director

E. Recycling

- a. Annual Tonnage Report
- b. Resident complaints/questions (including bulky trash)

F. Financial Disclosure Statements

- a. Provide copies to all eligible Borough officials
- b. Process and provide state with copies

G. Vehicle Registrations and Insurance identification

H. Schedule facilities (Garabrant Center, Parks, Banners, etc.) and place on Council agenda for approval

I. Prepare and agendize all Raffle applications

J. Prepare and agendize all Liquor License renewals

K. Secretary to Welfare Director

L. Newsletter information

- a. Prepare and submit to publisher

- b. Receive and review all material submitted by other municipal departments

M. Public Relations

- a. New residents
- b. General information
- c. Complaints
- d. Tours/information – Phoenix House

To break down the duties of the clerk and give a comprehensive time line is difficult. In the average week the actual "clerk" related duties, those that no one but the clerk may perform, are subjective. To clarify this let's take a "pre-meeting" week.

Monday: Preparation of the Agenda begins - 1 hour

Tuesday: Preparation continues, conversations with various Departments, Council, Mayor, attorney and administration with regard to content – 1 hour

Wednesday: Preparation, initial layout and order established – 1 hour

Thursday: Deadline for submissions, Final Draft – 2 hours

Friday A.M.: Final assembly and layout revisions, prepare all copies for Mayor/Council, prepare all copies of minutes for approval – 3 hours

TOTAL Agenda Preparation (if all goes smoothly) 7 hours

In a "post-meeting week" about the same number of hours will be spent processing the approved resolutions and/or ordinances.

Keep in mind that during the remaining time in the day, currently, the clerk/registrar is also processing death certificates (this office processed 91 death certificates in 2003) and marriage licenses (18 originated in the Borough in 2003. The clerk also processes marriage licenses that originate outside the Borough but performed here. Those numbers are not recorded). The minutes are transcribed and all of the approved legislation is sent to the appropriate personnel within, and outside of, the Borough.

The administrative duties, those that need not be handled by the Clerk, make up the bulk of an average day, things such as fielding resident phone calls throughout the day, as well as processing the incoming mail and filing. The assembly and distribution of the agenda, as well as the transcription of the minutes, may be performed by an administrative assistant if the clerk wishes, with final approval by the clerk of course.

In my opinion, the actual hands-on clerk duties constitute approximately 15–30 hours per month. If the administrator were to take over those duties, I do not see it as another full-time position. The administrative assistant, whether this person acquires the registrar duties or not, can easily effectuate the "secretarial" portion of the current office as well as assume other responsibilities deemed appropriate. I would also recommend the assistant field all of the administrators phone calls, prioritizing them and following up with the administrator to assure a timely response.

Again, I want to thank all of you for the opportunity to work with you.

Cheryl A. Jones, RMC