

AN ORDINANCE CREATING THE POSITION OF SECRETARY
TO THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
WINFIELD, FIXING THE SALARY THEREOF AND DEFIN-
ING THE QUALIFICATIONS AND DUTIES THEREOF.

BE IT ORDAINED by the Township Committee of the Township of Winfield:

SECTION 1: The position of Secretary to the Township Committee of the Township of Winfield is hereby created and established in the Township of Winfield.

SECTION 2: The salary of said position is hereby fixed at the sum of Twenty-Two Hundred (\$2,200.00) Dollars per annum, payable in semi-monthly installments by the Treasurer of the Township of Winfield.

SECTION 3: Regardless of this or any other title that may be held by any person appointed hereunder, all fees, fines or other monies coming into the hands of the person appointed in the performance of his or her official duties shall immediately be turned over to the Township official charged with the receipt thereof according to law and such fees, fines or other monies shall be and become the property of the Township of Winfield.

SECTION 4: Any person appointed to the position hereby created shall file a surety bond according to the Statute in such case made and provided in the sum of FIVE HUNDRED (\$500.00) Dollars.

SECTION 5: The person to be appointed to the position hereby created shall be qualified to do general secretarial work and stenography, to take dictation, transcribe stenographic notes and perform general clerical duties for the benefit of the members of the Township Committee in their official capacities, and such other persons, relating to the official business of the Township, as the members of said Committee may require and designate from time to time. Such person shall be a resident of the Township of Winfield for at least one year prior to appointment, of good reputation and moral character and shall have general knowledge relating to the filing of papers and general office administrative procedure.

SECTION 6: Any person or persons appointed to the position hereby created shall be subject to such rules, ordinances or regulations as may be established by the Township Committee of the Township of Winfield relating to hours of employment and the duties of such position and shall from time to time be assigned such clerical and administrative duties as may be necessary and required for the proper carrying out of his or her duties in such capacity and the needs of the Township. Any person or persons appointed under the provisions of this Ordinance shall be under the direct supervision of the Chairman of the Township Committee of the Township of Winfield.

SECTION 7: Any person appointed to the position hereby created shall be appointed for a term not exceeding one year.

SECTION 8: All ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

-2-

SECTION 9: This Ordinance shall take effect immediately upon publication and final adoption according to law.

J. Richard Brunel
Chairman, Township Committee.

Motioned by Joseph L. Wright
Joseph L. Wright

Seconded by Guy J. Riccardi
Guy J. Riccardi.

DATED: May 9, 1949

NOTICE

The foregoing Ordinance was introduced and approved at the first reading at a regular meeting of the Township Committee on May 9, 1949, at the Municipal Building, 12 Gulfstream Avenue, Winfield Township.

The foregoing Ordinance was approved on final reading at a special meeting of the Township Committee on June 20, 1949, at the Municipal Building, Gulfstream Avenue, Winfield Township, N.J.

David Rees
David Rees - - Township Clerk.