

TOWNSHIP OF EVESHAM
ORDINANCE NO. 15-6-2017

AN ORDINANCE TO AMEND CHAPTER 3
OF THE CODE OF THE TOWNSHIP OF EVESHAM ENTITLED,
"ADMINISTRATIVE CODE"

BE IT ORDAINED AND ENACTED, by the Township Council of the Township of Evesham, County of Burlington, State of New Jersey that Chapter 3 of the Code of the Township of Evesham "Administrative Code" is hereby amended as follows:

ARTICLE I. Amended Section:

Section 3-10. Departments, divisions and offices

§3-10 A. (8) and (10) are amended to read as follows:

(8) Department of Public Affairs and Senior Services

(10) Department of Recreation and Open Space.

Section 3-13. Deputy Manager and Office of Development and Corporate Relations.

§3-13 (A) and (B) is repealed and replaced in its entirety to read as follows:

Deputy Manager

The position of Deputy Township Manager is hereby established and, in the discretion of the governing body, may be shared by up to three individuals, each of whom shall carry, at least in part of their title, the position of Deputy Township Manager. The Deputy Township Manager(s) shall have such duties and responsibilities as may be established and described, from time to time, by the Township Council and/or the Township Manager, and said Deputy Township Manager(s) shall be appointed by the Township Manager and shall serve in said position at the pleasure of the Township Manager.

Section 3-48. Division of Municipal Property: Division Supervisor - Division of Municipal Property, is repealed in its entirety and amended to read as follows:

§3-48. Division of Public Buildings

Within the Department of Public Works there shall be a Division of Public Buildings, the head of which shall be known as Division Supervisor - Division of Public Buildings. The Division shall:

- A. Operate and maintain public buildings owned by the Township, and landscaping appurtenant to public buildings.
- B. Develop and maintain appropriate maintenance schedules consistent with industry standards.
- C. Serve as primary staff contact for leased properties and act as liaison between tenants and Township.
- D. Make sure all leases are current and up-to-date.
- E. Maintain public parking lots.
- F. Provide custodial and janitorial services for all Township owned buildings.

ARTICLE XII 3-54, Department of Welfare is repealed in its entirety, and replaced with new ARTICLE XII 3-54, Department of Public Affairs and Senior Services to read as follows:

ARTICLE XII

Department of Public Affairs and Senior Services

§3-54 Department of Public Affairs and Senior Services

There shall be a Department of Public Affairs and Senior Services, the head of which shall be the Director of the Department of Public Affairs and Senior Services. The Department of Public Affairs and Senior Services shall be responsible for:

- A. Office of Public Events, which shall serve at the coordinating agency for all Township Council approved special events, concerts, parades, exhibitions, and various ceremonies and celebrations, with a particular emphasis on those that promote economic development, business attraction and retention.
 - 1. The Office may directly sponsor, arrange and provide for the giving of special events, concerts, parades, and exhibitions and may use and employ public property for such purposes.

2. The Office will act as liaison to local organizations and businesses, non-profit organizations, and school groups for the purpose of coordinating and publicizing public events.
3. The Office shall be responsible for reviewing fee structures associated with the provision of public services for events sponsored by private, charitable, or non-profit organizations, and recommend adjustments to the Township Manager.
4. The Office shall promote and seek sponsorships to help support events.
5. The Office shall secure all necessary indemnifications from third party participants for such events in coordination and consultation with the Township's risk management consultant.
6. The Office shall secure all relevant permits for events from outside agencies including but not limited to the Fire Department and Burlington County Health Department.

B. Office of Communications & Outreach, which shall serve as the Township's primary source of media communication, manage the Township's social media activities and develop other forms of communication as directed by the Township Manager.

1. The Office shall develop a comprehensive media strategy to promote and explain the Township's programs, policies and projects.
2. The Office shall cultivate media contacts and relationships to assist in its efforts to disseminate information.
3. The Office shall manage all Township sponsored surveys, and track and address general inquiries from residents and business regarding municipal services arising from same.
4. The Office shall promote and support special initiatives when approved by the Township and so assigned by the Township Manager including but not limited to the Youth Advisory Committee, Home Owners Associations Liaison, the Neighborhood Sign Improvement Grant Program, and the Veterans Walkway Brick Program.

5. The Office shall assist the Township Manager in the pursuit of grants and awards when so assigned.

C. Office of Senior Services, which shall administer and oversee supportive services and other cultural, educational, social and wellness opportunities to the older citizens within the Township.

1. The Office shall, manage and promote the Township's senior citizen transit program.

D. Office of Gibson House Rentals, which shall promote, schedule and coordinate rental of the Gibson House for public, non-profit and private events. The Office shall also collect applicable fees and recommend fee adjustments where warranted.

1. The Office shall be responsible for recommending, executing and arranging for an approved annual maintenance program.

2. The Office shall communicate its requirements to the Department of Public Works, which shall be responsible for the maintenance of the Gibson House.

3. The Office shall be responsible for arranging timely custodial services to correspond with building activities.

ARTICLE XV, Department of Recreation and Senior Services is repealed in its entirety, and replaced with new ARTICLE XV, Department of Recreation and Open Space to read as follows:

ARTICLE XV

Department of Recreation and Open Space

§3-64 Department of Recreation and Open Space

There shall be a Department of Recreation and Open Space, the head of which shall be the Director of the Department of Recreation and Open Space.

The Department of Recreation and Open Space shall consist of and be responsible for:

A. Division of Public Lands shall:

1. Maintain active recreational surface areas, inclusive of the municipal golf course, and prepare them for recreational activities.
2. Care for all Township parks and public grounds, including trees, lawns, and landscaping appurtenant to public buildings and the recreational areas and facilities operated by the Township.

B. Division of Golf Course Programming Operations, which shall:

1. Implement Chapter 11, Municipal Golf Course.
2. Develop and implement educational and instructional golf programs.
3. Promote and prepare facilities to host outings.
4. Manage pro-shop and merchandising.
5. Develop, promote and manage golf course memberships and service.
6. Develop, promote and manage driving range operations.
7. Develop, manage and implement long range master plan for the golf course.

C. Office of Recreation Programming, which shall:

1. Assist the Director in departmental administration.
2. Promote and manage all township youth camps.
3. Develop recreational, cultural, and leisure opportunities for adults, families and children not available through the township's various youth sports leagues and organizations.
4. Coordinate field and recreational facility scheduling and preparation with third party partners and the Division of Recreational Facilities.
5. Participate in the planning and execution of public events and celebrations with the Department of Public Affairs and Senior Services.

ARTICLE 2. Inconsistent Ordinances:

All Ordinances and provisions thereof inconsistent with the provisions of this Ordinance shall be and are hereby repealed to the extent of such inconsistency.

ARTICLE 3. Declaration of Invalidity:

If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

ARTICLE 4. Effective Date:

This Ordinance shall take effect upon final adoption and publication in accordance with the law.

Please take notice that the ordinance published herewith was introduced and passed on first reading at the Regular Meeting of the Township Council of the Township of Evesham in the County of Burlington, State of New Jersey, held on May 9, 2017, and said ordinance will be further considered for final passage after public hearing at a meeting of said Township Council to be held on June 20, 2017 at 6:30 P.M. in the Municipal Complex, 984 Tuckerton Road, Marlton, New Jersey, at which time and place all persons interested will be given an opportunity to be heard concerning such ordinance.

Mary Lou Bergh, RMC

Township Clerk