

Final Reading

4809 24

ORDINANCE OF THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY, AMENDING AND SUPPLEMENTING THE TOWNSHIP CODE TO: (1) ESTABLISH DIVISIONS OF COMMUNITY DEVELOPMENT; HEALTH AND HUMAN SERVICES; RECREATION; AND PARKS, BUILDINGS AND GROUNDS UNDER CHAPTER 40 OF THE TOWNSHIP CODE (DEPARTMENT OF ADMINISTRATION); (2) REPEAL CHAPTER 48 (DEPARTMENT OF COMMUNITY DEVELOPMENT) IN ITS ENTIRETY; (3) REPEAL CHAPTER 46 (DEPARTMENT OF HUMAN SERVICES) IN ITS ENTIRETY; (4) REPEAL CHAPTER 56 (DEPARTMENT OF RECREATION) IN ITS ENTIRETY; AND REPEAL §§23-1A(3) AND (7) OF THE TOWNSHIP CODE.

BE IT ORDAINED by the Township Council of the Township of Toms River, County of Ocean, State of New Jersey, as follows:

1. Chapter 40 (Department of Administration) of the Township Code is hereby amended and supplemented to add the following provisions:

§40-14. Division of Community Development

I. There is hereby created under the Department of Administration the Division of Community Development, the head of which shall be the Director of Community Development. The division head shall be either the Township Engineer or the Township Planner, as appointed by Business Administrator and report directly to the Business Administrator.

i. Duties

- a. He or she shall render to the Business Administrator and Governing Body such reports, recommendations, drawings or other documents as may be required, at regular-stated intervals or on special request therefor. He or she shall hold himself or herself available for consultation and advice to all municipal officials and municipal boards or commissions and shall prepare and present to the Mayor and Township Council short- and long-range recommendations for the improvement of the Township in the areas within the functions and duties of his or her division.
- b. Enforce the zoning ordinances of the Township of Toms River.
- c. Keep a record of all applications for permits and of all permits and certificates issued with a notation of all special conditions involved.
- d. File and safely keep copies of all proposed development plans submitted.
- e. Collect and record fees for zoning permits and flood letters.
- f. Prepare monthly reports for the Township Council summarizing all zoning permits and flood hazard letters issued by the Division, a copy of which shall also be given to the Tax Assessor.

- ii. Within the Division of Community Development, the following bureaus are established:
 - a. Bureau of Engineering;
 - b. Bureau of Construction Services;
 - c. Bureau of Zoning and Planning; and
 - d. Bureau of Property Maintenance

A. Bureau of Engineering

- i. There is hereby created a Bureau of Engineering, the head of which shall be the Township Engineer, who shall serve as the Bureau Manager in addition to his or her duties as the Director of the Division of Community Development. The qualifications of the Township Engineer shall be as follows:
 - a) Graduation from accredited college or university with a bachelor's degree.
 - b) At least five years' experience in state, county, regional or municipal engineering or planning activities.
 - c) Duly licensed as a professional engineer in the State of New Jersey for at least five years.
- ii. Powers and duties of Township Engineer. The Township Engineer shall perform such duties as are prescribed by general law and ordinance and, in addition, shall:
 - a) Prepare, or cause to be prepared, all plans, designs and specifications for public works and improvements undertaken by the Township;
 - b) Provide and maintain surveys, maps, plan specifications and control records with respect to public works owned and operated by the Township;
 - c) Provide technical and engineering advice and assistance to other Township departments, divisions and bureaus;
 - d) Recommend to the Mayor and Council the undertaking of needed capital projects with the Township;
 - e) Assist in the formation and implementation of the Township capital budget;
 - f) Supervise and direct all inspection services and inspection personnel of the Township excluding those services, inspection and personnel under the authority of the Township Code Official;

- g) Assign, with the approval of the Mayor or Business Administrator, projects to these special consulting engineers authorized by the governing body, and supervise the same;
 - h) Direct and supervise all personnel within the bureau;
 - i) Direct and supervise the Township's Community Development Block Grant Program and related activities.
 - j) Upon termination, all papers, documents, memoranda, reports and other materials relating to the administration of engineering duties of the Engineer shall be and remain the property of the Township. Upon termination of his or her services with the Township, the Engineer shall forthwith surrender to any successor all such property.
- iii. Other positions created under the Bureau of Engineering. In addition to the Township Engineer, the following positions, together with the qualifications therefor, if applicable, are hereby created:
- a) Assistant Township Engineer. To qualify for appointment to this position, a person must have graduated from an accredited college with a degree in engineering or related field: have two years' experience in state, county, regional or municipal engineering activities; and be a duly licensed professional engineer by the State of New Jersey.
 - b) Administrative Engineer. To qualify for appointment to this position, a person must have either graduated from an accredited college with a four-year degree in engineering or related field and have at least one year experience in state, county, regional or municipal engineering activities, or a two-year Associate Engineering Degree or four years' experience in state, county, regional or municipal engineering activities.
 - c) GIS Specialist.
 - d) Surveyor/Chief Inspector. To qualify for appointment to this position, a person must have at least four years' experience in a construction-related field.
 - e) Engineering Inspector.
 - f) Township Land Surveyor.
 - g) Stormwater Management Coordinator.
 - h) Clerical support staff.
- iv. Special consulting engineers and planners. Whenever, in the opinion of the Township Engineer, special engineering or planning consulting

services are necessary for a specific project or matter, the Township Engineer shall provide a recommendation in writing to the Business Administrator, who shall in turn notify the Mayor and Township Council. The contracts for special consulting engineers and planners shall be negotiated by the Mayor and presented to the Township Council for ratification by resolution. Only those special consulting engineers and planners authorized by the Mayor and Council may be employed by the Township Engineer.

- v. Disaster Recovery Ombudsman. Following a natural or man-made disaster causing widespread damage, the Business Administrator may appoint a Disaster Recovery Ombudsman to assist the general public and Township departments during the rebuilding and recovery process. The Disaster Recovery Ombudsman will act as the general public's liaison to the various state, federal, and local governmental agencies involved in, and receive and respond to the public's inquiries regarding, the rebuilding and recovery process.
 - a) Appointment to this position shall be on an as-needed basis by the Business Administrator, and shall be rescinded when, in the determination of the Business Administrator, the ombudsman services are no longer necessary.
 - b) This shall be a part-time position, the hours of which shall be established by the Business Administrator, or his designee, but in no case shall exceed 19 1/2 hours per week. The appointee's work schedule shall be established by the Business Administrator, or his designee, but the appointee shall be on duty mainly outside of normal Township business hours.
 - c) The job duties and requirements shall be established from time to time by the Business Administrator, or his designee, based on the nature of the disaster prompting the appointment, and shall be kept on file with the Division of Human Resources.
 - d) The requisite skills and qualifications shall be established from time to time by the Business Administrator, or his designee, based on the nature of the disaster prompting the appointment.
 - e) The person appointed to this position shall not be considered a full-time employee and shall not be entitled to any of the benefits afforded to full-time employees.
 - f) The appointee to this position shall report to the Director of the Division of Community Development.

B. Bureau of Construction Services

- i. Establishment; duties; Construction Official. There is hereby created a Division of Construction Services, the head of which shall be the Construction Official, who shall report to the Business Administrator. The Construction Official shall be responsible for:

- a) Undertaking enforcement proceedings for all building, housing and related codes, property maintenance, issuing and administering permits issued thereby and reviewing all site and construction plans as specified by state statute or this Code.
 - b) Inspecting real property and improvements thereon under the applicable code provisions, supervising the demolition of condemned buildings and the abatement of nuisances and performing such further duties prescribed by state statute or this Code.
 - c) Administering the provisions of N.J.S.A. 52:27D-119 et seq., the State Uniform Construction Act, and N.J.A.C. 5:23-1 et seq., the regulations for the State Uniform Construction Code and the various subcodes providing therein, including but not limited to building subcode, plumbing subcode and electrical subcode.
- ii. Other positions created.
- a) Building Subcode Official.
 - b) Building Subcode Inspector.
 - c) Electric Subcode Official.
 - d) Electric Subcode Inspector.
 - e) Plumbing Subcode Official.
 - f) Plumbing Subcode Inspector.
 - g) Office Manager.
 - h) Clerical support staff.
 - i) Fire Subcode Official.
- iii. Assistant Construction Official. The position of Assistant Construction Official is hereby established. The Assistant Construction Official shall have the same authorities and duties of the Construction Official.

C. Bureau of Zoning and Planning

- i. There is hereby established a Bureau of Zoning and Planning, which shall be overseen by the Township Engineer. The powers and duties of Bureau Manager shall be as follows:
 - a) Act as liaison to the Planning Board;
 - b) Act as liaison to the Zoning Board of Adjustment;
 - c) Act as liaison to the Rent Leveling Board;

- d) Act as liaison to the Township Environmental Commission;
 - e) Act as liaison to any redevelopment entity;
 - f) Act as liaison to the Township Business Improvement District;
 - g) Supervise and advise the Township Zoning Officers;
 - h) Supervise, direct and advise the support staff of the Township Planning Board, Zoning Board, Environmental Commission and Rent Leveling Board;
 - i) Supervise and advise the support staff.
- ii. Other positions created. In addition to the Division Manager, the following positions, together with the qualifications therefor, if applicable, are hereby created:
- a) Township Planner. To qualify for appointment to this position, a person must possess a bachelor's degree in the field of municipal planning or related field discipline from an accredited college; be duly licensed as a professional planner by the State of New Jersey; and have at least three years experience in the field of state, regional, county or municipal planning. The Township Planner may be either a full-time township employee or professional service contractor. The powers and duties of the Township Planner are as follows:
 - i. When authorized by the Director, attend meetings of the Township Planning Board, Zoning Board and Environmental Commission, and advise and counsel the members of said entities;
 - ii. Prepare and assist in the implementation of the Township Master Plan;
 - iii. Recommend and assist in the preparation of proposed amendments to the Township zoning and land development ordinances and regulations;
 - iv. Advise and assist the Township Zoning Officers;
 - v. Advise and counsel the support staff of the Township Land Use Boards and Environmental Commission;
 - vi. Act as liaison to all state, regional and county agencies relating to municipal planning activities;
 - vii. Assist in the preparation of all proposed redevelopment plans authorized by the Township Redevelopment entity;

- viii. Prepare and submit reports as required by the Mayor, Council or Business Administrator;
 - ix. Actively seek out and advise the Council of grants, funds and loans available for various projects and programs in the Township, including but not limited to Community Development Block Grant program administered by the Office of Housing and Urban Development;
 - x. Act as liaison to the District Management Corporation for the Special Improvement District;
 - xi. Direct and supervise the Assistant Township Planner.
- b) Assistant Township Planner. To qualify for this position, a person must possess a bachelor's degree in the field of municipal planning or related discipline from an accredited college. The Assistant Township Planner shall assist the Township Planner in the discharge of all assigned duties. The Assistant Township Planner may also be a full-time township employee or professional service contractor.
- c) Township Zoning Officer.
- i. Position created. There is hereby created the position of Zoning Officer of the Township of Toms River.
 - ii. Duties. The duties of Zoning Officer shall be as follows:
 - a) To enforce the zoning ordinances of the Township of Toms River;
 - b) To issue zoning permits;
 - c) To issue flood hazard letters in writing when requested;
 - d) To answer all inquiries with regard to zoning;
 - e) To keep a record of all applications for permits and of all permits and certificates issued, with a notation of all special conditions involved;
 - f) To file and safely keep copies of all plans submitted;
 - g) To collect and record fees for zoning permits and flood letters;

- h) To prepare a monthly report for the Mayor and Township Council summarizing all activity of the previous months concerning the duties of the Zoning Officer.
- iii. The Zoning Officer shall be deemed to be the administrative officer as defined in N.J.S.A. 40:55D-3, and shall also issue certifications on behalf of the Township of Toms River certifying whether or not a subdivision has been approved by the Toms River Township Planning Board, in accordance with N.J.S.A. 40:55D-56 and, in general, shall coordinate the efforts of the Planning Board of the Township of Toms River and have such other duties or responsibilities as may, from time to time, be imposed with regard to the Planning Board.
- iv. The Zoning Officer shall conduct field inspections and special investigations to ensure compliance with various municipal ordinances, initiate and enforce rules and regulations in relation to enforcement of ordinances, initiate necessary legal action against violators of various municipal ordinances, prepare needed reports, establish and maintain the records and files and may assist in the promulgation of municipal ordinances.
- d) Planning Board support staff. For purposes of administration, the Planning Board Secretary and other clerical support staff of the Planning Board shall be under the auspices of the Division of Community Development.
- e) Zoning Board of Adjustment support staff. For the purposes of administration, the Zoning Board Secretary and other clerical support staff of the Zoning Board of Adjustment shall be under the auspices of the Division of Community Development.
- f) Rent Leveling Board support staff. For purposes of administration, the Rent Leveling Secretary and other clerical support staff of the Rent Leveling Board shall be under the auspices of the Division of Community Development.
- g) Affordable Housing Administrator.
 - i. Position created. There is hereby created the position of Affordable Housing Administrator of the Township of Toms River.
 - ii. Duties. The duties of the Affordable Housing Administrator shall be provided for pursuant to N.J.A.C. 5:80-26.18(d).

h) Community Development Block Grant Support Staff: For purposes of administration, the employee assigned to administer the Township's Community Development Block Grant and related Township programs shall be under the auspices of the Division of Community Development.

i) Deputy Zoning Officer. To assist and perform all duties assigned by the Zoning Officer and to serve as acting Zoning Officer in circumstances when the Zoning Officer is absent, incapacitated, or otherwise unable to carry out the duties of the office.

D. Bureau of Property Maintenance. There is hereby created the Bureau of Property Maintenance, which shall perform the following functions:

a) Conduct field inspections and special investigations to ensure compliance with municipal ordinances.

b) Initiate and enforce rules and regulations in relation to enforcement of ordinances.

c) Initiate necessary legal action for violations of municipal ordinances.

d) Perform any other such function as necessary to administer the Division's purposes.

i. Other positions created.

a. Housing, Property Maintenance, and Assistant Code Enforcement Officer;

b. Assistant Code Enforcement Officers, full-time;

c. Assistant Code Enforcement Officers, part-time;

d. Clerical support staff; and

e. ADA Coordinator.

§40-15. Division of Human Services

I. There is hereby created under the Department of Administration the Division of Human Services, the head of which shall be the Director of the Division of Human Services, who shall be appointed by and report to the Business Administrator.

i. Within the Division of Human Services, the following bureaus are hereby established:

a. Bureau of Senior Services

b. Bureau of Animal Control

A. Bureau of Senior Services: There is hereby created, within the Division of Human Services, the Bureau of Senior Services, the head of which shall be the Division Manager of Human Services, who shall report to the Business Administrator. The Division Manager of Human Services shall coordinate and develop senior citizens programs and activities in the Township. The Division Manager of Human Services may be assisted by the Deputy Bureau Manager of Senior Services, who will assist the Division Manager with respect to senior services matters.

i. Powers and duties of Bureau of Senior Services

- a) Develop programs and coordinate projects directed to the development of needed senior services in the Township.
- b) Act as liaison between the Township Council and various senior service agencies and programs, both public and private, on the local, state and federal levels.
- c) Actively seek out and advise Township Council of grants, funds and loans which may be available for senior services and related programs.

B. Bureau of Animal Control: There is hereby established within the Division of Human Services the Bureau of Animal Control, the head of which shall be the Bureau Manager of Animal Control, which may either be a full-time township employee or independent contractor. The Division of Animal Control is responsible for administering Chapter 165 (Animals and Animal Establishments), as well as other duties as directed by the Division Director of Human Services.

C. Officer of the Township Physician: There is hereby created the office of Township Physician. The Township Physician shall conduct all required physical examinations for all Township employees except for those of the Police Department, which examinations shall be conducted by the Police Physician or Police Surgeon. The Township Physician shall be appointed pursuant to law and shall receive such compensation and perform such duties as provided by law. There shall be no more than two individuals who shall hold the office of Township Physician.

D. Municipal Alliance Committee: There shall be established a Municipal Alliance Committee on Alcoholism and Drug Abuse within the Division of Human Services.

- i. Membership on the Municipal Alliance Committee shall be appointed by the Mayor with the advice and consent of Township Council and shall include, but not necessarily be limited to, representatives of the following groups:
 - a. A Mayoral representative.
 - b. The Chief of Police.
 - c. The President of the School Board.

- d. The Superintendent of Schools.
 - e. The Student Assistant Coordinator.
 - f. A representative of the PTA.
 - g. A representative of the local bargaining unit for teachers.
 - h. A representative of the Chamber of Commerce.
 - i. A representative of organized labor.
 - j. A representative of the court system.
 - k. A representative of a local civic association.
 - l. A representative of a local treatment provider agency.
 - m. A representative of a local religious group.
 - n. A youth representative.
 - o. A recovered substance abuser.
- ii. The Municipal Alliance Committee's purpose is as follows:
- a. To organize and coordinate efforts involving school, law enforcement, business and community groups for purposes of reducing alcoholism and drug abuse.
 - b. To develop, in conjunction with the LEA, comprehensive alcoholism and drug abuse education programs for grades K through 12.
 - c. To develop, in conjunction with the LEA, procedures for intervention, treatment/referral and discipline of students involved with substance abuse.
 - d. To develop comprehensive alcoholism and drug abuse education, outreach and support efforts for parents.
 - e. To develop a comprehensive alcoholism and drug abuse community awareness program.

E. Municipal Alliance Coordinator: There is hereby created the position of Municipal Alliance Coordinator for the Township of Toms River.

- i. To be appointed to the position of Municipal Alliance Coordinator for the Township of Toms River, an individual must possess the following qualifications:

- a) Currently serving as Director of the Division of Human Services;
or
 - b) Experience or training in the ATOD (Alcohol, Tobacco and Other Drugs Council) field and Experience in coordinating and managing programs in a related field.
- ii. Duties. The Municipal Alliance Coordinator shall be responsible for the planning, promotion, development and supervision of the Municipal Alliance Program as follows:
- a) Coordinating and assuring the implementation of all Alliance ATOD programs as outlined in the approved grant. These programs shall include, but not be limited to, Project Graduation, the Senior Citizen Awareness Program, the Tobacco Awareness Program, Teen Coffee Shop Night and the Monthly Newsletter.
 - b) Gathering information for the community needs assessment and making recommendations for future grant applications based on that information.
 - c) Coordinating and managing Alliance volunteers by scheduling meetings, providing information and training, overseeing committees and maintaining pertinent records.
 - d) Providing the community with information on ATOD prevention, resources and specific Alliance programs through a monthly newsletter, press and other media releases.
 - e) Organizing fund-raising activities that will provide additional funds as needed.
 - f) Preparing the annual grant application which shall require attendance at Ocean County grant-related meetings/training and the compilation of statistical and financial information.
 - g) Coordinating activities with other municipal agencies and organizations, including the Board of Education.
 - h) Maintaining and filing all records in a central office. Such records shall include, but not be limited to, minutes of monthly meetings, financial records, the annual grant and related documents, program descriptions and evaluations, copies of the newsletter, media releases, a video pamphlet library, correspondence with the County of Ocean and training and time records for Alliance volunteers.
- iii. Compensation: The salary for the position of Municipal Alliance Coordinator shall be paid in accordance with the terms and provisions of the Salary Ordinance of the Township of Toms River. Said position shall also be funded by a grant from the Governor's Council on Alcoholism and Drug Abuse.

§40-16. Division of Recreation

- I. There is hereby established the Division of Recreation, the head of which shall be the Director of the Division of Recreation. The Division of Recreation shall consist of four bureaus as follows:
 - a) Bureau of General Recreation: This division shall consist of all programs and events relating to Township playgrounds, swimming pools, athletic fields, and other Township recreational facilities, except the Bey Lea Golf Course and Winding River Ice Rinks.
 - b) Bureau of Beaches: This division shall consist of all programs and events relating to Township beaches, including Ortlely Beach, Shelter Cove Beach, and Money Island Beach.
 - c) Bureau of the Bey Lea Golf Course Utility: This division shall consist of the Bey Lea Golf Course, Clubhouse and all programs and events relating to said facility.
 - d) Bureau of the Winding River Ice Rinks Utility: This division shall consist of the indoor and outdoor ice skating rinks located at Winding River Park and all programs and events relating to said facilities.

- i. There is hereby created the following positions within the Division of Recreation and auxiliary bureaus of said Division:
 - a. Administration.
 - 1. Division Director of Recreation
 - b. Bureau of General Recreation
 - 1. General Recreation Bureau Manager
 - 2. Clerical Staff including but not limited to bookkeeper, clerk typist, clerk, etc.
 - 3. Seasonal employees
 - c. Bureau of Beaches
 - 1. Beach Manager (Seasonal)
 - 2. Beach Assistant Manager (Seasonal)
 - 3. Seasonal employees
 - d. Bureau of the Bey Lea Golf Course Utility
 - 1. Golf Course Superintendent.
 - 2. Golf Course Clubhouse Manager.

3. Golf Course Assistant Clubhouse Manager.
 4. Golf Course Assistant Manager.
 5. Senior Groundspersons.
 6. Groundspersons.
 7. Clerical staff.
 8. Seasonal employees.
- e. Bureau of the Winding River Ice Rinks Utility.
1. Ice Rink Facility Manager.
 2. Ice Rink Program Manager.
 3. Assistant Ice Rink Manager.
 4. Maintenance workers.
 5. Custodians.
 6. Seasonal employees.
 7. Clerical staff.
- ii. Director of the Division of Recreation: The head of the Division of Recreation shall be the Director of Recreation, who shall be hired by and report to the Business Administrator. The Director of the Division of Recreation shall perform the following duties:
- a. Administer the work of the Division and administer and operate all Township recreational facilities and recreation programs.
 - b. Plan and develop additional public recreational areas and facilities.
 - c. Cooperate with other municipal departments, service clubs, and organizations in furthering recreational and cultural interests in the Township.
 - d. Adopt reasonable rules, regulations, and bylaws subject to the approval of the Business Administrator and Governing Body for the conduct of all persons participating in programs and activities or utilizing recreational facilities or equipment sponsored by the Division of Recreation.
 - e. Attend meetings of the Recreation Committee of the Township Council.
 - f. Study, investigate, develop, and recommend recreation programs.

- g. Conduct studies of the present and future recreational needs of the Township and develop immediate and long-range plans in consultation with the Recreation Committee for recommendation to the Mayor and the Township Council.
 - h. Maintain such records as may be required to control division receipts, property and personnel, and provide information to the Business Administrator for budgeting and financing of recreational programs. Such records shall include time cards, or the equivalent Township-approved time tracking device, for part-time and seasonal personnel.
 - i. Be responsible to the Business Administrator for the proper custody and preservation of the books, records and property under his or her control, and for the faithful performance of his or her duties.
 - j. Submit to the Business Administrator monthly reports concerning the conduct and progress of the Division, including receipts and monies.
 - k. Administer the expenditure of funds in accordance with the annual budget.
 - l. Administer the management of the public golf courses and ice rinks.
 - m. Operate programs related to Township beaches and boardwalks.
 - n. Hire part-time and seasonal staff as needed, with the approval of the Business Administrator, to carry out the functions of the Division.
- iii. General Recreation Program Manager: The Program Manager shall be hired by the Director of the Division and shall assist the Director in providing for the individual recreation programs and activities established in the Bureau of General Recreation and shall maintain accurate records relating to the attendance of participants and staff in said Bureau.
 - iv. Ice Rink Bureau Manager: The Bureau Manager shall be hired by the Director of the Division of Recreation with the approval of the Business Administrator and shall be responsible for the development, scheduling and oversight of the established ice hockey leagues, skating programs and other activities. The Bureau Manager shall coordinate with the Ice Rink Facility Manager to ensure the efficient operation of the ice rink facilities. This position may also serve as the Ice Rink Administrator, the primary contact for the ice rink utility, at the discretion of the Director of Recreation.
 - v. Ice Rink Facility Manager: The Ice Rink Facility Manager shall be hired by the Director of the Division of Recreation with the approval of the Business Administrator and shall be responsible for the maintenance and/or repair of the Township ice rink facilities. The Ice Rink Facility Manager shall supervise and direct all maintenance workers, clerical, and custodial staff assigned to the ice rink facility. The Ice Rink Facility Manager shall coordinate activities with the Bureau Manager to ensure the efficient operation of the ice rink facilities. This position may also serve as

the Ice Rink Administrator, the primary contact for the ice rink utility, at the discretion of the Director of Recreation.

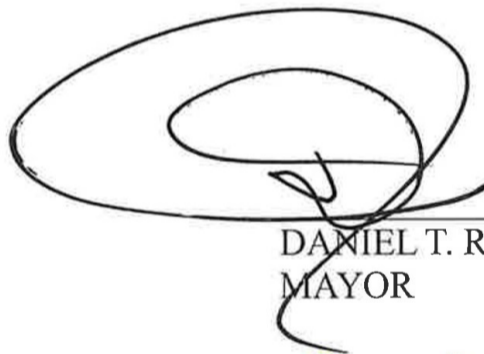
- vi. Ice Rink Assistant Manager: The Ice Rink Assistant Manager shall be hired by the Director of the Division of Recreation and shall assist the Ice Rink Facility Manager in the maintenance and/or repair of the Township ice rink facilities and assist the Ice Rink Program Manager with the coordination of all programs and activities. This position shall also provide support to the Bey Lea Golf Course utility at the discretion of the Director of Recreation.
- vii. Golf Course Facility Manager: The Golf Course Facility Manager shall be appointed by the Director of the Division of Recreation with the approval of the Business Administrator and shall be responsible for the care, maintenance and repair of the grounds of the Bey Lea Golf Course. The Golf Course Facility Manager shall direct and supervise all senior grounds- persons and grounds- persons assigned to the Bureau. The Golf Course Facility Manager shall coordinate with the Clubhouse Manager to ensure the efficient operation of the golf course. This position may also serve as the Golf Course Administrator, the primary contact for the golf course utility, at the discretion of the Director of Recreation.
- viii. Golf Course Clubhouse Manager: The Golf Course Clubhouse Manager shall be appointed by the Director of the Division of Recreation with the approval of the Business Administrator and shall be responsible for all programs and activities conducted at the Bey Lea Golf Course and shall be responsible for the scheduling of all tee times, tournaments and other events. The Clubhouse Manager shall direct the Assistant Clubhouse Manager and all clerical staff and seasonal employees assigned to the Bureau who are not assigned to the Golf Course Superintendent. The Clubhouse Manager shall coordinate with the Golf Course Superintendent to ensure the efficient operation of the golf course. This position may also serve as the Golf Course Administrator, the primary contact for the golf course utility, at the discretion of the Director of Recreation.
- ix. Golf Course Assistant Clubhouse Manager: The Assistant Golf Course Clubhouse Manager shall be appointed by the Director of the Division of Recreation and shall assist the Clubhouse Manager.
- x. Golf Course Assistant Manager: The Golf Course Assistant Manager shall be hired by the Director of the Division of Recreation with the approval of the Business Administrator and shall be responsible for the development and coordination of all golf programs. The Golf Course Assistant Manager shall also support the Golf Course Facilities Manager and the Golf Course Clubhouse Manager with all golf course facility and clubhouse functions. This position shall also provide support to the Winding River Ice Rink utility at the discretion of the Director of Recreation.

§40-17. Division of Parks, Buildings and Grounds

A. Establishment; powers and duties.

1. There is hereby established the Division of Parks, Buildings, and Grounds, which shall be under the Department of Administration and overseen by the Township Business Administrator.
 2. This Division shall maintain all Township buildings, grounds, swimming pools, real property, and parks, including garbage removal and maintenance of restroom facilities, and shall be responsible for proper testing of bathing beach waters and swimming pool waters.
- B. Positions created. The following positions are hereby established within the Division of Parks, Buildings, and Grounds:
1. Foreman.
 2. Senior maintenance worker/custodian.
 3. Senior groundsman.
 4. Groundsman, full-time.
 5. Groundsman, part-time.
 6. Laborer, full-time.
 7. Laborer, part-time.
 8. Maintenance worker, full- or part-time.
 9. Custodian.
 10. Clerical staff.
 11. Driver.
 12. Golf Course Superintendent.
 13. Assistant Foreman.
2. Chapter 48 (Department of Community Development) is hereby repealed in its entirety and reserved.
 3. Chapter 46 (Department of Human Services) is hereby repealed in its entirety and reserved.
 4. Chapter 56 (Department of Recreation) is hereby repealed in its entirety and reserved.

5. §§23-1A(3) and (7) of the Township Code are hereby repealed and re-designated as “reserved.”
6. All other parts of Chapters 40 and 23 of the Township Code remain in full force and effect.
7. All Ordinances or parts of Ordinances which are inconsistent herewith are repealed, but only to the extent of the inconsistency.
8. If any part of this Ordinance shall be invalidated for any reason by a competent authority with jurisdiction, that part shall be severed and the remaining provisions shall remain in full force and effect.
9. This Ordinance shall take effect following its final passage by Township Council, approval by the Mayor, and twenty days after publication as required by law.



DANIEL T. RODRICK
MAYOR



CRAIG COLEMAN
COUNCIL PRESIDENT

FINAL PASSAGE:

L-Oct 23, 2024-22 Ord Ch. 40

TOMS RIVER TOWNSHIP NOTICE

ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY, AMENDING AND SUPPLEMENTING THE TOWNSHIP CODE TO: (1) ESTABLISH DIVISIONS OF COMMUNITY DEVELOPMENT; HEALTH AND HUMAN SERVICES; RECREATION; AND PARKS, BUILDINGS AND GROUNDS UNDER CHAPTER 40 OF THE TOWNSHIP CODE (DEPARTMENT OF ADMINISTRATION); (2) REPEAL CHAPTER 48 (DEPARTMENT OF COMMUNITY DEVELOPMENT) IN ITS ENTIRETY; (3) REPEAL CHAPTER 46 (DEPARTMENT OF HUMAN SERVICES) IN ITS ENTIRETY; (4) REPEAL CHAPTER 56 (DEPARTMENT OF RECREATION) IN ITS ENTIRETY; AND REPEAL §§23-1A(3) AND (7) OF THE TOWNSHIP CODE.

PURPOSE: TO: (1) ESTABLISH DIVISIONS OF COMMUNITY DEVELOPMENT; HEALTH AND HUMAN SERVICES; RECREATION; AND PARKS, BUILDINGS AND GROUNDS UNDER CHAPTER 40 OF THE TOWNSHIP CODE (DEPARTMENT OF ADMINISTRATION);

(2) REPEAL CHAPTER 48 (DEPARTMENT OF COMMUNITY DEVELOPMENT) IN ITS ENTIRETY;

3) REPEAL CHAPTER 46 (DEPARTMENT OF HUMAN SERVICES) IN ITS ENTIRETY;

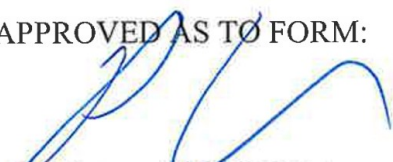
(4) REPEAL CHAPTER 56 (DEPARTMENT OF RECREATION) IN ITS ENTIRETY;

**AND
REPEAL §§23-1A(3) AND (7) OF THE TOWNSHIP CODE.**

NOTICE IS HEREBY GIVEN that the ordinance published herewith was introduced and passed upon first reading at a meeting of the Township Council of the Township of Toms River, in the County of Ocean, New Jersey, held on October 23, 2024 at 7:00 p.m. It will be further considered for final passage at a public meeting to be held in the L. Manuel Hirshblond Meeting Room of the Municipal Building in said Township on November 13, 2024 at 7:00 p.m., or as soon thereafter as this matter can be reached, at which time all persons interested shall be given an opportunity to be heard concerning this ordinance. Prior to the second reading, a copy of this ordinance shall be posted on the bulletin board in the Municipal Building and copies shall be made available at the Township Clerk's Office in said Municipal Building to members of the general public who shall request such copies.

**STEPHEN A. HENSEL
ACTING MUNICIPAL CLERK**

APPROVED AS TO FORM:



PETER S. PASCARELLA
ASSISTANT TOWNSHIP ATTORNEY
MUNICIPAL BUILDING
33 WASHINGTON STREET
TOMS RIVER, N.J. 08753

L-Oct 23, 2024-22-NOTICE Notice to Ord Amend Ch. 40