

RESOLUTION AUTHORIZING THE CONSOLIDATION OF THE TITLES AND RESPONSIBILITIES OF MUNICIPAL CLERK, ASSISTANT ADMINISTRATOR, AND PERSONNEL ADMINISTRATOR INTO A SINGLE POSITION

WHEREAS, the Borough of Wharton continuously seeks to promote operational efficiency, streamline administrative operations, and maximize fiscal responsibility within the municipal government; and

WHEREAS, the administrative functions of the Municipal Clerk, Assistant Administrator, and Personnel Administrator have substantial operational overlap; and

WHEREAS, the Governing Body has determined that consolidating these titles and their associated duties into one unified role will enhance organizational communication, clarify lines of authority, and optimize municipal personnel management; and

WHEREAS, statutory requirements governing the mandatory duties, qualifications, and certification of the statutory office of Municipal Clerk pursuant to N.J.S.A. 40A:9-133 shall remain fully preserved and fulfilled within this consolidated role.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Wharton, County of Morris, State of New Jersey, as follows:

- 1. Title Consolidation: The administrative titles and primary duties of Municipal Clerk, Assistant Administrator, and Personnel Administrator are hereby merged into the single title and position of Municipal Clerk.**
- 2. Duties and Responsibilities: The individual appointed to this consolidated position shall perform all statutory and regulatory duties required of the Municipal Clerk, while simultaneously executing the duties of Assistant Administrator and Personnel Administrator as defined in the municipal code and job description.**
- 3. Qualifications: The position holder must maintain all statutory credentials and certifications required by the State of New Jersey for the office of Municipal Clerk, alongside demonstrated qualifications in administrative management and human resources.**

4. **Salary and Compensation:** The salary range and compensation structure for this consolidated position shall be established within the official Municipal Salary Ordinance and/or relevant employment contract approved by the Governing Body.
5. **Severability & Codification:** If any section, paragraph, or provision of this Resolution is held invalid, such invalidity shall not affect any other provisions. The Municipal Attorney is authorized to prepare any corresponding amendments to the Municipal Code necessary to reflect this organizational restructuring.
6. **Effective Date:** This Resolution shall take effect immediately upon passage.

Adopted: August 17, 2026

BOROUGH OF WHARTON

ATTEST:

**WILLIAM J. CHEGWIDDEN,
MAYOR**

**Cheryl Muzzillo,
Borough Clerk**