

**BOROUGH OF WEST CAPE MAY
COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION #04-18

DESIGNATION OF DEPARTMENTS FOR BOROUGH COMMISSIONERS

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of West Cape May, the governing body thereof, as follows:

1. The executive and judicial and administrative powers, authority and duties of the Borough of West Cape May are distributed into and among several departments, and the powers and duties to be performed are determined and assigned to the appropriate departments and officers, all as hereinafter set forth.

2. **Board of Commissioners:** The Board of Commissioners shall exercise all legislative powers, functions and duties conferred upon the Borough or its officers. It shall make all order for the doing of the work, shall levy all taxes, apportion and appropriate all funds, and audit and allow all bills, accounts, payrolls and claims and order payment thereof. It shall make or authorize the making of all contracts. All ordinances and resolutions making or authorizing the making of contracts shall be drawn by the Borough Solicitor or approved by such officer before same is made or passed. It shall cause to be made all assessments for the cost of street improvements, sidewalks, sewers, drains and other related work, improvement and repairs which may be made by law specially assessed.

All directors of departments and officers are the agents of the Commission and all their acts shall be subject to the review and approval or revocation by the Commission subject to law. Every director or officer shall, from time to time, as required by law or ordinance or when requested by the Commission or whenever he/she shall deem it necessary for the good of the public service, report to the Commission, in writing, respecting the business of his/her department or office on matters concerned therewith.

Designation of Departments for Board of Commissioners

Department of Public Affairs & Public Safety – Commissioner John H. Francis, III

Director's Office	Environmental Commission
Municipal Court	Volunteer Fire Department
Public Defender	Dog Regulations/Animal Control
Municipal Prosecutor	Fire Official
Celebration of Public Events	Health Department (CMC Liaison)
Police Department Liaison	Public Assistance Liaison
Rescue Squad/EMS	

Department of Revenue & Finance – Mayor Carol E. Sabo

Director's Office	Assessment of Taxes
Liquidation Tax Title Liens	Financial Administration
Borough Auditor	MIS Liaison
Collection of Taxes	Legal
Elections	Insurance
Water & Sewer Financial Admin.	Borough Clerk
Historic Preservation Committee	Zoning & Code Enforcement
Construction Office	

Department of Public Works & Public Property – Deputy Mayor Peter C. Burke

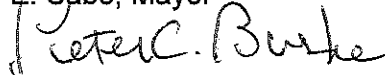
Director's Office
 Street Lighting
 Shade Tree Commission
 Roads
 Parks & Playgrounds
 Water & Sewer Infrastructure
 Counsel on Affordable Housing
 Emergency Management

Recycling
 Public Works
 Public Building
 Borough Engineer
 Planning/Zoning Board Admin.
 Trash
 Clean Communities

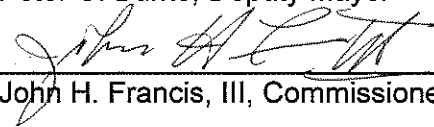
BE IT FURTHER RESOLVED that the above mentioned Designations of Departments shall become effective January 3, 2018.



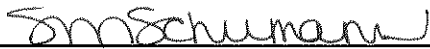
Carol E. Sabo, Mayor



Peter C. Burke, Deputy Mayor



John H. Francis, III, Commissioner



Suzanne M. Schumann, RMC
 Municipal Clerk

Adopted: January 3, 2018

cc: All Departments

	Aye	Nay	Abstain	Absent
Sabo	✓			
Burke	✓			
Francis	✓			

I hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by a majority of full membership of the Board of Commissioners of the Borough of West Cape May, County of Cape May, New Jersey, at a meeting held on January 3, 2018.

 Municipal Clerk