

**BOROUGH OF PALISADES PARK  
BERGEN COUNTY, NEW JERSEY**

**ORDINANCE # 2026-2**

**CREATING ARTICLE XXVI TO BE ENTITLED “BOROUGH CLERK” IN  
CHAPTER 48: “OFFICERS AND EMPLOYEES” OF THE CODE OF THE  
BOROUGH OF PALISADES PARK.**

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of Palisades Park, County of Bergen, State of New Jersey, that Chapter 48: “Officers and Employees” of the Code of the Borough of Palisades Park is hereby amended to create Article XXVI “Borough Clerk” as follows:

**ARTICLE XXVI Borough Clerk**

**§ 48-142. BOROUGH CLERK.**

**§ 48-142.1. Appointment.**

The Borough Clerk shall be appointed for a term of three (3) years in the manner provided by law. The Borough Clerk shall acquire tenure in the manner provided by law.

**§ 48-142.2. Qualifications.**

No person shall be appointed as Borough Clerk unless he shall have a registered Municipal Clerk Certificate issued pursuant to N.J.S.A. 40A:9-133 et seq.

**§ 48-142.3. Clerk of Council - Duties.**

- a. Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts, and archival records of the municipal corporation.
- b. Act as secretary to the governing body, prepare meeting agendas at the discretion of the governing body, be present at all meetings of the governing body, keep minutes of the proceedings of every meeting, retain the original copies of all ordinances and resolutions, and record the minutes of every meeting.
- c. Serve as the chief administrative officer in all elections held in the municipality, subject to the requirements of Title 19 of the Revised Statutes.
- d. Serve as chief registrar of voters in the municipality, subject to the requirements of Title 19 of the Revised Statutes.

- e. Serve as the administrative officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits, except where statute or municipal ordinance has delegated that responsibility to some other municipal officer.
- f. Serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes.
- g. perform such other duties as are now or hereafter imposed by statute, regulation or by municipal ordinance or regulation.

**§ 48-142.3.1. Licenses.**

The Borough Clerk shall:

- a. Receive applications for all licenses from the Borough of Palisades Park, including alcoholic beverage licenses, except where otherwise provided by law or ordinance.
- b. Report to the Council on all violations of licensing ordinances and laws whether by persons holding a license or permit or otherwise.

**§ 48-142.4. Custodian of Records.**

The Clerk shall have custody of and safely keep all records, books and documents of the Borough, except those committed by ordinance to any other office or transferred thereto by the Mayor and Council.

**§ 48-142.5. Corporate Seal.**

The Clerk shall cause the corporate seal of the Borough to be affixed to instruments and writings when authorized by ordinance or resolution of the Council or when necessary to exemplify any document on record in the Clerk's office, or to certify any act or paper which from the records in the Clerk's office appears to have been a public act of the Borough or a public document. The Clerk shall not affix the seal or cause or permit it to be affixed to any other instrument, writing or other paper unless required by law or ordinance.

ATTEST:

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Sophia H. Jang, Borough Clerk

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Chong Paul Kim, Mayor

First Reading: January 27, 2026

Second Reading: February 24, 2026