

## Secretary to the Governing Body

- Attends and records meetings of the Township Committee, prepares agendas for the meetings, and distributes Official Minutes
- Compiles, investigates, and prepares documents pertaining to items requiring Committee action, including the creation of resolutions and proclamations
- Handles municipal correspondence
- Acts as liaison between the public and the Township Committee
- Administers and records Oaths of Office
- Maintains custody of all official records that are not specifically handled by other departments
- Processes appointments to and keeps Updated Roster and Mailing List for Committees and Commissions

## Secretary to the Municipal Corporation

- Signs majority of official documents, attests signature of municipal officers and officials
- Maintains custody of the Municipal Seal
- Maintains legal documents
- Upholds citizenry's right to access public records under the N.J. Open Public Records Act (OPRA) — [Montgomery Township OPRA Request](#)

## Election Official

- Registers Voters ([Voter Info webpage](#) found under Elected Officials section)
- Certifies vacancies existing on the local level
- Maintains receipt of nominating petitions and certification to the County Clerk of local candidate nominated by petition
- Exercises quasi-judicial authority in determining the validity of petitions
- Conducts drawing for position of candidates on the local ballot
- Furnishes material for local elections
- Suggests polling places to the Election Board
- Maintains receipt of election results
- Certifies to County Clerk persons elected to partisan County Committee offices in each election district

- Tallies the votes and certifies election results for local office at primary, general, and municipal elections

## Administrative Official

- Issues licenses and permits: ABC liquor, [container facility](#), [outdoor assembly](#), [peddler permit](#), raffles and bingo, taxi and limousine, special events, towing, [wildlife management \(deer hunting\)](#), [sound amplification permit](#), etc.
- Handles complaints of all types
- Furnishes data to public information media
- Purchases supplies and equipment when required
- Receives and files performance and maintenance bonds.
- Directs correspondence and inquiries to various departments for action
- Serves as coordinator and records manager responsible for implementing local archives and records retention programs
- Conducts business with other municipal departments as needed and as directed by the Township Committee.

## Other Duties of the Clerk

- Coordination of special projects
- Resident/public inquiries
- Provide copies of Ordinances/Resolutions and other information as requested by public and personnel
- Process applications for Blue/Red Light Permits to Emergency Service Volunteers
- [Landlord Rental Registration](#)
- Sign final development maps before filed with the County
- Keep and maintain Township Code, including Land Development Ordinance
- Responsible for sound and recording equipment in the meeting rooms
- Work-related to easements, cross easements, etc.
- Support work related to scheduling appeals to License Appeals Board
- Custodian of original Contracts and Agreements with responsibility for their execution
- Responds to requests for information from residents, attorneys, press, radio stations, etc.
- Administer budget accounts for Township Clerk and Township Committee
- Plan and organize municipal social events such as Township Committee Receptions, etc.
- Research public utility assessment searches for prospective home buyers.

# Staff Contacts

[Lisa Fania](#)

Township Clerk / RMC

(908) 533-9188 [Email](#)

## Related Links

- [Montgomery Township Municipal Code / Ordinances](#)

[View PDF](#)

100 Community Drive

Skillman, NJ 08558

United States

[View in Google Maps](#)