

**AN ORDINANCE AMENDING THE POLICIES AND  
PROCEDURES MANUAL AND CHAPTER II,  
“ADMINISTRATION” OF THE REVISED GENERAL  
ORDINANCES OF THE TOWNSHIP OF SPARTA**

**WHEREAS**, the Sparta Township Council adopted Ordinance No. 10-04 on April 27, 2010 in order to eliminate the separate Department of Parks and Recreation and include it within the Department of Public Works. The Township Council now desires to re-establish the Department of Parks and Recreation as a separate department.

**NOW THEREFORE BE IT ORDAINED** by the Sparta Township Council that the Township of Sparta Policies and Procedures Manual is amended as follows:

**Section 1.** The Section of the Manual entitled “Department of Public Works” is amended to delete the additional subsection “Parks Division” as previously established under Ordinance No. 10-04, Section 1.

**Section 2.** The Section of the Manual entitled “Township Departments” is amended to add the “Parks and Recreation Department” as follows:

The Parks and Recreation Department is headed by the Recreation Director who shall oversee the operation and maintenance of the Department.

Parks Division: The Parks Division is responsible for the year-round care of the Township’s parks and lawns and assists with snow removal services.

Recreation Division: The Recreation Division is responsible for providing a wide range of leisure activities, social services and facilities for preschoolers through senior citizens. In addition, the Division oversees the Township’s transportation system for senior citizens for their shopping and medical needs.

**Section 3.** The Section of the Manual entitled “Community Development” is amended by deleting the current paragraph and replacing the paragraph entirely as follows:

**COMMUNITY DEVELOPMENT**

The Community Development Department protects the safety and welfare of Township residents through enforcement of various codes and ordinances. The Department is responsible for reviewing all construction plans and application and for the issuance of building, electric, fire and plumbing permits.

**NOW THEREFORE BE IT ORDAINED** by the Sparta Township Council that Chapter II, “Administration” of the Revised General Ordinances is amended as follows:

**Section 4.** 2-4.1a is amended by adding “Department of Parks and Recreation.”

**Section 5.** Section 2-23 “Department of Parks and Recreation” is created as follows:

**DEPARTMENT OF PARKS AND RECREATION.**

**2.23.1 Creation of Department; Composition.**

There shall be a Parks and Recreation Department Consisting of an Advisory Recreation Committee and a Recreation Director and such assistants as shall be authorized.

### 2.23.2 Advisory Recreation Committee.

There shall be an advisory Recreation Committee consisting of twelve (12) members who shall be appointed by the Council for a term of three (3) years. Said terms shall be staggered so that no more than four (4) terms shall expire in any given year. This Committee shall recommend action to implement a comprehensive recreation program in the Township and estimate and recommend budget requirements therefor.

### 2.23.3 Recreation Director.

a. The Office of Parks & Recreation Director is hereby created. The appointment shall be made by the Township Manager for an indefinite term.

b. The Parks & Recreation Director shall supervise parks and recreation activities as authorized by the Township Manager and under the Township Manager's supervision and control.

**Section 6.** Section 2-24 "Department of Community Development and Services" is amended by deleting Section 2-24.6 in its entirety.

**Section 7. Severability.** If any provision of this Ordinance or the application of this Ordinance to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected and shall remain in full force and effect.

**Section 8. Repealer.** All ordinances or parts of ordinances or resolutions inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

**Section 9. Effective date.** This Ordinance shall take effect after its final passage and publication as required by law.

## **NOTICE**

TAKE NOTICE that the above entitled ordinance was introduced at a regular meeting of the Township Council of the Township of Sparta on February 26, 2019, and will be considered for final passage after public hearing at a regular meeting of the Township Council of the Township of Sparta to be held on March 12, 2019, at 7:00 p.m. in the Municipal Building, 65 Main Street, Sparta, New Jersey 07871.

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Kathleen Chambers, RMC  
Municipal Clerk

## **NOTICE**

NOTICE is hereby given that the above entitled ordinance was introduced and passed at a meeting of the Township Council of the Township of Sparta, held at the Municipal Building, 65 Main Street, Sparta, NJ on February 26, 2019. The same came up for final passage and adoption at a meeting of the Township Council of the Township of Sparta, held on March 12, 2019 at 7:30 p.m. at the Municipal Building, 65 Main Street, Sparta, NJ and after all persons present were given an opportunity to be heard concerning the same, it was finally passed and adopted and will be in full force in the Township according to law.

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Kathleen Chambers, RMC  
Municipal Clerk

