

**COUNCIL OF THE BOROUGH OF ENGLEWOOD CLIFFS
BERGEN COUNTY, NEW JERSEY**

**RESOLUTION
RESOLUTION NO. 25-100**

**TITLE: RESOLUTION APPOINTING BEAUTY NADIM AS PART-TIME
MUNICIPAL CLERK AND REGISTRAR OF VITAL STATISTICS
FOR THE BOROUGH OF ENGLEWOOD CLIFFS**

WHEREAS, pursuant to **N.J.S.A. 40A:9-133**, every municipality in the State of New Jersey is required to appoint a **Municipal Clerk**, a statutory officer responsible for duties including but not limited to secretary to the governing body, chief administrative officer of elections, records custodian, and administrative officer for various licensing processes; and

WHEREAS, pursuant to **N.J.S.A. 26:8-11**, municipalities are also required to appoint a **Local Registrar of Vital Statistics** to be responsible for maintaining birth, marriage, and death records and performing related functions in accordance with state law; and

WHEREAS, the Borough of Englewood Cliffs has a vacancy in both statutory positions and seeks to appoint a qualified individual to fulfill these roles; and

WHEREAS, **Beauty Nadim** holds both the **Registered Municipal Clerk (RMC)** certification and the **Certified Municipal Registrar (CMR)** designation issued by the New Jersey Department of Health and the Department of Community Affairs, thereby meeting all statutory qualifications for appointment; and

WHEREAS, the Mayor and Council have determined that it is in the best interest of the Borough to appoint **Beauty Nadim** to the statutory positions of **Municipal Clerk and Registrar of Vital Statistics**; and

WHEREAS, Ms. Nadim shall serve in a **part-time capacity of 28 hours per week**, at an **hourly rate of \$35.00 per hour**; and

WHEREAS, the appointment term for **Municipal Clerk** is a statutory **three-year term**, and the term for **Registrar** shall be concurrent unless otherwise set by law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englewood Cliffs, County of Bergen, State of New Jersey, that **Beauty Nadim** is hereby appointed to the statutory positions of **Municipal Clerk and Registrar of Vital Statistics** for the Borough of Englewood Cliffs; and

BE IT FURTHER RESOLVED that said appointment as Municipal Clerk shall be for a **three-year statutory term**, commencing **June 19, 2025**, and expiring **June 19, 2028**, and that the term as Registrar of Vital Statistics shall be in accordance with N.J.S.A. 26:8-11; and

BE IT FURTHER RESOLVED that Beauty Nadim shall serve in a **part-time capacity** of **28 hours per week** at an **hourly rate of \$35.00 per hour**, to be in accordance with the Borough's salary ordinance at a later date; and

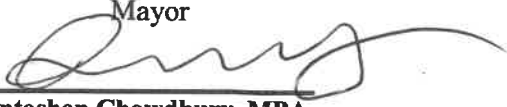
BE IT FURTHER RESOLVED that the **Chief Financial Officer has certified that funds are available** for this appointment in the amount specified above.

CERTIFICATION

I hereby certify that this resolution, consisting of 2 page(s) was adopted at a Regular Meeting of the Borough Council of the Borough of Englewood Cliffs, held this 19th day of June 2025.

	Moved	Second	Ayes	Nays	Abstain	Absent
Drimones				✓		
Luciano				✓		
Biegacz		✓	✓			
Liang			✓			
Patel	✓		✓			
Koutroubas			✓			
Mayor Park						


Mark Park
 Mayor


Intashan Chowdhury, MPA
 Acting Municipal Clerk