

ORDINANCE 2021:1499

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 59 OF THE CODE OF THE BOROUGH OF HADDON HEIGHTS ENTITLED, OFFICERS AND EMPLOYEES CREATING THE POSITION OF BOROUGH ADMINISTRATOR

WHEREAS, throughout New Jersey, the responsibilities and operations of local government have grown in complexity due not only to the increasing density of development in the State but also due to the ever increasing rules and regulations set forth by various state and federal agencies; and

WHEREAS, in order to provide assistance to elected officials in insuring the proper administration of the affairs of the municipality as well as providing for the efficient and effective administration and management of the resources of the municipal organization it is necessary to create the position of Borough Administrator and to assign to this position those duties, responsibilities and authority that are necessary to accomplish the proper administration of the affairs of the municipality.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Borough Council of the Borough of Haddon Heights, County of Camden, State of New Jersey, as follows:

SECTION 1: Part 1, Chapter 59, Article VI, of the Code of the Borough of Haddon Heights is hereby amended to add the following:

Article VI: MUNICIPAL ADMINISTRATOR

§ 59-14. Position established.

The office of Municipal Administrator in and for the Borough of Haddon Heights is hereby established pursuant to N.J.S.A. 40A:9-136 et seq.

§ 59-15. Appointment; removal from office; Acting Administrator.

A. The Municipal Administrator shall be appointed by the Mayor with the advice and consent of the Council.

B. The Municipal Administrator shall serve at the pleasure of the governing body and may be removed by a two-thirds vote of the governing body. The resolution of removal shall become effective three months after its adoption by the governing body. The governing body may provide that the resolution shall have immediate effect; provided, however, that the governing body shall cause to be paid to the administrator forthwith any unpaid balance of his salary and his salary for the next three calendar months following adoption of the resolution.

C. In the event of removal, resignation, absence or disability of the administrator, the Mayor may appoint an Acting Administrator, upon advice and consent of Council, to serve for 30 days or until an Administrator is appointed pursuant to Subsection A above.

§ 59-16. Compensation; restriction of employment.

A. The Municipal Administrator shall be paid a salary fixed and adopted by the Council in the annual Salary Ordinance. He shall receive no additional compensation for other positions whose titles he may hold but shall be reimbursed for all necessary expenses incurred in the performance of his office, subject to approval by the governing body.

B. The Municipal Administrator shall devote full time to the interests of the Borough and shall not hold any other outside employment, unless otherwise provided by an applicable Shared Services Agreement or express prior approval.

C. Unless otherwise provided, no Acting Administrator shall be paid more than his regular salary while serving in that capacity, but he shall be reimbursed for all necessary expenses incurred in the performance of his office. If the governing body, by resolution, increases the compensation of the Acting Administrator during his tenure, such increased compensation shall not exceed the minimum salary provided in the Salary Ordinance for the position of Administrator.

§ 59-17. Qualifications; residency requirement.

A. The Municipal Administrator shall be appointed on the basis of his executive and administrative qualifications. Previous experience in local government is essential, and possession of a master's degree in public administration, business administration or municipal management shall be preferred.

B. The Municipal Administrator need not be a resident of the Borough of Haddon Heights or the State of New Jersey at the time of his appointment but may thereafter reside outside of the Borough only with approval of the governing body.

§ 59-18. General responsibilities.

A. Chief administrative officer. The Municipal Administrator shall be the chief administrative officer of the Borough of Haddon Heights and shall direct and supervise the administration of all departments and officers of the Borough government, following consultation with, and subject to the approval of, the governing body. The authority of the Mayor and Council to supervise the administration of all departments shall be transmitted through the Municipal Administrator where not prohibited by state statute, and all subordinate employees of the Borough shall be responsible to said authority.

B. The Municipal Administrator shall be required in all instances to consult and confer with, and obtain the consent of, the Mayor or the members of the Council who serve as Chairman or co-Chairman of a particular department prior to instituting or undertaking any action with respect to said department, and the Municipal Administrator shall implement all decisions and orders as directed by the Mayor and Council.

§ 59-19. Specific powers and duties.

A. The Municipal Administrator shall be the chief administrative officer of the Borough of Haddon Heights and shall be responsible to the Mayor and Council for the administration of all Borough affairs, with the following powers and duties:

- (1) To direct and supervise the administration of all departments, offices and agencies of the Borough, except as otherwise provided by law.
- (2) To recommend to the Mayor and/or Council the appointments and, when necessary, suspension or removal of department heads and all other employees except the Borough Clerk and Municipal Attorney.
- (3) To attend all meetings of the governing body with the right to take part in discussion but not to vote.
- (4) To ensure that all laws and all acts of the governing body subject to enforcement by him or by officers and employees subject to his direction and supervision are faithfully executed.
- (5) To prepare and submit the annual budget and capital improvement program to the governing body.
- (6) To submit to the governing body and make available to the public a complete report of finances and administrative activities of the Borough as required by the Mayor and Council.
- (7) To direct the finances of the Borough and maintain a compilation and analysis of budget costs and estimates.
- (8) To keep the Mayor and Council fully advised as to the current financial condition and future needs of the Borough and to make such recommendations to them concerning the affairs of the Borough as he deems appropriate.
- (9) To organize and establish a central purchasing system.
- (10) To purchase all materials, supplies and equipment for which funds are provided in the municipal budgets.
- (11) To approve all bills and vouchers for payment prior to final approval by the governing body.
- (12) To purchase all materials, supplies, equipment and labor under contract required by any department, office or agency of the Borough.
- (13) To establish a proper purchasing and requisitioning procedure.
- (14) To authorize any transfer of supplies, materials and equipment between departments and offices and, with the authorization of the governing body, to sell surplus, obsolete, unused or waste supplies, materials and equipment.
- (15) To study, recommend, implement and enforce procedure and policy of the governing body for requisition, purchase, inspection, receipt, storage, distribution, internal transfer and disposal of, and standards and specifications and payment for, supplies, materials and equipment, after consultation with department heads.

(16) To negotiate contracts for the Borough, other than personnel or labor contracts, as authorized and directed by and subject to the approval of the governing body and to ensure that all terms and conditions favorable to the Borough in any statute or contract are faithfully kept and performed and, upon knowledge of any violation, shall immediately make said violation known to the governing body.

(17) To prepare and present to the governing body an annual report of the Borough affairs which shall include a report from each department head.

(18) To act as liaison between the Borough and the various state, county and federal agencies with respect to all applications for funds or services needed or required by the Borough.

(19) To review and supervise the Borough's insurance program and policies.

(20) To receive and review any complaints concerning the functions and obligations of the Borough made by any of its residents or taxpayers and to maintain a permanent record of all complaints and the disposition of said complaints.

(21) To perform such other duties as may be required by the Mayor and Council.

SECTION 2: All Ordinances contrary to the provisions of this Ordinance are hereby repealed to the extent that they are inconsistent herewith.

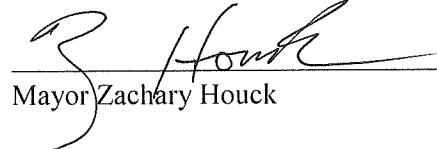
SECTION 3: If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 4: This Ordinance shall take effect as set forth above and upon final passage and publication in accordance with law.

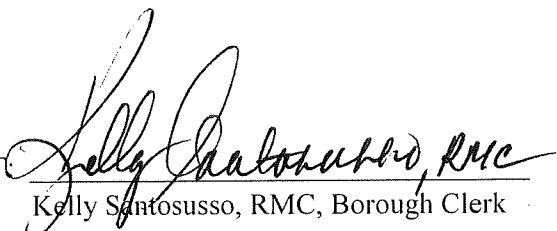
Introduction: February 16, 2021

Public Hearing: MARCH 2, 2021

Final Adoption: MARCH 2, 2021



Mayor Zachary Houck

ATTEST: 

Kelly Santosusso, RMC, Borough Clerk