

ORDINANCE #681

**AN ORDINANCE ESTABLISHING THE POSITION OF
BOROUGH ADMINISTRATOR**

WHEREAS, the Mayor and Council have determined that it is in the best interests of the Borough to have the position of Borough Administrator pursuant to NJSA 40A:9-137 to more ably continue in the provision of services to the citizens of the Borough of Harrington Park and to accomplish the objectives of orderly and proper administration of the policies and ordinances as expressed by the Mayor and Council of the Borough of Harrington Park.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of Harrington Park, New Jersey, as follows:

That the Municipal Code of the Borough of Borough of Harrington Park at Chapter 53 Officers and Employees be and is hereby amended by adding the following new Sections to read to wit as follows:

1) AUTHORIZATION TO EMPLOY ADMINISTRATOR; APPOINTMENT.

The Mayor and Council are hereby authorized to employ a Borough Administrator. Such administrator shall be appointed by the Mayor with the advice and consent of the Council.

2) COMPENSATION. The Borough Administrator shall receive such compensation as per the salary ordinance range.

3) POWERS AND DUTIES OF ADMINISTRATOR. The Borough Administrator shall have the following powers and duties:

(A) Provide for the enforcement of all laws and ordinances within the Borough.

(B) Create/prepare the agenda for and attend all meetings of the Council and attend all meetings of the Borough except those from which the Mayor and Council determined that attendance is not required because of a conflict or other reason. The Borough Administrator shall have the right to take part in the discussion on all matters coming before the Council, but shall have no right to vote. The Borough Administrator shall be entitled to notice of all special and regular meetings of the Council.

(C) Recommend to the Council such measures as, in his or her judgment, he or she deems to be in the best interest of the Borough.

(D) Propose to the Mayor and Council such personnel rules and regulations as the Borough Administrator deems necessary to manage the Borough personnel. These rules may cover procedures and policies to govern the following:

- (1) The administration of the position description, classification and pay plans;
- (2) Assistance with recruitment, selection, promotion, evaluation, transfer, discipline and separation of Borough personnel;
- (3) Establishment of hours of work, attendance, leave regulations and working conditions;
- (4) Maintenance and use of necessary records and forms;
- (5) System of handling all grievances.

(E) Assist with the collective bargaining processes of the Borough and recommend to the Mayor and Council collective bargaining agreements for consideration and approval by the Council, and administer all employee organization contracts reached through the collective bargaining process.

(F) Direct, supervise and coordinate the activities of all departments, offices, and agencies of the Borough, except as otherwise provided by law, and to administer the affairs of the Borough to ensure that all Borough business is accomplished efficiently and economically.

(G) Recommend to the Council the creating, consolidating, and combining of offices, positions, departments or units of the administrative and executive departments of the Borough.

(H) Assist CFO and Finance Committee in preparing and submitting to the Mayor and Council a recommended annual budget for operations and recommended capital programs; and administer the approved budget after adoption.

(I) Evaluate Borough projects, programs, agreements, equipment and services and make recommendations on modifications and improvements thereto.

(J) Devote his or her entire time to the discharge of his or her official duties.

(K) The Borough Administrator shall perform such other duties as may be required by the Council consistent with state statutes and the ordinances of the Borough.

(L) Hold such other appointive offices as may be consistent with law, as the Mayor and Council may determine, and to faithfully and honestly discharge the duties and powers associated with such office;

(M) The powers assigned to the Borough Administrator are not intended to diminish those powers otherwise assigned to other officers by statute or ordinance, including, but not limited to the Mayor and Council

MATTERS DIRECTED TO BOROUGH ADMINISTRATOR'S ATTENTION. All offices and departments shall submit all matters requiring Council action or attention to the Borough Administrator, who shall submit them to the Council with recommendations as may be deemed necessary. All departmental or employee requests shall be submitted to the Borough Administrator who shall provide instruction in conjunction with the Mayor and Council as to policy and action. Except as otherwise provided by state law or ordinance, elected and appointed Borough officers shall deal with the administrative services of the Borough through the Borough Administrator in conjunction with the Mayor and Council and shall not give orders to subordinates of the Borough Administrator, either publicly or privately.

REMOVAL. The Borough Administrator may be removed in accordance with law NJSA 40A:9-137 with three months notice and approval of the governing body.

SECTION III. Repealer. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, to the extent of such conflict, are hereby changed and amended to be in compliance with this Ordinance; and to the extent the same cannot be so amended, are hereby repealed to the extent of such inconsistency.

SECTION IV. Effective date. This ordinance shall be in full force and effect from and after its passage and approval, as provided by law.