

BOROUGH OF LONGPORT

ORDINANCE 2019-15

AN ORDINANCE AMENDING ORDINANCE #95-05 AN ORDINANCE PROVIDING FOR THE CREATION OF THE POSITION OF MUNICIPAL ADMINISTRATOR, FIXING AND DEFINING THE DUTIES, AND QUALIFICATIONS THEREOF, AND FIXING THE SALARY RANGE FOR THE AFORESAID POSITION

ADMINISTRATOR, MUNICIPAL

1. Position created.
2. Appointment; term; vacancies; salary.
3. Removal from office.
4. Qualifications.
5. Duties and Responsibilities.
6. Work hours.
7. Residency requirement.
8. Salary range.
9. Savings Clause.
10. Repealer and Effective Date.
 1. Position created.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BOROUGH OF LONGPORT that:

In accordance with the authority set forth in New Jersey Statutes, the Board of Commissioners of the Borough of Longport hereby establishes the position of Administrator for the Borough of Longport, County of Atlantic and State of New Jersey. The duties and responsibilities for said position are established hereinafter and created under this article.

§ 31-27 Appointment; term; vacancies; salary.

The position of Administrator may or may not be filled initially or after a vacancy for any reason. The Municipal Administrator shall be appointed by the Board of Commissioners of the Borough of Longport by resolution with not less than 2/3 of the Board voting in the affirmative. The term of office of the Municipal Administrator shall be at the pleasure of the Borough Commission. Termination of the Administrator may be without cause and without any stated reasons and without a hearing. If a vacancy shall occur as a result of the termination for the Administrator or for any other reason, said vacancy shall be filled in accordance with the appointment procedure hereinbefore mentioned, with the requirement being, at all times, that said appointment be authorized by no less than 2/3 of the Board of Commissioners of the Borough of Longport voting in the affirmative.

§ 31-28 Removal from office.

The Municipal Administrator may be removed from office without cause or stated reason, and without a hearing, 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. However, in accordance with N.J.S.A. 40A:9-138, the governing body may provide that the resolution of removal shall have immediate effect; provided, however, that the governing body shall cause to be paid to the Administrator forthwith any unpaid balance of his or her salary and his or her salary for the next three calendar months following adoption of the resolution.

§ 31-29 Qualifications.

It shall be the obligation of the Mayor to appoint and the Board of Commissioners of the Borough of Longport to approve a Municipal Administrator on the basis of his or her administrative abilities, with special emphasis on the experience, education and training that said person has in the area of governmental affairs. The Administrator may hold any other nonelected position in the Borough.

§ 31-30 Duties and responsibilities.

The Municipal Administrator shall be under the supervision and control of each member of the Board of Commissioners as it shall relate to the departments directly under their control and in those instances, where applicable, under the supervision and direction for the Board of Commissioners of the Borough of Longport. The Administrator's powers, duties and responsibilities pertaining thereto shall include but are not limited to the following:

A.

To serve as the principal administrative officer representing the Borough Commission and supervising the daily business activities of the Borough. The Administrator shall be responsible to the Borough Commission as a whole for the proper and efficient administration of the business affairs of the Borough. The Administrator's duties and responsibilities shall relate to the general management of all Borough business, excepting therefor those duties and responsibilities conferred upon other Borough officials by state statute, other applicable laws, rules and regulations promulgated by the state and county agencies, decisional law or ordinances of the Borough of Longport. If the Administrator is also the Chief Financial Officer of the Borough, he or she shall be responsible for a sound investment program and shall report such results to the Board of Commissioners monthly or more frequently when directed.

B.

To supervise and coordinate the administration of all departments and offices, under the direction of, and consultation with, the Mayor and Commissioners of each of the respective departments. Each department head will act under the direct supervision of the Administrator and will be directly responsible to him or her.

C.

To represent the Borough, when directed by the Commissioners, in its relations with federal, state and county government and to other municipalities and to evaluate, when requested by Commissioners in charge of various departments, the Borough's interest in contracts, franchises and other business transactions.

D.

To study the administrative and other operations of the Borough and make recommendations for plans and programs to meet the changing needs of the Borough.

E.

To attend all meetings of the Board of Commissioners.

F.

To continually review and maintain the personnel policies and practices of the Borough and recommend to the Mayor and Commissioners proposed changes for a more efficient operation of the Borough. The Administrator shall recommend, in writing, to the Mayor and the Commissioners the appointment, suspension or discharge of the head of a department, office or agency of the Borough. The Administrator shall also recommend, in writing, to the Mayor and Commissioners the appointment, suspension or discharge of subordinate Borough employees, provided that he or she has first received a written recommendation from the head of the department, office or agency.

G.

To recommend the nature, location and extent of public improvements in conjunction with the appropriate department head and to coordinate the execution of the same when authorized by the Mayor and Borough Commission.

H.

To implement and enforce the policies of the Mayor and Commission with respect to the compiling and releasing of public information.

I.

To receive from each department, office and board their annual budget requests and to review and transmit the same along with his or her comments and recommendations to the Mayor and Commission.

J.

To prepare and submit in conjunction with the Chief Financial Officer to the Mayor and Commissioners before the close of the fiscal year, or on such alternate date as shall be determined, a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Administrator and Chief Financial Officer shall obtain from the head of each department, agency, board or officer estimates of revenues and expenditures and other supporting data as requested. The Administrator and Chief Financial Officer shall review such estimates and may revise them before submitting the budget to the Mayor and the Commissioners. In addition, the Administrator and Chief Financial Officer shall prepare the temporary budget for presentation at the first January meeting of the Board of Commissioners. The Administrator shall consult with the Mayor, Commissioner of Revenue and the Borough

Auditor and Comptroller/Treasurer and Chief Financial Officer regarding his or her duties mentioned herein.

K.

To maintain a continuing review with the Chief Financial Officer of Budget Operations of work progress and the cost of municipal services and report the same to the Mayor and the Commissioner of Revenue and Finance on a monthly basis. The Administrator in conjunction with the Chief Financial Officer shall be responsible for the administration of the budget after its adoption by the Board of Commissioners and shall assure that all expenditures are in accordance with the budget. The Administrator in conjunction with the Chief Financial Officer shall submit to the Mayor and Commissioners as soon as possible after the close of the fiscal year a complete report on the financial and administrative activities of the Borough for the preceding year.

L.

To coordinate with the Chief Financial Officer the disbursement of all Borough funds and to ensure approval by the appropriate department heads and to ensure approval of all purchase requisitions and purchase orders and to further ensure approval by the appropriate department heads of all vouchers and bills before submitting the same to the Commission for final approval.

M.

To continually review the Borough's insurance program with the insurance representatives for said Borough and recommend to the Commissioners any changes or modifications to the plan of insurance in force at that time.

N.

To assist the Borough Commission in negotiating contracts for the Borough as authorized by and subject to the approval of the Borough Commission. The Administrator shall attend to the letting of contracts in due form of law and shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Borough officer by statute.

O.

To act as liaison on behalf of the Borough with all utility companies serving any portion of the Borough to be sure that such utilities are providing adequately for the needs of the residents of the Borough.

P.

To assure that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.

Q.

To investigate and pursue federal aid projects and state aid programs for which the Borough may qualify. Further, the Administrator shall keep the Mayor and Commissioners informed of the ongoing progress of grants secured by the Borough and how they are progressing within said Borough. The Administrator shall pursue said projects, grants and programs upon instruction by the governing body.

R.

To be responsible for supervision of the overall purchasing policies of the Borough in conjunction with the Chief Financial Officer, and to in general be responsible for setting up procedures whereby the various purchases made by the Borough are to be followed. The Administrator shall keep or cause to be kept an account of all purchases and shall from time to time or when directed by the Mayor make a full written report thereof. The Administrator may also act as the purchasing officer of the Borough, with proper QPA certification, and purchase in accordance with the provisions of the governing statutes and sound purchasing practices, in order to secure all supplies and equipment of various agency, boards, department and other office of the Borough. These purchases shall be made in conjunction with the department heads for the various departments within the Borough of Longport along with the representatives of the various agencies, boards and other offices within said Borough. The Administrator shall recommend the sale of any surplus, obsolete or unused equipment, material and supplies to the Board of Commissioners.

S.

To require each department to maintain adequate inventory records of all equipment and materials owned and used by the Borough and to arrange for the disposal of all inadequate or obsolete materials when directed to do so by the Borough Commission.

T.

To keep the Borough Commission currently informed, at least on a monthly basis, of all matters within his or her jurisdiction by submission of periodic reports. The Administrator shall submit an annual written report of the work accomplished at the request of the Commission for the benefit of the public. The Administrator shall submit such other reports as the Mayor or Commissioners request, and make recommendations to them as he or she deems necessary.

U.

To maintain personnel files and records and maintain a description of all jobs and pay scales in conjunction with the Human Resource Officer. The Administrator shall receive copies of all general and official correspondence addressed to the Borough of Longport and see that they are referred to the appropriate official or department for disposition and reply. He or she shall set up master files and ensure that there is an up-to-date and coordinated filing system for all Borough departments, offices and boards.

V.

To assign office space, furniture and facilities among and within departments.

W.

To maintain a liaison with the Longport Board of Education and Longport Public Library.

X.

To perform such other duties as may be assigned to him or her from time to time by the Mayor and/or members of the Board of Commissioners.

§ 31-31 Work hours.

The Municipal Administrator shall devote on a part time basis no more than 32 hours per week to the interests of the Borough. The position is hourly, and therefore, his or her hours may include but may not be limited to 9:00 a.m. to 4:30 p.m. Monday through Friday as determined by the Mayor, which may include commission meetings and workshop meetings. The Borough Commission reserves the right at any time to set additional hours for the Administrator by resolution.

§ 31-32 Residency requirement.

Pursuant to N.J.S.A 40A:9-136, this article shall permit the person appointed as Municipal Administrator to be someone other than a resident of the municipality of the Borough of Longport, New Jersey.

§ 31-33 Salary range.

The hourly rate for the position of Administrator shall be determined periodically by the Board of Commissioners and included in the annual salary ordinances to fix salaries and wages of officers and employees of the Borough of Longport.

§ 31-34 Saving clause.

Nothing in this article shall derogate from or authorize the Municipal Administrator to exercise the powers and duties of the elected officials of the Borough of Longport. Also, nothing in this article shall derogate from or authorize the Municipal Administrator to exercise the powers and duties of the appointed officials of the Borough of Longport to the extent specifically reserved to the appointed officials by state statute, other applicable laws, rules and regulations promulgated by the state and county agencies, decisional law or ordinances of the Borough of Longport not repealed hereby.

Section 2: All ordinances, or parts of ordinances, inconsistent herewith are hereby repealed.

FIRST READING: 9/5/2019

PUBLICATION: 9/7/2019

SECOND READING: 9/18/2019

FINAL PUBLICATION:

Vote on First Reading: 9/5/2019

Publication Date: 9/7/2019

DO NOT USE SPACE BELOW						
OFFICIAL RECORD OF GOVERNING BODY VOTING ON 1 st Reading/Introduction: 9/5/2019						
COMMISSIONERS	MOTION	SECOND	AYE	NAY	NV	AB
Russo	X		X			
Leeds		X	X			
Lawler			X			
X-indicates vote NV-not voting AB. - Absent						

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Vote on Second Reading/Public Hearing: 9/18/2019

Publication Date:

DO NOT USE SPACE BELOW						
OFFICIAL RECORD OF GOVERNING BODY VOTING ON FINAL PASSAGE: 9/18/2019						
COMMISSIONERS	MOTION	SECOND	AYE	NAY	NV	AB
Russo	X		X			
Leeds			X			
Lawler		X	X			
X-indicates vote NV-not voting AB. - Absent						

Monica Kyle, Municipal Clerk

Nicholas M. Russo/Mayor

James P. Leeds, Sr/Commissioner

Daniel Lawler/ Commissioner