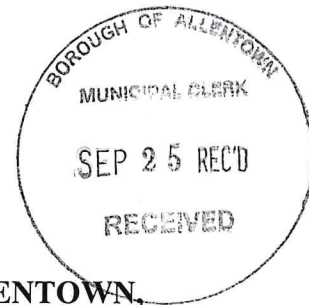


**BOROUGH OF ALLENTOWN
COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

ORDINANCE NO. 15-2019



**AN ORDINANCE OF THE BOROUGH OF ALLENTOWN,
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AMENDING CHAPTER 2: "ADMINISTRATION" OF THE
REVISED GENERAL ORDINANCES OF THE BOROUGH TO
CONFORM CERTAIN ASPECTS THEREOF TO STATE LAW.**

BE IT HEREBY ORDAINED by the Mayor and Council of the Borough of Allentown that Chapter 2: "Administration" of the Revised General Ordinances of the Borough, is hereby amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

2-3 POWERS AND DUTIES OF THE MAYOR.

The Mayor shall preside over all meetings of the Council but shall not vote except to give the deciding vote in case of a tie or in case of a vote wherein the Mayor's vote is necessary to establish a quorum of the governing body. Except as otherwise provided by Statute or specific ordinance, the Mayor shall nominate and, with the advice and consent of the Council, appoint all officers in the Borough. No appointments requiring Council confirmation shall be made except by a majority vote of the Council members present at the meeting, provided that at least three (3) affirmative votes shall be required for such purpose, the Mayor to have no vote thereon except in the case of a tie. Vacancies in appointive offices shall be filled by appointment in the same manner for the unexpired term only. The Mayor shall make such nomination to fill a vacancy within thirty (30) days after the appointive office becomes vacant. If the Mayor fails to nominate within thirty (30) days or the Council fails to confirm any nomination made by the Mayor, then, after the expiration of thirty (30) days, the Council shall appoint the officer.

The Mayor shall see that the laws of the State and the ordinances of the Borough are faithfully executed, and shall recommend to the Council such measures as he may deem necessary or expedient for the welfare of the Borough. He shall maintain peace and good order and have the power to suppress all riots and tumultuous assemblies in the Borough.

Except as otherwise provided by Statute or specific ordinance, ~~The~~ Mayor shall supervise the conduct and acts of all officers in the Borough and shall execute all contracts made on behalf of the Council.

2-8 OFFICE OF THE BOROUGH CLERK.

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2-8.5 Powers and Duties.

The Borough Clerk shall:

- a. ~~Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts, and archival records of the municipal corporation. The Borough Council may, however, provide by ordinance that any other specific officer shall have custody of any specific other class of record;~~
 - b. ~~Act as secretary to the Borough Council, prepare meeting agendas at the discretion of the Council, be present at all meetings of the Council, keep a journal of the proceedings of every meeting, retain the original copies of all ordinances and resolutions, and record the minutes of every meeting;~~
 - e. ~~Serve as the chief administrative officer in all elections held in the Borough, subject to the requirements of Title 19 of the New Jersey Statutes Annotated;~~
 - d. ~~Serve as chief registrar of voters in the Borough, subject to the requirements of Title 19 of the New Jersey Statutes Annotated;~~
 - e. ~~Serve as the administrative officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits, except where Statute or ordinance has delegated that responsibility to some other Borough officer;~~
 - f. ~~Serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the New Jersey Statutes Annotated;~~
 - g. ~~Serve as the Assessment Search Officer in accordance with the duties prescribed in the State Statutes.~~
 - h. ~~Serve as the Purchasing Agent for the Borough responsible for the soliciting and preparing of bid specifications, assisting employees and elected officials in obtaining quotations, preparing proper documentation for the Borough's needs from outside vendors and conferring with Council and Department Heads on current and future needs.~~
 - i. ~~Perform such other duties as are now or hereafter imposed by Statute, regulation or by ordinance or regulation.~~
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- a. Act as secretary of the municipal corporation and custodian of the municipal seal and of all minutes, books, deeds, bonds, contracts, and archival records of the municipal corporation. The governing body may, however, provide by ordinance that any other specific officer shall have custody of any specific other class of record;
 - b. Act as secretary to the governing body, prepare meeting agendas at the discretion of the governing body, be present at all meetings of the governing body, keep a journal of the proceedings of every meeting, retain the original copies of all ordinances and resolutions, and record the minutes of every meeting;
 - c. Serve as the chief administrative officer in all elections held in the municipality, subject to the requirements of Title 19 of the Revised Statutes;
 - d. Serve as chief registrar of voters in the municipality, subject to the requirements of Title 19 of the Revised Statutes;

- e. Serve as the administrative officer responsible for the acceptance of applications for licenses and permits and the issuance of licenses and permits, except where statute or municipal ordinance has delegated that responsibility to some other municipal officer;
- f. Serve as coordinator and records manager responsible for implementing local archives and records retention programs as mandated pursuant to Title 47 of the Revised Statutes;
- g. Perform such other duties as are now or hereafter imposed by statute, regulation or by municipal ordinance or regulation.

BE IT FURTHER ORDAINED by Mayor and Council that should any section, paragraph, sentence, clause, or phase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portion of this ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this ordinance are hereby declared to be severable.

BE IT FURTHER ORDAINED by Mayor and Council that all ordinances or parts of ordinances inconsistent with this amending ordinance are hereby repealed to the extent of their inconsistencies only.

BE IT FURTHER ORDAINED by Mayor and Council that this ordinance shall be in full force and take effect twenty (20) days after final passage and publication, as required by law.



GREGORY WESTFALL, Mayor

DATED: 9/24/2019

ATTEST:



LAURIE A. ROTH, Municipal Clerk

DATED: 9/24/19