

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

**ORDINANCE NO. 11-2020**

**AN ORDINANCE AUGMENTING CHAPTER 2: "ADMINISTRATION"  
OF THE BOROUGH'S REVISED GENERAL ORDINANCES WITH  
NEW SECTION 2-10: "BOROUGH ADMINISTRATOR" TO CREATE  
THE NEW POSITION OF BOROUGH ADMINISTRATOR.**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Allentown, County of Monmouth, State of New Jersey, that Chapter 2: "Administration" of the Borough's Revised General Ordinances is supplemented with new Section 2-10: "Borough Administrator" as follows:

**CHAPTER 2: "ADMINISTRATION"**

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**2-10 BOROUGH ADMINISTRATOR.**

**2-10.1 Preamble.**

The business transacted by the Borough Council of the Borough of Allentown, County of Monmouth and State of New Jersey, has increased greatly in recent years, in both volume and complexity; and the Borough, because of its expected future growth, should coordinate the activities of the various departments for their more efficient and effective municipal operations.

**2-10.2 Creation.**

- A. The position of Borough Administrator of the Borough of Allentown is hereby created and established, effective January 5, 2020, pursuant to the provisions of this Section 2-10 and the provisions of N.J.S.A. 40A:9-136, *et seq.* The Borough Administrator is hereinafter referred to herein as the "Administrator."
- B. *Gender neutrality.* Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

**2-10.3 Appointment and Removal.**

- A. The Administrator shall be appointed by the Mayor with the advice and consent of the Borough Council. The term of office of the Administrator shall be at the pleasure of the Borough Council.

- B. The Administrator shall receive such compensation as shall be fixed by the general salary ordinance of the Borough of Allentown. The Administrator shall be reimbursed for all reasonable expenses under the prevailing policies and procedures of the Borough.
- C. Pursuant to N.J.S.A. 40A:9-136, *et seq.*, the Administrator may be removed from office by a 2/3 vote of the full membership of the Borough Council. The resolution of removal shall become effective ninety (90) days after its adoption by the Borough Council, and the Borough Council shall cause to be paid to the Administrator any unpaid balance of his salary in accordance with N.J.S.A. 40A:9-136, *et seq.*
- D. The Administrator shall be appointed on the basis of his executive, administrative and technical qualifications, with special reference to education and experience in local government. He shall have a college degree. No elective member of the Borough Council may receive such appointment, either during his term of office or within one year after the expiration of his term.
- E. At the time of his appointment and during the term thereof, the Administrator need not be a resident of the Borough.
- F. The Administrator shall devote full time to his position.

#### **2-10.4 Powers and Duties.**

- A. *Statutory Authority.* The executive responsibilities of the Borough are hereby delegated to the Borough Administrator pursuant to N.J.S.A. 40A:60-7.
- B. *General Duties.* The Administrator is responsible to the Governing Body for the day-to-day operations of the entire Borough except where those duties and responsibilities are conferred upon other Borough officials by State statutes, other applicable laws, rules and regulations promulgated by State and County agencies, judicial authority or ordinances of the Borough. The Administrator directs, administers and coordinates the activities of the Borough in full support of policies, goals and objectives established by the Governing Body.
- C. *Supervision of Employees.* The Administrator directs and coordinates all departments and serves as the Borough's Personnel Officer with authority for the hiring, promotion, and/or appointment of all employees with the advice and consent of the Borough Council, except as may be otherwise provided by State statutes or other applicable laws or ordinances. The Administrator shall have the authority to warn, reprimand, suspend, and/or take any disciplinary action other than termination against any employee(s) in consultation with the Governing Body. The Administrator shall have the authority to terminate any employee(s) with the advice and consent of the Borough Council, except as may be otherwise provided by State statutes, other applicable laws or ordinances. The Administrator makes training recommendations to the Governing Body for further skill development for employees. The Administrator ensures that appropriate performance reviews are completed and submitted annually, and kept on file for all employees.

- D. *Risk Management Duties.* The Administrator is responsible for updating the employee handbook and scheduling safety training. The Administrator serves as the Safety Coordinator, Human Resource Officer (HRO), and the Designated Employee Representative (DER). The Administrator is responsible for administering the health and prescription medical plans, and serves as the CJHIF Fund Commissioner. The Administrator handles all insurance related matters pertaining to Borough property, risks, and employees. The Administrator serves as the Borough's JIF Fund Commissioner.
- E. *Coordination with Professionals.* The Administrator oversees all departments and assigns responsibility for departmental action, coordinates interdepartmental operations, including those with the Borough Attorney and the Borough Engineer. The Administrator works with the Borough Attorney in all collective bargaining agreements and litigation matters. The Administrator oversees all capital projects and is responsible for obtaining and administering all grant funding for the Borough in consultation with applicable professionals and/or departments. The Administrator makes recommendations to the Governing Body for the employment of professional service consultants to perform work and render advice. The Administrator submits regular verbal and written reports on the administrative activities of the Borough to the Governing Body.
- F. *Financial Oversight.* The Administrator works with the Chief Financial Officer in preparing the annual operating, capital, water and sewer budgets for the Borough by requiring and receiving appropriation requests from the heads of departments and reviewing such requests with the Finance Standing Committee. The Administrator administers the budget after its adoption, implements the work programs within, and enforces the financial procedures of the Borough. The Administrator reviews and recommends all bills and vouchers for payment prior to final approval by the Governing Body.
- G. *Public Information.* The Administrator studies, recommends, implements, and enforces policies and procedures of the Borough and its departments for receipt, dissemination, and collation of, and responses to, communications and information. The Administrator serves as the official Public Information Officer of the Borough.

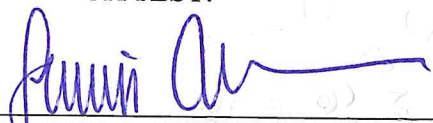
**BE IT FURTHER ORDAINED** by Mayor and Council that should any section, paragraph, sentence, clause, or phase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portion of this ordinance shall not be affected thereby and shall remain in full force and effect, and 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 after final passage and publication according to law.

ATTEST:

  
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THOMAS FRITTS, Mayor

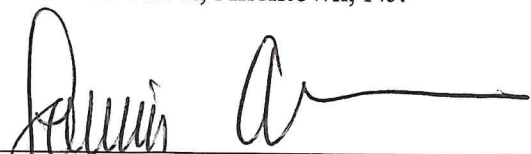
  
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LAURIE A. ROTH, MAS, RMC, CMR  
Municipal Clerk

DATED: December 15, 2020

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**PUBLIC NOTICE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced and passed on first reading on the 04th day of November, 2020, at a meeting of the Mayor and Council of the Borough of Allentown and will be taken up for final consideration and passage at a regularly scheduled meeting of the Mayor and Council of the Borough of Allentown to be held on the 15th day of December, 2020 at the Municipal Building, 8 N. Main Street, Allentown, NJ.

  
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LAURIE A. ROTH, MAS, RMC, CMR  
Municipal Clerk