

BOROUGH OF ALLENTOWN  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY



ORDINANCE NO.02-2022

AN ORDINANCE MENDING CHAPTER 2: "ADMINISTRATION" OF THE BOROUGH'S REVISED GENERAL ORDINANCES TO PROVIDE THE BOROUGH ADMINISTRATOR WITH THE INITIAL AUTHORITY AND DISCRETION IN CONNECTION WITH THE HANDLING OF EMPLOYEE DISCIPLINARY MATTERS.

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 hereby amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

CHAPTER 2: "ADMINISTRATION"

\* \* \*

2-10 BOROUGH ADMINISTRATOR.

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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. In order to maintain employee discipline, the Administrator, may utilize the following corrective tools: verbal warning; written reprimand; suspension; fines; and/or dismissal. At the discretion of the Administrator, disciplinary action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the affected employee's disciplinary record. In the event that an employee objects to any discipline imposed by the Administrator, the employee shall have the right of appeal in accordance with the procedures set forth in the Borough's Employee Handbook.

- 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.

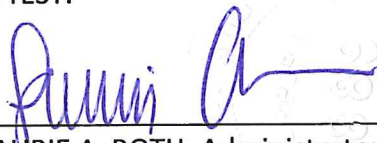
**BE IT FURTHER ORDAINED** that any ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance; and

**BE IT FURTHER ORDAINED** that, if any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon its passage and adoption according to law.

  
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THOMAS C. FRITTS, Mayor

ATTEST:

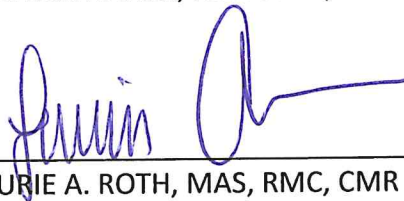
  
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LAURIE A. ROTH, Administrator/Clerk

DATED: February 21, 2022

DATED: February 22, 2022

**PUBLIC NOTICE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced and passed on first reading on the 8<sup>th</sup> day of February 2022, 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 22<sup>nd</sup> day of February 2022 at the Municipal Building, 8 N. Main Street, Allentown, NJ.



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