

BOROUGH OF GARWOOD
ORDINANCE NO. 24-23
 Adopted: August 8, 2024

Introduced:	July 18, 2024
Motion:	Councilwoman Boto
Seconded:	Councilwoman Nolde

Public Hearing:	August 8, 2024
Motion:	Councilman Lazarow
Seconded:	Councilman Foley

AN ORDINANCE AMENDING THE BOROUGH CODE OF THE BOROUGH OF GARWOOD BY AMENDING CHAPTER 5 “ADMINISTRATION”, ARTICLE VIII B, ENTITLED “BOROUGH ADMINISTRATOR AND ASSISTANT BOROUGH ADMINISTRATOR”, SUBSECTION 5-51.23B “DUTIES AND RESPONSIBILITIES OF BOROUGH ADMINISTRATOR”.

WHEREAS, the Borough of Garwood (the “Borough”) has previously adopted Chapter 5, Article VIII B, of the Code of the Borough of Garwood establishing and governing the duties and powers of the Borough Administrator and Assistant Borough Administrator; and

WHEREAS, the Borough has determined that subsection 5-51.23B needs more specificity with regard to certain powers of the Administrator; and

WHEREAS, the Borough desires to amend subsection 5-51.23B of Chapter 5, Article VIII B (Borough Administrator and Assistant Borough Administrator), with the goal of setting forth what type of employees the Administrator can hire without the consent of Mayor and Council; and

WHEREAS, the Borough Council has determined it appropriate to amend said Code;

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Garwood that Chapter 5, Article VIII B, of the Borough Code of the Borough of Garwood entitled, “Borough Administrator and Assistant Borough Administrator”, subsection 5-51.23B “Duties and responsibilities of Borough Administrator” is hereby amended as follows (additions underscored, deletions ~~struck through~~):

§ 5-51.23 Duties and responsibilities of Borough Administrator.

[Amended 4-11-2019 by Ord. No. 19-04]

- A. Implementation. The Borough Administrator shall coordinate, direct and broadly supervise the implementation of the policies of the Mayor and Council and deal with any matter, including complaints from citizens, in accordance with the policies of the Mayor and Council, with the assistance of the department heads. The Borough Administrator shall report regularly to the Mayor and Council upon actions taken.

- B. Supervision. The Borough Administrator shall supervise all Borough employees, including department heads and officers, except to the extent of any of their specific statutory duties. The Borough Administrator shall recommend to the Mayor and Council on the appointment, suspension, discipline, dismissal and terms of employment of all Borough employees. The Borough Administrator shall carry out, when required, performance evaluations of all Borough employees and shall recommend appropriate action to reward performance and correct deficiencies. The Borough Administrator is authorized to hire seasonal and temporary employees without the consent and/or decision of the Mayor and Council. ~~certain municipal employees.~~ In addition, the Borough Administrator is authorized to terminate temporary, seasonal, probationary, full-time and part-time nonunion, non statutory employees without the consent and/or decision of the Mayor and Council. The Borough Administrator shall serve as Office Manager and Personnel Manager. The Borough Administrator shall keep the Borough staff informed of policies and decisions of the Mayor and Council, as well as other Borough activities and hold staff meetings as needed or requested.

- C. Finance. The Borough Administrator shall exercise financial control over all departments in terms of budgetary control. In this regard, the Borough Administrator shall work with and coordinate activities with the Borough's Chief Financial Officer. The Borough Administrator shall be responsible for the management of Borough grants.
- D. Purchasing. The Borough Administrator shall direct all municipal purchasing in accordance with the Borough Purchasing Policy adopted by the Mayor and Council, and comply with Local Public Contracts Law.
- E. Budget. The Borough Administrator shall assist and direct the Chief Financial Officer in the preparation of the annual budget, including the recommendation of budgetary requests from the various departments.
- F. Miscellaneous. The Borough Administrator shall, without limiting any of the duties and responsibilities set forth herein, exercise any other duties or responsibilities assigned by the Mayor and Council.

BE IT FURTHER ORDAINED, that if any section, paragraph, subsection, clause, or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

BE IT FURTHER ORDAINED, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect after final passage and publication in accordance with applicable law.

ATTEST:

Catherine D. Cameron

Catherine D. Cameron, R.M.C.
Borough Clerk

APPROVED:

Jennifer Blumenstock

Jennifer Blumenstock, Mayor

RECORDED VOTE	INTRODUCTION:	ADOPTION:
COUNCILWOMAN BOTO	AYE	AYE
COUNCILMAN FOLEY	ABSENT	AYE
COUNCILMAN LAZAROW	ABSENT	AYE
COUNCILWOMAN NOLDE	AYE	ABSENT
COUNCILWOMAN SALMON	AYE	AYE
COUNCIL PRESIDENT KEARNEY	AYE	AYE

