



MEMORANDUM

Office of Borough Administrator

TO: Mayor and Council
FROM: Kyle Harris, Borough Administrator
DATE: November 23, 2021
SUBJECT: Administrative Report for November 22, 2021
CC: Department Heads and Borough Hall Office Staff

1. On tonight's agenda we have 5 ordinances for introduction. I would like to provide some additional information on each of these.
 - a. Ordinance No. 21-20: This amended ordinance covers the borough's personnel policies. Many of the changes in this ordinance are changing terminology specifically: "Administrator/Clerk" to either "Administrator, Clerk" or just "Administrator". Additionally, we removed a section pertaining to employees hired prior January 1, 1998 as we no longer have any employees in this category. Additionally, the ordinance further clarifies vacation carryover and compensatory time. Finally, it improves the language regarding Election Day as a Borough Holiday.
 - b. Ordinance No. 21-21: This creates the position of Clean Communities Coordinate. This is not a new position though. This position has been appointed annually since at least 2013, however was not in our ordinances. This ordinance will identify the positions responsibilities as well as fulfil our grant requirements. Clean Communities Program

Guidelines require that a Clean Communities Coordinator be designated.

Grant Amounts for the last 5 years

2021- \$8988

2020- \$8359

2019- \$9271

2018- \$8307

2017- \$8681

- c. Ordinance No. 21-22: This establishes the salary range for the Clean Communities Coordinator position, this position was previously being paid without a salary ordinance but by voucher. The entire salary is covered by the annual clean communities' grant that the Borough receives.
 - d. Ordinance No. 21-23: This ordinance addresses three areas of the Fire Department. Establishes the Chain of Command as defined by the Officer Duties description. The next item that it addresses is the residency requirements for volunteer fire fighters. We currently have 30 fire fighters of which 16 live in Garwood. The current ordinance states that only 28% of firefighters can live outside of Garwood. We are at 47% at this time. The new ordinance will require at least 51% of the firefighters to live in Garwood. Finally, Cranford is added to the list of towns junior freighters can live in.
 - e. Ordinance No. 21-24: The changes here assure that our Police Department has sufficient parking for patrol vehicles as well as residents have the ability to park for short durations to conduct business on South Ave, Center Street or Borough Hall
2. Changes to the By-Laws

We have reviewed all the By-Laws and great meeting with the Mayor, councilmembers, and councilmember elects. The idea with the changes to the By-Laws is to improve communication with the public and well as having better council oversight. Two of the bigger changes that were

identified was in the Committees, the proposal eliminates the Laws and Licensing and replaces it with a Community Engagement Committee that will oversee our Recreation, Celebrations, Senior Activities and Historical Committee. The Finance Committee adds Personnel to its oversight. Finance and Personnel are very closely related. It is important that we have Council oversight on aspects of Borough Operations.

3. Borough Hall will be closed this Thursday and Friday in observation of the Thanksgiving Holiday.
4. The Department of Public Works will be collecting leaves on Saturday November 27, 2021 throughout the Borough please have them in bags at the Curb by 6AM.