

ORDINANCE NO. 2020-04
AN ORDINANCE ADDING CHAPTER 5-43 ESTABLISHING ADMINISTRATOR FOR THE BOROUGH OF
KENILWORTH, COUNTY OF UNION, STATE OF NEW JERSEY

An ordinance of the Borough of Kenilworth relating to an Administrative Office.

The purpose of this ordinance is to establish the position of Administrative Officer.

Section 5-43 shall read:

- a. There is hereby created the position of Administrative Officer
- b. The Administrative Officer shall serve at the discretion of the Mayor and Council. Said person shall receive such compensation as the Mayor and Council may determine said salary shall be established in the salary ordinance of the Borough.
- c. The administrative officer need not be a resident of the Borough.
- d. The Administrative Officer shall have such administrative duties and functions as shall be delegated to him/her by the Mayor and Council. The Chief Administrative Officer of the Borough shall be responsible to the Mayor and Council for the administration of all Borough affairs and with the following powers and duties.
 1. Attend all meetings of the Mayor and Council and such other meetings as directed by the Mayor and Council.
 2. Provide a liaison between the Mayor and Council and various municipal boards, agencies and departments of the Borough and its professional advisors.
 3. Keep the Mayor and Council currently informed on all matters assigned to him/her or otherwise within his/her jurisdiction.
 4. Make studies and surveys of the municipal problems of the Borough as shall be assigned by the Mayor and Council and prepare and submit written reports of his//her findings and determinations to the Mayor and Council for its consideration and action.
 5. Be responsible for continually improving communications between the various borough personnel, departments, agencies, boards and the Mayor and Council.
 6. Have the authority to recommend the removal, discipline and appointment of all personnel subject to the personnel policies of the Borough.
 7. Review daily any complaints concerning the function and obligations of the Borough made by any of its residents and keep a permanent record of all complaints and the disposition made.
 8. Make any recommendations which is believed will increase the efficiency of the operation of the Borough.
 9. Develop and administer a comprehensive personnel program, as provide by the Council.

Severability

If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance, which shall continue in full force and effect, and to this end, the provision of this Ordinance are hereby declared to be severable.

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Effective Date

This ordinance shall take effect twenty (20) days after the first publication thereof after final passage as provide by law.

 Linda Karlovitch, Mayor

INTRODUCTION						COUNCILPERSON	FINAL ADOPTION					
Moved	Sec.	Aye	Nay	Abs.	NP		Moved	Sec.	Aye	Nay	Abs.	NP
		X				KAY CECERI						
X		X				LAWRENCE CLEMENTI						
		X				MARK DAVID						
		X				GERRY LAUDATI						
		X				DANIEL LOPEZ						
	X	X				ROBERT SCHIELKE						
Introduced: March 11, 2020						I hereby certify the above ordinance was adopted by the Borough Council of the Borough of Kenilworth, County of Union, State of New Jersey on April 8, 2020.						
Final Adoption: April 8, 2020												
						_____ Laura Reinertsen, Borough Clerk						