

**BOROUGH OF PENNS GROVE  
COUNTY OF SALEM  
MAYOR AND COUNCIL**

**ORDINANCE NO. 2021-1**

**AN ORDINANCE CREATING THE POSITION OF BOROUGH ADMINISTRATOR**

**WHEREAS**, the Borough of Penns Grove has determined that the day-to-day demand of administrative and governmental affairs has grown to the extent that it has become increasingly difficult for the Mayor and Council to devote adequate time to the discharge of such duties; and

**WHEREAS**, the public interest in the economical and efficient administration of Borough business requires the creation of the position of Borough Administrator; and

**WHEREAS**, the Borough Administrator will provide the Mayor and Council necessary assistance in the prompt day-to-day management of the administrative affairs of the Borough of Penns Grove, coordinate the activities of the various departments within the municipality and assist in planning and supervising the execution of governmental efforts in those areas where a continuous and sustained effort is required.

**NOW THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Penns Grove that Chapter 5 of the Code of the Borough of Penns Grove shall be created as follows:

1. Chapter 5 shall be titled, "Administrator, Borough of Penns Grove."
2. Chapter 5 shall contain the following

§ 5-1. Position established.

The office of Business Administrator in and for the Borough of Penns Grove is hereby established pursuant to N.J.S.A. 40A:9-136 et seq.

§ 5-2. Appointment; removal from office.

A. The Business Administrator shall be appointed by the Mayor with the advice and consent of the Council.

B. The Business Administrator shall serve at the pleasure of the governing body and may be removed by a two-thirds vote of the governing body. The resolution of removal shall become effective three months after its adoption by the governing body. The governing body may provide that the resolution shall have immediate effect, provided that the governing body shall cause to be paid to the Administrator forthwith any unpaid balance of his/her salary and his/her salary for the next three calendar months following adoption of the resolution.

§ 5-3. Compensation.

A. The salary of the Administrator shall be fixed and adopted by the Mayor and Council in the annual salary ordinance.

B. Unless otherwise provided, no person named as Acting Administrator shall receive compensation in addition to his regular salary while serving in such capacity. If the Mayor and Council, by resolution, provides compensation for the Acting Administrator during his service as Acting Administrator, such compensation shall not exceed the maximum salary provided in the salary ordinance for the position of Administrator.

§ 5-4. Qualifications; residency requirement.

A. The Administrator shall possess management and supervisory experience (experience in government preferred); possess a bachelor's or master's degree in public administration or related field (government and/or management experience can be substituted for degree) for the administration of the Borough of Penns Grove.

B. The Business Administrator must be resident of the State of New Jersey.

§ 5-5. General responsibilities.

A. The Business Administrator shall be the chief administrative officer of the Borough of Penns Grove and shall direct and supervise the administration of all departments and officers of the Borough government, following consultation with, and subject to the approval of, the governing body. The authority of the Mayor and Council to supervise the administration of all departments shall be transmitted through the Business Administrator where not prohibited by state statute, and all subordinate employees of the Borough shall be responsible to said authority.

B. The Business Administrator shall be required in all instances to consult and confer with, and obtain the consent of, the Mayor or the members of the Council who serve as director of a particular department with respect to said department, and the Business Administrator shall implement all decisions and orders as directed by the Mayor and Council, and the Business Administrator shall not institute any directives or actions that run contrary to the governing body's intent, decisions and/or orders.

§ 5-6. Specific powers and duties.


A. The Business Administrator shall be the chief administrative officer of the Borough of Penns Grove and shall be responsible to the Mayor and Council for the administration of all Borough affairs, with the following powers and duties:


- (1) To direct and supervise the administration of all departments, offices and agencies of the Borough, except as otherwise provided by law.
- (2) To attend all meetings of the governing body with the right to take part in discussion but not to vote.

- (3) To ensure all laws and all acts of the governing body subject to enforcement by him/her or by officers and employees subject to his/her direction and supervision are faithfully executed.
- (4) To submit to the governing body and make available to the public a complete report of finances and administrative activities of the Borough as required by the Mayor and Council.
- (5) To keep the Mayor and Council fully advised as to the current financial condition and future needs of the Borough and to make such recommendations to the Mayor and Council concerning the affairs of the Borough as he/she deems appropriate.
- (6) To authorize any transfer of supplies, materials and equipment between departments and offices and, with the authorization of the governing body, to sell surplus, obsolete, unused or waste supplies, materials and equipment.
- (7) To study, recommend, implement and enforce the procedure and policy of the governing body for requisition, purchase, inspection, receipt, storage, distribution, internal transfer and disposal of, and standards, specifications and payment for, supplies, materials and equipment, after consultation with department heads.
- (8) To negotiate contracts for the Borough, other than personnel or labor contracts, as authorized and directed by and subject to the approval of the governing body and to ensure that all terms and conditions are favorable to the Borough and any statute or contract are faithfully kept and performed and, upon knowledge of any violation, shall immediately make said violation known to the governing body.
- (9) To prepare and present to the governing body an annual report of the Borough affairs, which shall include a report from each department head.
- (10) To act as a liaison between the Borough and the various state, county and federal agencies with respect to all applications for funds or services needed or required by the Borough.
- (11) To review and supervise the Borough's insurance program and policies.
- (12) To receive and review any complaints concerning the functions and obligations of the Borough made by any of its residents or taxpayers and to maintain a permanent record of all complaints and the disposition of said complaints.
- (13) To advise the Mayor and Council on policy decisions.
- (14) To establish and maintain effective personnel practices and maintain appropriate records of all employees.
- (15) To receive and reply to all inquiries and complaints concerning Borough business and provide information and assistance in respect thereto.

(16) To perform such other duties as may be required by the Mayor and Council.

Attest:

  
Sharon R. Williams, Municipal Clerk

  
LaDaena D. Thomas, Mayor

Intro:

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter			X			
Martin		X	X			
Mincey			X			
Rambo			X			
Giordano	X		X			

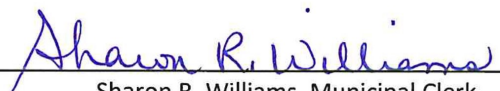
**Notice:** The above ordinance was introduced and passed on the first reading at the meeting of the Mayor and Council of the Borough of Penns Grove in the County of Salem held on January 5, 2021 and will be considered for final passage at a meeting to be held by the Mayor and Council at Borough Hall, Broad Street and State Street, Penns Grove, New Jersey at 7:00 p.m. on February 2, 2021 at which time any interested person will be given an opportunity to be heard.

  
Sharon R. Williams, Municipal Clerk

FINAL:

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter		X	X			
Martin			X			
Mincey	X		X			
Rambo			X			
Giordano			X			
Scarpaci			X			

**Notice:** The above ordinance was introduced and passed on the first reading at the meeting of the Mayor and Council of the Borough of Penns Grove in the County of Salem held on January 5, 2021 and was adopted, after a public hearing was held by the Mayor and Council at Borough Hall, 1 State Street, Penns Grove, New Jersey at 7:00 p.m. on February 2, 2021.

  
Sharon R. Williams, Municipal Clerk