

**BOROUGH OF WOODLAND PARK  
COUNTY OF PASSAIC, STATE OF NEW JERSEY  
ORDINANCE NO. 24-03**

**AN ORDINANCE AMENDING CHAPTER II, ADMINISTRATION, ARTICLE II, MAYOR AND  
BOROUGH COUNCIL, OF THE CODE OF THE BOROUGH OF WOODLAND PARK – TO  
REMOVE SECTION 2-3.3**

**WHEREAS**, Section 2-7 “Office of the Administrator” of the General Code of the Borough of Woodland Park provides for the position of municipal administrator; and

**WHEREAS**, the governing body of the Borough of Woodland Park recognizes that the Mayor position is currently a part-time position within the Borough; and

**WHEREAS**, in the absence of a full-time Borough Administrator, the governing body may wish to assigned said duties to the Mayor to carry out those responsibilities; and

**WHEREAS**, the governing body seeks to govern and administer the day-to-day business of the Borough in an efficient and effective manner; and

**WHEREAS**, in the absence of a full-time Business Administrator, the governing body may elect to assign the additional administrative duties to the Mayor should he or she be qualified to carry out such responsibilities.

**NOW THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Woodland Park, County of Passaic and State of New Jersey as follows:

**SECTION 1:** Chapter II, Administration, Article I, Mayor and Borough Council, Section 2-3, “The Mayor”, is hereby amended as follows:

- a. Section 2-3.2 “Appointment Power” shall now state: “The Mayor shall appoint, with the advice and consent of the Council, the Assessor, a Tax Collector, the Municipal Attorney, the Municipal Clerk, the Treasurer, the Judge of the Municipal Court, the Prosecutor, the Public Defender, the Municipal Engineer, the Municipal Auditor, and other officers where so provided by this Code. The Mayor **shall also appoint each of the Standing Committees of Council. The Mayor may appoint any special ad-hoc committees as deemed necessary or advisable.** The Mayor shall appoint all officers and employees whose appointment or election is not otherwise provided for by the Charter, general law or this Code. The Mayor shall also appoint an Acting Mayor where required by State Law; this appointment power of the Mayor shall be exercised by the Mayor acting alone and without the advice and consent of the Council.
- b. Section 2-3.3, “Mayor with Administrative Responsibilities” which was introduced on July 8, 2020, and adopted on July 22, 2020 – is hereby removed in its entirety.

2-3.3 “Mayor with Administrative Responsibilities”

- ~~a. In the absence of a full-time Business Administrator, the Borough Council may adopt a resolution to authorize the Mayor to earn an additional salary when assigned administrative responsibilities due to said absence, should the Council deem the Mayor qualified to carry out such responsibilities, specifically those listed under Section 2-7 “Office of the Administrator”, subsection 2-7.5 “Duties of the Administrator of the Borough Code.” When permissible, the Mayor, after being assigned such responsibilities, shall be responsible for the powers and duties of the Administrator, provided they do not conflict with the Office of the Mayor.~~
- ~~b. The assignment of administrative responsibilities shall only apply when the Mayor receives a resolution from the Governing Body authorizing and assigning the Mayor to act and to assume, when permissible by law, the responsibilities of the Business Administrator. This shall be considered a full time position of the municipality and will include, but not be limited to, a full time work week and availability during~~

~~regular Borough business hours and at any time necessary to provide the efficient and effective operations of the municipality. There shall be no further compensation or overtime for additional hours or work related activities.~~

**SECTION 2.** All ordinances of the Borough of Woodland Park, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

**SECTION 3.** If any section, subsection, paragraph, sentence or any other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION 4.** This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

Attest:

Approved:

\_\_\_\_\_  
Sandra Olivola, Municipal Clerk

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Tracy Kallert, Mayor

**Introduced: January 24, 2024**

**Adopted:**