

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
ORDINANCE**

ORDINANCE NO. 002-2022

**RE: AN ORDINANCE AMENDING REVISED GENERAL ORDINANCE
CHAPTER II (ADMINISTRATION) OF THE CODE OF UPPER TOWNSHIP**

WHEREAS, the Township Committee of the Township of Upper, in order to provide for the orderly and efficient administration of Township business, has determined that it is appropriate to amend Chapter II (Administration) of the Code of Upper Township to revise the duties of the Township Administrator and create the position of Assistance Township Administrator; and

WHEREAS, pursuant to N.J.S.A. 40A:63-7.1 the governing body of any municipality, by ordinance, may create the office of Assistant Township Administrator to assist in the administration of the township under the direction of the Township Administrator; and

WHEREAS, the Township Committee of the Township of Upper has determined to create the position of Assistant Township Administrator pursuant to the provisions of N.J.S.A. 40A:63-7.1.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee, in the Township of Upper, County of Cape May and State of New Jersey, as follows:

SECTION 1. Chapter II of the Revised General Ordinances of the Township of Upper, also known as the Code of Upper Township, shall be amended and supplemented as hereinafter provided:

Revise and replace the following in Section 2-2.4:

2-2.4 Township Administrator.

- a. Unchanged
- b. Unchanged
- c. Unchanged
- d. Unchanged
- e. Powers and duties. The Township Administrator, under the supervision and control of the Township Committee, and to the extent not prohibited by law, shall:
 1. Be the chief executive and administrative official of the Township of Upper with respect

to all of the executive responsibilities of the Township. The Township Administrator shall perform such duties in each department of the Township under the general supervision of the member of the Township Committee appointed by the Township Committee as the head of such department.

2. Act as liaison between the Township Committee, the Township Committee department heads, all committees, officers and employees.
3. Be responsible for the maintenance of sound personnel policies and administrative practice and to study and make recommendations in respect to personnel, hiring, organization and policies of the Township after consultation with the Township Committee and the department head of each department.
4. Assist in the preparation of the budget and assist the Township Committee in obtaining the necessary data for the preparation of the municipal budget.
5. Investigate all complaints regarding Township services and, after consultation with the department head of the services involved, to answer same and report the disposition thereof to the Township Committee.
6. Coordinate for the Township Committee the general affairs of the Township, including recommendations with respect to purchasing, administration and enforcement of contracts, leases and franchises.
7. Attend all meetings as directed and authorized by the Township Committee.
8. Perform such other duties as may from time to time be specifically assigned to the Township Administrator by the Township Committee.

f. Unchanged

Add Section 2-2.10 Assistant Township Administrator

2-2.10 Assistant Township Administrator.

- a. Creation of Position. The office of Assistant Township Administrator is hereby created in and for the Township of Upper pursuant to the provisions of N.J.S.A. 40A:63-7.1.
- b. Appointment and Term. The Assistant Township Administrator shall be appointed by the majority vote of the Township Committee and the term of office of the Assistant Township Administrator shall be at the pleasure of the Township Committee.
- c. Compensation. Compensation to perform the duties and responsibilities of Assistant Township Administrator shall be determined and established by the Township Committee in accordance with law.
- d. Qualifications. The Assistant Township Administrator shall possess knowledge and experience in local government.
- e. Powers and Duties. The Assistant Township Administrator, under the supervision and direction of the Township Administrator, shall assist the Township Administrator in the administration of the Township. During the absence or disability of the Township Administrator, the Assistant Administrator shall have all the powers and duties of the Township Administrator and shall perform all of the functions of the Township Administrator.

SECTION 2: EFFECTIVE DATE: This ordinance shall take effect immediately upon adoption and publication as required by law.

SECTION 3: REPEALER: All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency only.

SECTION 4: SEVERABILITY: If any section, paragraph, subdivision, subsection, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, subsection, clause or provision declared invalid and the remainder of this Ordinance shall remain in full force and effect and shall be enforceable.

SECTION 5: CODIFICATION: This Ordinance shall be codified as indicated in Chapter 2 of the Upper Township Code.

ATTEST:

BARBARA L. YOUNG, Township Clerk

JAY NEWMAN, Deputy Mayor

NOTICE IS HEREBY GIVEN THAT THE FOREGOING ORDINANCE WAS INTRODUCED FOR FIRST READING AT A MEETING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE **14TH DAY OF FEBRUARY, 2022** AT THE TOWNSHIP HALL, AND WAS TAKEN UP FOR CONSIDERATION AS TO FINAL ADOPTION AT A PUBLIC HEARING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE **14TH DAY OF MARCH, 2022** AT 4:30 P.M. AT THE TOWNSHIP HALL, PETERSBURG, NEW JERSEY, AT WHICH TIME SAID ORDINANCE WAS ADOPTED.

BARBARA L. YOUNG, TOWNSHIP CLERK
TOWNSHIP OF UPPER

Legislative History:

Introduced: February 14, 2022

Publication: February 18, 2022

Newspaper(s): The Press of Atlantic City

Second Reading and Public Hearing: March 14, 2022

Final Adoption: March 14, 2022

Final Publication Date: March 18, 2022

I certify that the foregoing Ordinance was finally adopted by the Township Committee of the Township of Upper on March 14, 2022 and notice of adoption was thereafter published pursuant to law in the Press of Atlantic City on March 18, 2022.

BARBARA L. YOUNG, Township Clerk