

**TOWNSHIP OF UPPER
CAPE MAY COUNTY
ORDINANCE**

ORDINANCE NO. 008-2026

**RE: AN ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION) AND
CHAPTER 5 (PERSONNEL) OF THE CODE OF UPPER TOWNSHIP**

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 2, Section 2-2.5 of the Revised General Ordinance of the Township of Upper, also known as the Code of Upper Township, shall be amended and supplemented as hereinafter provided:

2-2.5 - Deputy Township Administrator.

- a. Appointment and Term. The Deputy Township Administrator shall be appointed by the majority vote of the Township Committee, upon recommendation of the Township Administrator, and subject to the provisions of the New Jersey Civil Service Act, codified at N.J.S.A. 11A:1-1, *et seq.*
- b. Compensation. Compensation to perform the duties and responsibilities of Deputy Township Administrator shall be determined and established by the Township Committee according to law.
- c. Qualifications. The Deputy Township Administrator shall possess knowledge and experience in local government for the appointment as Deputy Township Administrator.
- d. Powers and Duties. The Deputy Township Administrator shall have the following powers and duties:
 - a. Oversight of the Township's personnel system, including, but not limited to, recruitment, selection, and onboarding of Township employees;
 - b. Primary point of contact for employee grievances, disciplinary matters involving employees, and labor contract interpretation issues involving Township employees;
 - c. Responsibility for maintaining the Township Personnel Manual and Township Employee Handbook for legal compliance purposes;
 - d. Assistance with employee benefit programs issues, workers' compensation matters, and risk management issues; and

- e. In the absence of a Township Administrator, the Deputy Township Administrator shall have all the powers and duties associated with the role of Township Administrator, as set forth in subsection 2-2.4(e)(1) – 2:2.4(e)(8) of this Chapter.

SECTION 2. Chapter 2, Section 2-2.5 through 2-2.9 (existing), of the Revised General Ordinances of the Township of Upper, also known as the Code of Upper Township, shall be revised and identified hereafter as Chapter 2, Section 2-2.6 through 2-2.10.

SECTION 3. Chapter 5-6.2 of the Revised General Ordinances of the Township of Upper, also known as the Code of Upper Township, shall be revised and supplemented to add the following position of employment to the list of classified positions within the Township of Upper, subject to the qualifications established by the New Jersey Civil Service Commission for such position, including any applicable knowledge, experience, or certification requirements:

Deputy Township Administrator

SECTION 4: REPEALER: All Ordinances or parts of Ordinances which are in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency or conflict only.

SECTION 5: 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 6: EFFECTIVE DATE: This Ordinance shall take effect upon final adoption and publication as required by law.

SECTION 7: CODIFICATION: This Ordinance shall be codified in the Upper Township Code in the sections referred to above.

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 23RD DAY OF MARCH, 2026, AT THE TOWNSHIP HALL, AND WILL BE TAKEN UP FOR CONSIDERATION AS TO FINAL ADOPTION AT A PUBLIC HEARING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF UPPER HELD ON THE 27TH DAY OF APRIL, 2026, AT 5:30 P.M. AT THE TOWNSHIP HALL, PETERSBURG, NEW JERSEY.

JOANNE R. HERRON, TOWNSHIP CLERK
TOWNSHIP OF UPPER