

RESOLUTION 2018-126

**RESOLUTION OF THE BOROUGH OF SHIP BOTTOM,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
BIFURCATING AND ALLOCATING THE DUTIES
OF THE BOROUGH ADMINISTRATOR TO THE
POSITIONS OF OFFICE MANAGER AND
BOROUGH COORDINATOR**

WHEREAS, the Borough, pursuant to statute and Borough Code, established the position of Borough Administrator; and

WHEREAS, the duties of the Borough Administrator are codified in the Borough Code, Section 2.08.010; and

WHEREAS, the Borough currently has a vacancy in the position of Borough Administrator; and

WHEREAS, the Mayor and Council have determined that it is in the best interest of the Borough to leave the Administrator position vacant and allocate the duties of the Administrator to the titles of Borough Coordinator and Office Manager; and

WHEREAS, those duties shall be allocated as outlined in this Resolution until further action of the Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Ship Bottom that the Borough hereby establishes the titles of Borough Coordinator and Office Manager by Ordinance 2018-10; and

BE IT FURTHER RESOLVED that the following duties of the Borough Administrator, found in Borough Code Section 2.08.010(F), contained in Borough Code Section 2.08.10 shall be allocated to the title of Office Manager:

- a. To serve as the principal managing coordinator officer representing the mayor and borough council;
- b. To supervise the administration of all departments and offices, in consultation with the respective committee chairpersons;
- c. To receive and reply to inquiries and complaints concerning borough business and to provide information and assistance with respect thereto;
- d. To establish and maintain sound personnel practices and maintain appropriate records of all employees and to have the authority to recommend to the mayor and borough council the initial hiring and disciplining of all borough employees except under N.J.S.A. 40A:14-118;
- e. To assign responsibilities for departmental duties and coordinate interdepartmental operations as authorized by the borough council;
- f. To assist the residents of the borough in matters within his or her jurisdiction, to maintain a record of complaints submitted to him or her for his or her attention, and to take proper steps to remedy the causes for such complaints except under N.J.S.A 40A:14-118;
- g. Nothing in this section shall derogate from or authorize the Borough Office Manager to exercise the powers and duties of the elected and appointed officials of the borough. (Amended during 2000 codification; Ord. 95-6 § 1, 1995: prior code § 2-5A); and

BE IT FURTHER RESOLVED that the following duties of the Borough Administrator, found in Borough Code Section 2.08.010(F), shall be allocated to the title of Borough Coordinator:

- a. To represent the borough in its relation to the federal, state and county governments and to other municipalities and to evaluate the borough's interest in contracts, franchises and other business transactions as assigned by the mayor and borough council;
- b. To study all operations of the borough and make recommendations for plans and programs to meet the changing needs of the borough;
- c. To attend all meetings of the borough council as required;
- d. To recommend the nature, location and extent of public improvements and to coordinate the execution of same when authorized by the mayor and borough council;
- e. To implement and enforce the policies of the mayor and borough council with respect to the compiling and release of public information;
- f. To supervise and continually review the borough's insurance program;
- g. To assist the borough council in negotiating contracts for the borough as authorized by and subject to the approval of the borough council;
- h. To act as a liaison on behalf of the borough, in a matter of offerance or contract, with all utility companies serving any portion of the borough to be sure that such utilities are providing adequately for the needs of the residents of the borough;
- i. To assure that the provisions of all franchises, leases, permits and privileges granted by the borough are complied with;
- j. To have knowledge of all equipment and materials owned and used by the borough and to arrange for the disposal of all inadequate or obsolete materials when directed to do so by the borough council;
- k. To keep the borough council currently informed of all matters within his or her jurisdiction by such reports, verbally or in writing, as he or she deems advisable or as may be requested by the borough council, and to submit an annual written report of his or her work accomplished at the request of the borough council for the benefit of the public;
- l. To perform such other duties as may be assigned to him or her from time to time by the mayor and /or borough council; and
- m. Nothing in this section shall derogate from or authorize the Borough Coordinator to exercise the powers and duties of the elected and appointed officials of the borough. (Amended during 2000 codification; Ord. 95-6 § 1, 1995: prior code § 2-5A); and

BE IT FURTHER RESOLVED that the Office Manager and/or Borough Coordinator shall attend meetings of the governing body or other committee meetings as requested; and

BE IT FURTHER RESOLVED that the governing body shall appoint qualified individuals to the aforementioned titles by separate resolution, which shall also provide for compensation for those individuals.

Motion: Councilman Tallon

Second: Councilman Butkus

Dated: August 28, 2018

Roll Call: Tallon, English, Sinopoli, Gleason, Rossi and Hartman, all aye.

CERTIFICATION

I, Kathleen Wells, Municipal Clerk of the Borough of Ship Bottom, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at a regular meeting held on August 28, 2018.

Kathleen Wells, RMC