

ORDINANCE 18 - 18

AN ORDINANCE OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF MOUNT ARLINGTON, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 4 ADMINISTRATION OF GOVERNMENT, SECTION §4-8. ADMINISTRATIVE OF THE CODE OF THE BOROUGH OF MOUNT ARLINGTON

WHEREAS, the Mayor and Council for the Borough of Mount Arlington reviewed the Borough Code and determined that Chapter 4 Administration of Government, Section §4-8. Administrative organization requires revisions to reflect the current practices of the Borough; and

WHEREAS, the Mayor and Council for the Borough of Mount Arlington desires to amend and supplement Chapter 4 Administration of Government, Section §4-8. Administrative organization of the Borough code; and

BE IT ORDAINED, by the Mayor and Borough Council of the Borough of Mount Arlington, County of Morris and State of New Jersey that Chapter 4 Administration of Government, Section §4-8. Administrative organization be amended and supplemented.

SECTION 1. Chapter 4 Administration of Government, Section §4-8. Administrative organization shall be set forth in its entirety as follows:

§ 4-8. Administrative organization.

[Amended 11-22-2011 by Ord. No. 14-11]

A. Committees; officers; boards; bodies and commissions.

[Amended 12-18-1985 by Ord. No. 85-18; 9-17-1991 by Ord. No. 91-5; 2-16-1994 by Ord. No. 94-1]

- (1) [Amended 4-22-2002 by Ord. No. 02-15; 5-7-2007 by Ord. No. 08-07] Pursuant to the authority of N.J.S.A. 40A:60-7b, there are hereby established the following standing committees:
 - (a) Committee on Finance.
 - (b) Committee on Public Safety.
 - (c) Committee on Personnel.
 - (d) Committee on Parks and Recreation.
 - (e) Committee on Public Works, Buildings, Grounds and Utilities.
- (2) Appointment. [Amended 5-7-2007 by Ord. No. 08-07]
 - (a) The Mayor shall appoint the members of all committees as well as the Chairperson of each committee at the annual meeting, with the advice and consent of the Council, and shall see that all matters referred to committees are acted upon and reported promptly to the Council.
 - (b) The standing committees may consist of up to three (3) Council members each (not including the Mayor, who is ex officio). Each Council member shall be Chairperson of one (1) of the five (5) standing committees and a member of one (1) other. Council President will be a member of all committees.

- (c) In the case of death, resignation, removal from office or incapacity to serve on any committee Chairperson or member, the Mayor shall name the successor Chairperson of the committee.
 - (d) The Mayor shall, at any time, change existing committee assignments and Chairperson if the Mayor deems it to be in the best interest of the Borough.
 - (e) In the event a new Chairperson is to be appointed to fill a vacant spot, the new Chairperson should be the most senior Council member of the existing committee. [Repealed 5-7-2007 by Ord. No. 08-07; added 11-22-2011 by Ord. No. 14-11]
- (3) Duties and powers of committees. [Amended 5-7-2007 by Ord. No. 08-07]
- (a) Standing committees are appointed to expedite and facilitate the work of the Council, but the entire Council is accountable for any and all of its acts.
 - (b) The general duties, powers and functions of a standing committee shall be to:
 - [1] Administer the activities and matters for which it has been given responsibility.
 - [2] Perform such additional acts and duties as may be assigned to it by the Mayor and Council.
 - [3] Report and make recommendations to the Council concerning activities and matters assigned to it.
- (4) [Amended 4-22-2002 by Ord. No. 02-15; 5-7-2007 by Ord. No. 08-07; 12-3-2013 by Ord. No. 13-13] Specific duties of the standing committees.
- (a) The Committee on Finance shall advise the Council on financial and budgetary matters.
 - (b) The Committee on Public Safety shall advise the Council on matters relating to the Borough Police Department, the Mount Arlington Fire Department and the Office of Emergency Management.
 - (c) The Committee on Personnel shall advise the Council on all personnel matters relating to Borough employees. The Borough Administrator shall direct and supervise the administration of all departments and offices of the Borough, and except as provided by law, shall be in charge of all the departments, offices and employees of the Borough. The department heads are in charge of and responsible for the smooth and efficient operation of the activities of the Borough on a day-to-day basis. The department heads shall report directly to the Borough Administrator, who shall report to the Mayor and Council.
 - (d) The Committee on Parks and Recreation shall advise the Council on matters relating to Borough recreational, beach and park facilities.
 - (e) The Committee on Public Works, Buildings, Grounds shall advise the Council on matters relating to the maintenance of all buildings, grounds, and other real property owned by the Borough and the maintenance and operation of Borough public works and utilities, including the Borough's sewer and water systems.
- (5) The Mayor may appoint other special committees and the Chairperson of such committees or expand upon the duties of the standing committees with the advice and consent of the Council. The Chairperson of such special committees shall be prepared to report to the Mayor and Council on the work of his/her committee. [Amended 5-7-2007 by Ord. No. 08-07]
- B. Boards and bodies. [Amended 9-17-1991 by Ord. No. 91-5; 5-7-2007 by Ord. No. 08-07] There shall be the following boards and bodies in the Borough of Mount Arlington:
- (1) Shared Municipal Court.

- (2) Land Use Board.
- (3) Board of Health.
- (4) Library Board of Trustees.
- (5) Advisory Councils: The Mayor and Council may appoint from time to time, temporary advisory councils, in accordance with N.J.S.A. 40A:60-7d, as they deem necessary and appropriate, to advise them on such matters as are referred to such councils by the Mayor and Council. These advisory councils may be referred to as Committees.

C. Department head.

[Repealed 5-7-2007; added 10-4-2011 by Ord. No. 13-2011; amended 12-3-2013 by Ord. No. 13-13]

- (1) Each department head shall make a recommendation to the Borough Administrator and the Borough Administrator shall make a recommendation to the Mayor and Council for all hiring, transferring, promoting, and discharging of all employees.
- (2) Each department head shall report to the Borough Administrator who shall serve as each department purchasing agent as supervised by the Borough Chief Financial Officer subject to approval of the Mayor and Council.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed as to such inconsistencies.

SECTION 3. If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

SECTION 4. This Ordinance shall take effect upon final publication as provided by law.

I HEREBY CERTIFY this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Mount Arlington, adopted on October 2, 2018 and will be further considered after a Public Hearing held on November 7, 2018 at the Municipal Building at 7:00 P.M.

INTRODUCED:
PUBLISHED:
ATTEST:

BOROUGH OF MOUNT ARLINGTON
COUNTY OF MORRIS
STATE OF NEW JERSEY


Linda DeSantis, RMC, Borough Clerk


Michael Stanzilis, Mayor