

**BOROUGH OF KINNELON
ORDINANCE NO. 2025-XXX**

**AN ORDINANCE TO AMEND SECTION 6.5
OF THE CODE OF THE BOROUGH OF KINNELON TITLED
"POWERS AND DUTIES"**

WHEREAS, the Mayor and Council of the Borough of Kinnelon desire to amend Section 6.5 of the Code of the Borough of Kinnelon titled "Powers and Duties"

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Kinnelon that Section 6.5 of Borough of Kinnelon is amended to read as follows:

§ 6-5. Powers and duties.

The Administrator, in addition to the powers and duties hereinafter set forth, shall have the powers and duties prescribed by the laws of New Jersey, the ordinances of the Borough of Kinnelon, and such other additional powers and duties as may be from time to time prescribed or directed by the Borough Council of the Borough of Kinnelon. Excepted, however, are those powers or duties required by law to be exercised by the governing body itself or by another officer, board or body. The Administrator shall be responsible to the Borough Council for the proper administration of all the affairs of the municipality, with the advice and consent of the Mayor and Council, and to that end he/she shall:

- A. Direct and supervise the administration of all departments, divisions and offices of the Borough government; approve or prescribe their internal organization; and assign and transfer administrative functions, powers and duties among and within them, subject to the provisions of New Jersey State statutes and other Borough Ordinances.
- B. Establish and maintain sound working, personnel and administrative rules, regulations and practices, vacation, holiday, sick leave and similar schedules and appropriate records and reports with the approval of and subject to such general policies as may be established from time to time by the Borough Council.
- C. Investigate at any time the affairs of any department of the Borough.
- D. Maintain a continuing review of all department and office operations and their expenditures and report to the Council. He/she shall supervise and direct the business activities of all municipal departments, including the direction of central purchasing and the employment and replacement of personnel as may be required in said departments, subject to the approval of Borough Council.
- E. Serve as the Personnel Officer of the Borough and, as such, shall recommend the hiring and promotion of Borough employees subsequent to satisfactory completion of the probationary period He/she shall recommend discipline of employees; provided,

however, that the Administrator shall report at the next regular meeting thereafter of the Borough Council any action taken regarding the discipline of any employee. The Administrator shall delegate to department heads what he/she may deem necessary for efficient administration, to the extent not prohibited by law, by making recommendations for the internal organization of each department.

F. Recommend for appointment and discipline all department and division heads subject to personnel policy of the Borough; discipline all other employees for whose selection or removal no other method is provided by statute.

G. Prepare and submit, in conjunction with the Chief Financial Officer, Auditor, and the Finance Committee, to the Borough Council, before the close of the fiscal year or on such alternate date as the Borough Council shall determine, a proposed budget for the next fiscal year and an explanatory budget message. In preparing the proposed budget, the Administrator shall obtain from the head of each department, agency, board or officer estimates of revenues and expenditures and other supporting data as he/she requests. The Administrator shall review such estimates and may revise them before submitting the proposed budget, with the estimates of each department and revisions thereto, to the Borough Council. He/she, in conjunction with the Chief Financial Officer, and Finance Committee shall prepare and submit the annual capital budget and capital plan to be considered by the Borough Council.

H. Be responsible for the administration of the budget after its adoption by the Borough Council and the implementation of the work programs contained in the budget. He/she shall maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.

I. Execute and enforce the laws of the State of New Jersey and the ordinances and resolutions of the Borough of Kinnelon as the Borough Council may prescribe.

J. In conjunction with the Borough Clerk, prepare an agenda for and arrange meetings and conferences of the Mayor and Borough Council.

K. Attend all meetings of the Borough Council and other committees as directed, and he shall receive notice of all regular and special meetings of the Borough Council and all advisory committees.

L. Keep the Borough Council informed as to the conduct of the Borough affairs, submit periodic reports, either in writing or orally, on the condition of Borough finances and such other reports, either in writing or orally, as the Borough Council shall request, and shall make such recommendations to the Borough Council as he/she deems necessary and advisable for the welfare and future needs of the Borough.

M. Submit to the Borough Council within 90 days after the close of the fiscal year, or sooner if required, a complete written report on the administrative and fiscal activities of the Borough for the preceding year, as well as all recommendations regarding the improvement of said activities.

N. Insure that the provisions of all franchises, leases, permits and privileges are complied with as granted by the Borough.

O. Supervise the performance and faithful execution of Borough contracts except insofar as such duties are expressly imposed upon some other Borough officer or official by statute.

P. Insure that all money owed the Borough is promptly paid and that proper proceedings are taken for the security and collection of all the Borough claims except as such duties are imposed on other officials by law.

Q. Be required by the Borough Council to review and recommend bills and vouchers for payment prior to final approval by the Borough Council. He/she shall maintain liaison with the Borough Treasurer by continuous review of operating expenses and report periodically to the Mayor and Council on the status of all accounts.

R. Receive all complaints regarding services or personnel of the Borough. He/she or an officer designated by the Borough Council shall investigate and dispose of such complaints, and the Administrator shall keep a written record of such complaint and when and what action was taken in response thereto and provide to the Borough Council a copy thereof when requested to do so.

S. Act as the Borough Council liaison to the administrative employees, whenever feasible.

T. Maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.

U. Continually review and supervise the Borough's expenditures and insurance program.

V. Keep the Borough Council informed as to federal aid projects and state aid projects and any other aid programs for which the Borough of Kinnelon may qualify.

W. Perform such other duties as may be required by the Borough Council in accordance with the law.

X. Act as liaison between the governing body, the Board of Education, the Borough Attorney, the Borough Engineer, and the Borough Utility Consultant in their respective operating and policy contracts.

Y. Act as liaison between the Planning Board, the Zoning Board of Adjustment, and the administrative consultant to the various boards and departments of the municipality.

Section 2. Repealer.

All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are hereby repealed as to said inconsistencies and conflicts.

Section 3. Severability

If any section, part of any section, or clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect

the remaining provisions of this ordinance. The governing body of the Borough of Kinnelon declares that it would have passes the ordinance and each section thereof, irrespective of the fact that any one or more of the subsections, sentences, clauses or phrases may be declared unconstitutional or invalid.

Section 4. Effective Date.

This ordinance shall take immediate effect upon passage and publication according to law.

Adopted ____/____/____ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Chirido						
Mabey						
Frank						
Lewis						
Reckler						
Harriz						

APPROVED:

JAMES FREDA, MAYOR

Attest:

KAREN IUELE
Borough Clerk