

**BOROUGH OF KINNELON
ORDINANCE NO. 18-2025**

**ORDINANCE ADDING A NEW SECTION 4-37.1 TO CHAPTER 4 OF THE
BOROUGH CODE TO BE TITLED "TECHNICAL ASSISTANT TO THE
CONSTRUCTION OFFICIAL PROPERTY MAINTENANCE "**

BE IT ORDAINED by the Mayor and Council of the Borough of Kinnelon, County of Bergen and State of New Jersey, as follows:

Section 1. Pursuant to N.J.S.A.40:48-1, 40:49-2 and 40A:9-165, the Mayor and Council of the Borough of Kinnelon hereby amend the Borough Code to create a new Chapter 4-37.1 to be titled "Technical Assistant to the Construction Official Property Maintenance" to read as follows:

Article I: Technical Assistant to the Construction Official Property Maintenance

§ 4-37-1. Office Created. Technical Assistant to the Construction Official Property Maintenance:

- **Position:** Full-Time (35 hours per week)
- **Duties:**
 - Review construction permit applications for completeness and compliance with applicable codes.
 - Request additional information or corrections as instructed by the Business Administrator, Property Maintenance/Zoning Inspector, appropriate Subcode Official, or Construction Official.
 - Issue construction permits upon approval.
 - Schedule inspections and maintain inspection records.
 - Provide clerical support to the Construction Official and Property Inspector, particularly under the Borough's shared services agreement with another municipality.
 - Provide information and assistance to the Borough Clerk as required under the Open Public Records Act (OPRA).
 - Aid the public by providing technical information regarding the Uniform Construction Code and Borough Property Maintenance/Zoning requirements.
- **Reporting:** Works in conjunction with the Construction Official and the Property Maintenance/Zoning Inspector.
- **Qualifications:** Technical Assistant Certification issued by the NJ Department of Community Affairs (NJDCA) required. Experience with SDL strongly preferred. Excellent organizational and customer service skills required.

- **Compensation:** Salary range (to be reflected in the Borough Salary Ordinance)

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All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are hereby repealed as to said inconsistencies and conflicts.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

Attest:

KAREN IUELE
Borough Clerk