

BOROUGH OF CLOSTER
ORDINANCE NO. 2023:1327

ORDINANCE AMENDING CHAPTER 52 OF THE BOROUGH CODE RELATING TO THE
DEPARTMENT OF PUBLIC WORKS

WHEREAS, Chapter 52 of the Code of the Borough of Closter establishes the Department of Public Works and sets forth among other things the appointment, qualification, duties and responsibilities of its officers; and

WHEREAS, the Governing Body of the Borough of Closter wish to amend said Ordinance to clarify and expand upon the description of the titles and responsibilities of the officers with department of Public Works.

NOW, THEREFORE BE IT ORDAINED by the Governing Body of the Borough of Closter as follows:

Section 52-2 A entitled Superintendent of Public Works is hereby amended as follows:

A.
Qualifications. The Superintendent of the Department of Public Works shall be a person qualified by education, training and experience to perform the duties of office as hereinafter set forth. No person having less than eight years of direct experience in the field of municipal public works, including at least-two years of direct supervisory experience in the same field, shall be eligible to hold this office. He or she must hold a certificate of “New Jersey Certified Public Works Manager” or be certified within one year of appointment. He or she shall devote full time to the duties of the office and not engage in any other employment.

Section 52-7 A entitled Deputy Superintendent is hereby amended as follows:

52-7 Deputy Superintendent.

[Added 6-12-2002 by Ord. No. 2002:865]

Within the Department of Public Works if appointed, there will be an office of the Deputy Superintendent of Public Works. The Deputy Superintendent shall be appointed by the governing body. His or her term shall be for a period of one year and shall expire on December 31 every year, and any vacancy during the term shall be filled for the unexpired term only.

A.
Qualifications. The Deputy Superintendent of the Department of Public Works shall be a person qualified by education, training and experience to perform the duties of office hereinafter set forth. No person having less than six years of direct experience in the field of municipal public works, including at least one year of direct supervisory experience in the same field, shall be eligible to hold this office.

Section 52-8 A entitled Director of Public Works is hereby added as follows:

52-8 Director of Public Works

Within the Department of Public Works an office of Director may be established by the Borough Council if directed. The Director will be appointed by the governing body. His or her term shall be for a period of one year and shall expire on December 31 of every year, and any vacancy during the term shall be filled for the unexpired term only.

A.
Qualifications. The Director of the Department of Public Works shall be a person qualified by education, training and experience to perform the duties of office as hereinafter set forth. No person having less than 25 years of direct experience in the field of municipal public works, including at least five years of direct supervisory experience in the same field shall be eligible to hold this office. He or she must hold a certificate of “New Jersey Certified Public Works Manager”. He or she shall devote full time to the duties of the office and not engage in any other employment.

B.
Responsibilities. The Director of the Department of Public Works will work with Superintendent to plan, direct and control the activities of the Department and Coordinator with Administrator on Borough Projects. He or she shall be operationally responsible to the Borough Administrator

Section 52-9 A entitled Duties of Director is hereby added as follows:

The duties of the Director of the Department of Public Works shall include but not be limited to:

- A. All the duties of and to assist the Superintendent of Public works.
- B. Work with other Borough Departments, Boards and commission on projects outside the scope of Public Works Department
- C. Assist the Borough with large scale infrastructure projects.

This Ordinance shall take effect upon final passage and publication in accordance with law.

This Ordinance shall take effect upon final passage and publication in accordance with law.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Introduced October 25, 2023
Adopted: November 20, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of Ordinance adopted by the Mayor and Council of Borough of Closter at the Regular Meeting held on November 20, 2023.

Stephanie Evans, Borough Clerk