

ORDINANCE NUMBER 19-2021

FIRST READING/
INTRODUCTION: November 10, 2021

SECOND READING/
PUBLIC HEARING/
ADOPTION: December 08, 2021

ORDINANCE

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**AN ORDINANCE AMENDING CHAPTER II ENTITLED
“ADMINISTRATION”, ARTICLE II, “OFFICES CREATED” BY CREATING
THE POSITION OF “SPECIAL PROJECTS MANAGER” IN THE BOROUGH
OF EAST NEWARK, IN THE COUNTY OF HUDSON, STATE OF NEW
JERSEY.**

WHEREAS, the Mayor and Council of the Borough of East Newark have deemed it necessary to create and establish the position of Special Projects Manager for the Borough of East Newark; and

WHEREAS, the Mayor and Council have determined that the creation and establishment of this position, along with a subsequent appointment shall be in the best interests of the residents of East Newark while at the same time producing a minimal financial and budgetary impact upon the residents and taxpayers.

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of East Newark, County of Hudson and State of New Jersey, as follows:

Section 1.

Chapter 2 (Administration), Article II (“Offices Created”), is hereby amended and restated as follows:

2-17 ~~RESERVED.~~ SPECIAL PROJECTS MANAGER.

2-17.1 Position Created.

There is hereby created the position of Special Projects Manager within the Office of the Mayor.

~~Strikethroughs~~ are deletions
Underlines are additions

2-17.2 Appointment and Term of Office.

The Special Projects Manager shall be appointed by the Mayor with the advice and consent of the Borough Council. The term of office of the Borough Administrator shall be at the pleasure of the Mayor and Borough Council. The Special Projects Manager may serve as a full-time or part-time employee to be determined by the Mayor at the time of appointment. The Special Projects Manager shall be deemed an “at-will” employee of the Borough; and as such, employment may be terminated by either the Borough or the employee at any time. Furthermore, the position shall be deemed as “unclassified” pursuant to the State of New Jersey’s Civil Service Commission class specification.

2-17.3 Compensation.

The Special Projects Manager shall receive such salary as may be fixed and adopted by the Salary Ordinance of the Borough of East Newark. He shall receive no additional compensation for other positions whose titles he may hold, but shall be reimbursed for all necessary expenses incurred in the performance of his office.

2-17.4 Qualifications; Residency.

The Special Projects Manager shall be appointed on the basis of executive and administrative abilities and qualifications. Previous responsible, successful experience in local government is required, and at a minimum, possession of a B.A. or B.S. degree in government, public or business administration or municipal management or a related field of study from an accredited institution of higher education is required. At the time of appointment, the Special Projects Manager need not be a resident of the Borough of East Newark.

2-17.5 Powers and Duties.

The powers and duties of the Special Projects Manager shall include, but not be limited to:

- a. Attending meetings of the Mayor and Council and such other meetings as directed by the Mayor and Council.
- b. Manages and directs a major and large-scale program or project of significant size and scope in terms of budget, operations and/or staffing.
- c. Manages staff and directs the functions and operations of an organizational section or unit; establishes and implements policies and procedures relating to section’s objectives.
- d. Consults with staff and consultants to determine scope of services, budgets and specifications for projects; established timelines and implements processes to track and monitor the progress of projects and the accomplishment of key objectives.
- e. Functions as a specialized advisor to the Mayor, Borough Administrator and Department Directors or functions as a technical specialist or expert level professional in a given profession, specific technical area or operational area.
- f. Coordinates and administers Borough-wide initiatives, departmental programs and special projects of a complex and technical nature.

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Underlines are additions

g. Develops and negotiates contract terms and monitors services provided by private contractors ensuring contract provisions meet program specifications.

h. Performing any other duty as designated by the Mayor (or designee).

~~Strikethroughs~~ are deletions

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Section 2.

Severability

If any section or provision of this ordinance is declared invalid for any reason whatsoever, same shall not affect the validity or constitutionality of any other part or portion of this ordinance.

Section 3.

Inconsistent Ordinances

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 4.

This ordinance shall take effect after its final passage by the Borough Council and approval by the Mayor at the time and manner provided for and required by law.

Section 5.

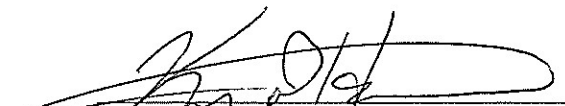
On passage this ordinance shall be codified.

Introduction – First Reading

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Diaz						X
Evaristo	X		X			
Graham						X
Lucas			X			
Reis			X			
Zincavage		X	X			

CERTIFICATION

I, Kevin D. Harris, Borough Clerk of the Borough of East Newark, County of Hudson, State of New Jersey, do hereby certify that this Ordinance was introduced on first reading by the Mayor and Borough Council at a public meeting of the Mayor and Borough Council held on November 10, 2021.



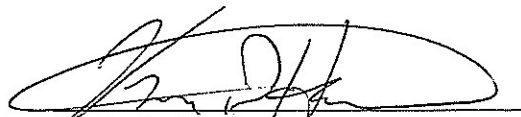
Kevin D. Harris
Borough Clerk

Adoption – Second Reading

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Diaz			X			
Evaristo						X
Graham		X	X			
Lucas	X		X			
Reis			X			
Zincavage		X	X			

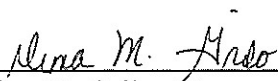
CERTIFICATION

I, Kevin D. Harris, Borough Clerk of the Borough of East Newark, County of Hudson, State of New Jersey, do hereby certify that this Ordinance was adopted on second reading after a public hearing, by the Mayor and Borough Council at a public meeting of the Mayor and Borough Council held on December 8, 2021.



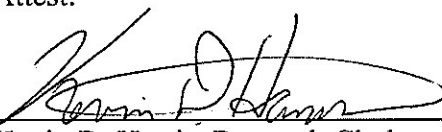
Kevin D. Harris
Borough Clerk

Adopted:



Dina M. Grilo, Mayor

Attest:



Kevin D. Harris, Borough Clerk