

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, “ADMINISTRATION,”
SECTION 18.2, “FUNCTIONS OF THE ENGINEERING DEPARTMENT,” OF THE
MUNICIPAL CODE OF THE TOWNSHIP OF WEST ORANGE**

WHEREAS, The Mayor and Council of the Township of West Orange (the “Township”), have an interest in the efficient administration of government services; and

WHEREAS, pursuant to N.J.S.A. 40:48-1, the governing body of a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this State or Federal Government, as it may deem necessary and proper for the good of government, order and protection of person and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, the Township desires to amend Chapter 2, “Administration,” Section 18.2, “Functions of the Engineering Department,” of the Township Municipal Code to define and clarify the duties of the Engineering Department; and

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Township Council of the Township of West Orange, in the County of Essex, State of New Jersey, being the governing body thereof, that Section 18.2 “Functions of the Engineering Department,” of Chapter 2 “Administration,” shall be amended as follows.

Section 1. RECITALS. The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

Section 2. Chapter 2, “Administration,” Section 18.2, “Functions of the Engineering Department,” to clarify and enumerate the duties and functions of the Engineering Department, shall be amended as follows.

Note: Additions are shown in **bold and underline** and deletions are shown as ~~strikethrough~~.

§ 2-18.2 Functions of the Engineering Department.

Under the direction and supervision of the Municipal Engineer, the Department of Engineering shall:

- a. ~~Prepare, or cause to be prepared, plans and specifications for public works in conjunction with their staff and improvements undertaken by the Township, either on force account or by public contract.~~
- b. ~~Supervise the performance of contracts for public works, the amounts due and payable thereunder.~~

- ~~e. Provide and maintain surveys, maps, plans, specifications and operating records with respect to capital improvement projects, public works and facilities owned or operated by the Township.~~
- ~~d. Supervise and direct the installation and administration of departmental records, payroll and inventory controls, and cost analyses.~~
- ~~e. Provide all engineering and mechanical services required by any department office or agency of the Township government, except as otherwise directed by the Mayor or Business Administrator.~~
- ~~f. Study and report upon the technical requirements of street lighting and traffic control.~~
- ~~g. Supervise and enforce the Township's interest in public contracts for fire, hydrant service, street lighting, joint outlet sewer maintenance.~~
- ~~h. Provide technical and engineering advice and assistance to other Township Departments as needed.~~
- ~~i. Construction oversight of capital improvement projects to municipal roadways inclusive of storm and sanitary sewers, sidewalks, pathways, and other facilities within the municipal right of way (R.O.W.).~~
- ~~j. Issuance and inspection of road opening, sidewalk, curb, dumpster and sewer connection and capping permits within the municipal right of way (R.O.W.).~~
- ~~k. Supervise the preparation of tax maps and municipal mapping.~~
- ~~l. Issuance of tree removal permits and exemption reports.~~
- ~~m. Conduct annual registration of tree contractors permitted to work within the Township.~~
- ~~n. Review grading, pool and plot plans for zoning and building permits.~~
- ~~o. Coordinate, report streetlight outages and request light improvements to Public Service Electric and Gas (PSE&G) on behalf of the residents and capital improvement projects.~~
- ~~p. Prepare grant applications, concept plans and cost estimates.~~
- ~~q. Manage municipally and grant funded projects from bid phase through construction and closeout.~~
- ~~r. Manage hiring of consultants; develop requests for proposals, review, and coordinate consultant work.~~
- ~~s. Prepare and assist legal department with resolutions, ordinances, ordinance amendments, reports, presentations, and public correspondence.~~
- ~~t. Responsible for the preparation of the annual NJDEP MS4 Stormwater Reporting.~~
- ~~u. Prepare and calculate annual reimbursement costs for street lighting and snow removal for private communities.~~
- ~~v. Issue certificates as to approval of land subdivisions by the Planning Board or the Council, pursuant to State Municipal Planning Act. (N.J. Laws of 1953, Chapter 433 as amended; N.J.S.A. 40:55D-1 et seq.)~~

a. Prepare, or cause to be prepared, plans and specifications for Township's infrastructure and associated public works projects in conjunction with their staff and improvements undertaken by the Township, either on force account or by public contract.

- b. Supervise the performance of public contract projects for Township's infrastructure, the amounts due and payable thereunder.
- c. Provide and maintain surveys, maps, plans, specifications and operating records with respect to capital improvement projects, public works and facilities owned or operated by the Township.
- d. Supervise and direct the installation and administration of departmental records, payroll and inventory controls, and cost analyses.
- e. Provide all engineering services required by any department, office or agency of the Township government, except as otherwise directed by the Mayor or Business Administrator.
- f. Study and report upon the technical requirements of street lighting and traffic control.
- g. Supervise and enforce the Township's interest in public contracts for fire hydrant service, street lighting, joint outlet sewer maintenance.
- h. Provide technical and engineering advice and assistance to other Township departments as needed.
- i. Construction oversight of capital improvement projects to municipal roadways inclusive of storm and sanitary sewers, sidewalks, pathways, and other facilities within the municipal right-of-way (R.O.W.).
- j. Issuance and inspection of road opening, sidewalk, curb, dumpster and sewer connection and capping permits within the municipal right-of-way (R.O.W.).
- k. Supervise the preparation of tax maps and municipal mapping.
- l. Review grading, pool and plot plans for zoning and building permits.
- m. Coordinate, report streetlight outages and request light improvements to Public Service Electric and Gas (PSE&G) on behalf of the residents and capital improvement project.
- n. Prepare grant applications, concept plans and cost estimates.
- o. Manage municipally and grant funded projects from bid phase through construction and closeout.

p. Manage hiring of consultants; develop requests for proposals, review, and coordinate consultant work.

q. Prepare and assist legal department with resolutions, ordinances, ordinance amendments, reports, presentations, and public correspondence.

r. Prepare and calculate annual reimbursement costs for street lighting and fire hydrant service for private communities.

s. Issue certificates as to approval of land subdivisions by the Planning Board or the Council, pursuant to State Municipal Planning Act. (N.J. Laws of 1953, Chapter 433 as amended; N.J.S.A. 40:55D-1 et seq.)

Section 3. If any provision of this Ordinance or application thereof, under any circumstances, is held invalid, the invalidity shall not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision(s) or application(s) and to this end the provisions of this Ordinance are severable. All other Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

Section 4. This Ordinance shall take effect upon final passage and publication in accordance with law.

Susan McCartney, Mayor

Susan Scarpa, Council President

**Karen J. Carnevale, R.M.C.
Municipal Clerk**

INTRODUCED: March 10, 2026

ADOPTED: March 24, 2026

LEGISLATIVE HISTORY

Ordinance 2717-13, adopted by the Township Council on April 4, 2023, separated the Department of Public Works and Department of Engineering to improve efficiency and effectiveness, since functions of the two departments have different duties and licensing requirements. While amending other Ordinances enumerating the duties and functions of the two departments and their directors, it became clear that additional changes were needed to Ordinance 2717-23 to reflect the tasks performed annually by both departments.