

**AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH REPEALING AND REPLACING CHAPTER 29, ARTICLE V. OF THE CODE OF THE TOWNSHIP OF WOOLWICH ENTITLED "MUNICIPAL ADMINISTRATOR" AND REPEALING ARTICLE VIII ENTITLED "DIRECTOR OF COMMUNITY DEVELOPMENT" IN ITS ENTIRETY  
2023-20**

**WHEREAS**, the Township Committee of the Township of Woolwich wishes to amend Chapter 29 of the Code of the Township of Woolwich entitled "Officers and Employees" to repeal Article VIII entitled "Director of Community Development" in its entirety, incorporating such duties described therein into those of the Township Administrator; and

**WHEREAS**, the Township Committee of the Township of Woolwich further wishes to repeal Article V of Chapter 29 of the Code of the Township of Woolwich entitled "Municipal Administrator" and replace with the following as contained herein;

**NOW THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Woolwich as follows:

**SECTION 1      Repeal**

Chapter 29 "Officers and Employees", Article VIII entitled "Director of Community Development" is hereby repealed in its entirety.

**SECTION II      Repeal and Replace**

Chapter 29 "Officers and Employees", Article V entitled "Municipal Administrator" is hereby repealed and replaced with the following:

**Section III      Chapter 29-Article V "Township Administrator"**

The office of the Municipal Administrator, hereinafter referred to as "Township Administrator" for the Township of Woolwich is hereby created pursuant to N.J.S.A. 40A:9-136 et seq.

The Township Administrator, in addition to the powers and duties hereinafter set forth, shall have the powers and duties prescribed by the laws of the state, the ordinances and policies of the township and such other additional powers and duties as may be from time to time prescribed or directed by the Township Committee. 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 Township Administrator shall be responsible, generally to the Township Committee for the proper administration of all the affairs of the municipality, and to that end:

**Duties and responsibilities.**

The Township Administrator shall be the Chief Administrative Officer of the Township, responsible to the Mayor and Committee for the administration of all Township affairs and with the following powers and duties and shall:

1. The Township Administrator shall supervise and direct the business activities of all municipal departments, with the exception of the Police Department which shall report to Mayor and Township Committee pursuant to N.J.S.A. 40A:14-118 – et al. Business activities of all other departments includes the direction of central purchasing and the employment and replacement of personnel as may be required in the departments.
2. The Township Administrator shall serve as the Personnel Officer of the township, and as such recommend the hiring and promotion of township employees subsequent to satisfactory completion of the probationary period and to advance said employees or employee to the next step; and when they deem it necessary or advisable for the betterment of the township, they shall recommend the suspension or discharge of employees. This provision shall not include employee's within the Woolwich Township Police Department pursuant to Section III.1 (above).
3. The Township Administrator shall conduct and maintain all Human Resource Programs and Requirements as detailed within the Woolwich Township Personnel Policy, including but not limited to enrollments and disenrollment's in the Township's health care program; Conduct annual personnel performance appraisals; Monitor, approve and maintain employee personnel files and records as to annual

employee paid time off and conduct any and all duties as more fully set forth in said Personnel Policy.

4. When necessary and for the good of the service, recommend to the Mayor and/or Township Committee suspension or removal of department heads and all other employees, except the Clerk, the Chief of Police, the Attorney and personnel appointed by them. Whenever feasible, the Township Committee and its members shall deal with the administrative employees through the Township Administrator.
5. The Township Administrator shall keep the Township Committee informed as to the conduct of the township affairs, submit periodic reports, either in writing or orally, on the condition of the township finances, and such other reports, either in writing or orally, as the Township Committee shall request, and shall make such recommendations to the Township Committee as they deem necessary and advisable for the welfare and future needs of the township.
6. The Township Administrator shall keep the Township Committeemen informed as to federal aid projects and state aid projects and any other aid programs; seek and apply for any State and Federal Grants for which the Township may qualify, and execute Agreements and documents related thereto with the advise and authorization of the Woolwich Township Committee.
7. Attend all meetings of the Township Committee with the right to take part in discussion, but not to vote.
8. The Township Administrator shall maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.
9. Work in conjunction with the Chief Financial Officer to prepare and submit the annual budget and capital program to the Committee.

10. Make and maintain other reports as the Mayor and/or Township Committee may require concerning the operation of Township government.
11. Keep the Mayor and Township Committee fully advised as to the current condition and future needs of the Township and make recommendations to them concerning the affairs of the Township as they deems desirable.
12. Monitor, conduct and approve all communications to the public with the advise and consent of the Mayor.
13. The Township Administrator shall receive copies of all general and official correspondence addressed to the township and shall refer same to the appropriate officer or department for disposition and reply.
14. Assist with and oversee all contract documents, bonds, surety and insurance documents related to municipal projects and initiatives.
15. Provide administrative and technical support to the Joint Land Use Board.
16. Undertake projects in the areas of community development, land use matters, commercial development matters and general oversight of developer's responsibilities to the Township, and any other matters as may be assigned from time to time by the Township Committee.
17. Coordinate the efforts put forth towards development through the communication and coordination by and through potential developers, the Land Use Board, Construction Code Office, Township Engineer and professionals.
18. Perform such other duties as may be required by the Mayor and Township Committee.

**Appointment and tenure; appointment of acting administrator.**

**A.**

The office of Township Administrator shall be appointed by the Mayor with the advice and consent of

the Township Committee.

**B.**

The Administrator shall serve at the pleasure of the Township Committee, provided that they may be removed at any time by a 2/3 vote on recommendation of the Mayor or any member of the Township Committee. The resolution of removal shall become effective three months after its adoption, unless it is given immediate effect. In that case, the Committee shall cause to be paid to the Administrator forthwith any unpaid balance of their salary and their salary for the next three calendar months following the adoption of the resolution.

**C.**

During the temporary absence or disability of the Administrator, the Mayor, at their sole discretion, shall appoint an Acting Administrator to perform said duties to serve for a period time not to exceed 45 days.

**D.**

Upon removal or resignation or disability of more than 45 days of the Administrator, the Mayor shall appoint with the advice and consent of the Township Committee an Acting Administrator to serve for 90 days or until an Administrator is appointed pursuant to Subsection **A** above, whichever is sooner.

**Compensation; compensation for Acting Administrator.**

**A.**

The Administrator shall be paid a salary fixed and adopted by the Township Committee in the annual Salary Ordinance.

**B.**

Unless otherwise provided, no Acting Administrator shall be paid more than their regular salary while serving in that capacity, but he shall be reimbursed for all necessary expenses incurred in the performance of their office. If the Committee, by resolution, increases the compensation of the Acting Administrator during their tenure, such increased compensation shall not exceed the minimum salary provided in the Salary Ordinance for the position of Administrator.

**Qualifications and residency.**

A. The Administrator shall be appointed on the basis of their executive and administrative qualifications. Previous responsible, successful experience in local government and possession of a bachelors degree in public administration, business administration or municipal management shall be preferred.

The Administrator need not be a resident of the Township or state at the time of their appointment.

#### **SECTION IV REPEALER**

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

#### **SECTION V EFFECTIVE DATE**

This Ordinance shall take effect after final adoption and publication according to law.

TOWNSHIP OF WOOLWICH

ATTEST:

  
Jane DiBella, Clerk

  
Craig Frederick, Mayor

#### CERTIFICATION

The foregoing ordinance was introduced upon first reading by the Township Committee of the Township of Woolwich at a regular meeting held on the 17th day of July, 2023. It will be further considered for final adoption upon a second reading and subsequent to a public hearing to be held on such ordinance at a meeting of the Township Committee at which time any interested person(s) may be heard. Said meeting to be conducted on the 21st day of August, 2023 at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, New Jersey, beginning at 6:30 p.m.

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Jane DiBella, Township Clerk