

ORDINANCE 2005-26

AN ORDINANCE AMENDING CHAPTER 73 (OFFICERS AND EMPLOYEES) OF THE MUNICIPAL CODE OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

Section 1: Chapter 73 of the Municipal Code shall be amended by adding Article XXIV as follows:

73-134 Position Established

The position of Business Advocate is hereby established in the office of the Township Administrator.

73-135 Appointment

Appointment to the position of Business Advocate will be made by the Township Committee.

73-136 Duties

The Business Advocate will act as a catalyst for the Economic and Business Development Commission's ("EBDC") mission. He/she will work on a part-time basis to carry out the functions of the EBDC in a more consistent and concentrated manner. The functions of the Business Advocate position will include marketing, commercial and industrial relations, centralized gathering and dissemination of information, and regulatory guidance.

A. The marketing aspect will include the responsibility of encouraging potential new economic development in Hillsborough. The Business Advocate shall develop cooperative relationships with entities that encourage economic development, such as the State Chamber of Commerce and the Somerset County Business Partnership. The Business Advocate shall respect the importance of maintaining confidentiality to avoid premature exposure of the intentions of a business entity exploring the possibilities of a Hillsborough location.

B. The commercial and industrial relations function shall include the maintenance of contacts with other business organizations and key corporations in the region, state, and nation, and directly with businesses located within Hillsborough Township. The Business Advocate should determine, through direct dialogue, how the Township may be meeting or failing to meet their needs in order to strengthen current business activities, or promote future business opportunities.

C. The centralized information function shall include the ability to respond to the needs for information about Township policies, rules and ordinances. The Business Advocate shall gather and thus be able to provide information on the availability of private offerings of locations, or other opportunities, which may be a benefit to commercial operations which are searching for a new location or investigating the possibility of an expansion.

- D. The regulatory guidance function will involve helping business, commercial and corporate interests navigate through the maze of procedures involving Township officials, departments, and boards and commissions. The Business Advocate shall be able to guide an applicant in regard to Planning Board and Zoning Board of Adjustment applications, as well as Construction Department and Fire Official inspections and permits. It is to be understood by all parties involved that the Business Advocate can only assist with the process and procedures and is by no means in a position to predict or assure the ultimate outcome or the time necessary for applications or permits to be acted upon. Furthermore, the Business Advocate can help the various Township Departments better understand the problems of business owners, without compromising the safety and integrity of inspections and regulations.
- E. The Business Advocate will support the EBDC in its services, and act in a collaborative fashion with that commission.
- F. The Business Advocate will be responsible for the identification of economic and business development grants and the submission and pursuit of same.

73-137 Qualification

Business experience, and other education and training showing the attainment of capabilities to carry out the duties as specified.

73-138 Compensation

The Business Advocate shall receive such compensation as is limited by the Salary Ordinance and set by resolution of the Township Committee.

73-139 Removal from Office

The Township Committee may remove the Business Advocate pursuant to the provisions of Chapter 89 of the Township Municipal Code entitled, "Personnel Policies" and in accordance with the law.

Section 2: This Ordinance shall take effect upon its adoption, passage, and publication according to law.

ATTEST:

TOWNSHIP OF HILLSBOROUGH

Kevin P. Davis, Township Clerk

Robert C. Wagner, Jr., Mayor

Introduced: 6/28/05

Public Hearing: 7/12/05

Adopted: 7/12/05