TOWNSHIP OF WATERFORD
COUNTY OF CAMDEN
STATE OF NEW JERSEY

ORDINANCE NO. 2020-4

ORDINANCE OF THE TOWNSHIP OF WATERFORD REPEALING CHAPTER 7 OF THE TOWNSHIP CODE CAPTIONED, "ADMINISTRATOR" AND REPLACING IT WITH A NEW CHAPTER 7 CAPTIONED "ADMINISTRATOR"

WHEREAS, upon review of the existing Chapter 7, captioned "Administrator" it has been determined that numerous revisions are necessary; and

WHEREAS, in order to make these numerous revisions it has been determined to replace the existing Chapter 7 with a new Chapter 7, captioned "Administrator";

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Township Committee of the Township of Waterford, County of Camden, State of New Jersey, as follows:

Section 1. The existing Chapter 7 of the Waterford Township Code captioned "Administrator" is repealed in its entirety and replaced with a new Chapter 7, captioned "Administrator" to read as follows:

§ 7-1. Position established.
The office of Township Administrator in and for the Township of Waterford is hereby established pursuant to N.J.S.A. 40A:9-136 et seq.

§ 7-2. Appointment, term of office.
A. The Township Administrator shall be appointed by a majority vote of the Township Committee.
[Amended 7-9-2014 by Ord. No. 2014-9]

B. The term of office of the Township Administrator shall be at the pleasure of the Township Committee.
[Amended 7-9-2014 by Ord. No. 2014-9]

C. The Administrator may be removed by a two-thirds vote of the Township Committee. The resolution of removal shall become effective three months after its adoption by the Township Committee. The Township Committee may provide that the resolution shall have immediate effect; provided, however, that the Township Committee shall cause to be paid to the Administrator forthwith any

unpaid balance of his salary and his salary for the next three calendar months following the adoption of the resolution.

D. In the event the position is or shall become vacant, for whatever reason, the decision to appoint an Administrator shall be at the discretion of the Township Committee.

§ 7-3. Compensation.

A. The Township Administrator shall be paid a salary fixed and adopted by the Township Committee in the Annual Salary Ordinance [1]. The Township Administrator shall be reimbursed for necessary expenses incurred in the performance of his office, subject to approval by the Township Committee. **[Amended 7-9-2014 by Ord. No. 2014-9]**

*[1] Editor's Note: See Ch **61**, Salaries and Compensation*

B. Unless otherwise provided, if an Acting Administrator is appointed, the salary shall not exceed the minimum salary provided in the Salary Ordinance for the position of Administrator.

§ 7-4. Qualifications.

The Township Administrator appointed shall have previous experience in local government administration and possession of a master's degree in public administration, business administration or municipal management shall be preferred.

§ 7-5. General responsibilities.

A. The Township Administrator shall act as a coordinator and facilitator between the Township Committee and the various Department Heads in the Township and shall provide assistance to said Departments as required.

B. The Township Administrator shall be required in all instances to consult and confer with and obtain the consent of the Mayor or the members of the Committee who serve as chairman or cochairman of a particular department prior to instituting or undertaking any action with respect to said department, and the Township Administrator shall implement all decisions and orders as directed by the Mayor and Township Committee.

§ 7-6. Duties and responsibilities.

The Township Administrator shall have the following powers and duties:

A. Coordinate the activities of all departments, offices and agencies of the Township, except as otherwise provided by law.

B. Attend all meetings of the Township Committee with the right to take part in the discussion and to receive notice of all regular and special meetings of the Township Committee and all advisory committees.

C. Ensure that all Policies and decisions of the Township Committee are faithfully executed.

D. Coordinate with the Chief Financial Officer of the Township in the preparation and submission to the Township Committee of a proposed budget for the next fiscal year with an explanatory budget message.
[Amended 5-22-2013 by Ord. No. 2013-8]

E. Submit to the Township Committee and make available to the public a complete report of administrative activities of the Township, as required by the Mayor and Township Committee.

F. Coordinate with the Township Finance Department a compilation and analysis of budget costs and estimates on a regular basis.
[Amended 5-22-2013 by Ord. No. 2013-8]

G. Keep the Mayor and Township Committee fully advised as to the current financial condition and future needs of the Township and make such recommendations to them concerning the affairs of the Township as he deems appropriate.

H. Authorize any transfer of supplies, materials and equipment between departments and offices and, with the authorization of the Township Committee, sell surplus, obsolete, unused or waste supplies, materials and equipment.

I. Negotiate contracts for the Township, including personnel or labor contracts, as authorized and directed by and subject to the approval of the Township Committee and ensure that all terms and conditions favorable to the Township in any statute or contract are faithfully kept and performed; and upon knowledge of any violation of the above informed to the Township Committee.

J. Act as liaison between the Township and various state, county and federal agencies with respect to all applications for funds or services needed or required by the Township and oversee management of grant funds received.

K. Review and supervise all paperwork associated with the Township's insurance programs and policies, including employee health benefit administration, all areas of liability insurance and workers' compensation.

L. Receive and review any complaints concerning the functions and obligations of the Township made by any of its residents or taxpayers and maintain a permanent record of all complaints and the disposition of said complaints.

M. Perform such other duties as may be required by the Mayor and Township Committee including any special projects as deemed necessary by the Mayor and Township Committee.

Section 2 All ordinances or parts of ordinances which are inconsistent with the provisions hereof, are hereby repealed to the extent of such inconsistencies.

Section 3. If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a Court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

Section 4. This ordinance shall take effect upon final adoption, and publication in the manner prescribed by law.

Dawn Liedtka
Dawn M. Liedtka, RMC
Township Clerk

Richard T. Yeatman Sr.
Richard T. Yeatman, Sr.
Mayor

Introduced: February 12 2020
Hearing: Feb 26, 2020
Adopted: Feb 26, 2020

UPON INTRODUCTION ON 02-12-2020					
	HANNA	ROMOLINI	WADE	WILSON	YEATMAN
YES	X	X	X	X	X
ABSTAIN					
NO					
ABSENT					
UPON ADOPTION ON 02-26-2020					
	HANNA	ROMOLINI	WADE	WILSON	YEATMAN
YES	+	+	+	+	+
ABSTAIN					
NO					
ABSENT					

CERTIFICATION

I, Dawn Liedtka, Clerk of the Township of Waterford, Camden County, New Jersey, do hereby certify the foregoing to be true and exact copy of the Ordinance which was finally adopted by the Mayor and Township Committee of the Township of Waterford at a Meeting held on 26th day of February, 2020.

Dawn Liedtka
Dawn Liedtka, RMC / CMR Clerk