

**BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY, NEW JERSEY**

ORDINANCE 597 (2021)

ORDINANCE TO CREATE THE POSITION OF MUNICIPAL ADMINISTRATOR

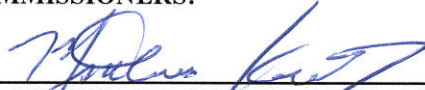
WHEREAS, the Mayor and Borough Commissioners of the Borough of West Wildwood, in the County of Cape May, State of New Jersey, in accordance with the provision so N.J.S.A. 40A:9-136, does hereby ordain as follows:

1. There is hereby created the Office of Municipal Administrator to coordinate the administrative affairs of the Borough of West Wildwood and to have such powers and to receive such compensation as hereinafter provided.
2. The Appointment of Municipal Administrator shall be made by the Board of Commissioners and shall be an at-will position. The Municipal Administrator shall serve a term of office at the pleasure of the governing body in accordance with N.J.S.A. 40A:9-137.
3. The municipal Administrator shall receive annual compensation as determined by the current Salary Ordinance.
4. The Municipal Administrator may be removed by a two-thirds vote of the Board of Commissioner pursuant to N.J.S.A. 40A:9-138.
5. The Office of Municipal Administrator may be filled by Resolution on either a full-time or part-time basis, as may be determined by the Board of Commissioners, to be in the best interests of the Borough.
6. The Municipal Administrator shall, at a minimum, be experienced in local government affairs and administration and finance, as well as have demonstrated managerial skills, ability and experience.
7. The Municipal Administrator shall coordinate the administrative affairs of all Borough Departments. Said duties of the Administrator will be inclusive of, but not limited to, the following:
 - a. The Municipal Administrator shall be responsible for all bidding and vendor contracts coordination, including working with the Borough's QPA;
 - b. The Municipal Administrator shall be responsible for the negotiation of all employee contracts, including union and non-represented contracts;


- c. The Municipal Administrator shall assist the CFO in coordinating the annual budget process and capital improvement plan;
- d. The Municipal Administrator shall conduct staff meetings as deemed necessary;
- e. The Municipal Administrator shall be the liaison to the Board of Commissioners for all Federal, State and local agencies and professionals, except where otherwise provided by statute, rule or regulation;
- f. The Municipal Administrator shall be responsible for implementing Borough policies with the approval of the Board of Commissioners and to provide oversight to insure compliance with the policies;
- g. The Municipal Administrator shall oversee all Borough insurance programs, including Joint Insurance Fund and Municipal Excess Liability Program, and shall work with the CFO in maintaining a health insurance program;
- h. The Municipal Administrator shall work with the CFO with all grant coordination;
- i. The Municipal Administrator shall coordinate with all Commissioners and Department Heads for ordinance development;
- j. The Municipal Administrator shall attend all public Borough meetings;
- k. The Municipal Administrator shall participate in the development and maintenance of a personnel system;
- l. The Municipal Administrator shall be responsible and coordinate with the Borough Clerk and the CFO on all workmen's compensation issues.
- m. The municipal Administrator shall review all ordinances and resolutions, as well as all other items on the agenda, for completeness prior to all Board of Commissioner meetings;
- n. The Municipal Administrator shall direct and assist the Borough Clerk's office for compliance with all statutory obligations;
- o. The Municipal Administrator shall be responsible to coordinate all publicly bid capital projects and to update the Board of Commissioners on at least a monthly basis or as-needed as to the status of all capital projects;
- p. The municipal Administrator shall be responsible for maintaining the Borough's Policy & Procedure Manual, and assisting the Borough Clerk's office in update the Borough Manual; and

- q. The Municipal Administrator shall have other duties regarding all Departments and Offices within the Borough of West Wildwood as instructed by the Board of Commissioners.
8. The powers of the Municipal Administrator shall not supersede the powers of the Board of Commissioners or their powers as the Director of their individual departments.


COMMISSIONERS:



 MAYOR MATTHEW J. KSIAZEK



 COMMISSIONER JOHN J. BANNING

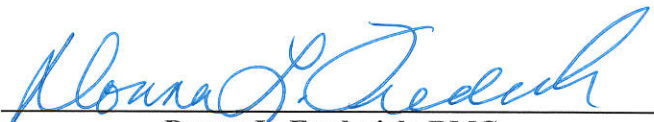


 COMMISSIONER JOSEPH D. SEGREST

First Reading/Introduction: 2021 09-03
 Publication: 2021 09-09

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		X	X			

I, Donna L. Frederick, RMC, Municipal Clerk of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at a Regular Meeting held on September 3, 2021 will be considered for final adoption after a public hearing to be held on October 1, 2021 at 7:00pm prevailing time.



 Donna L. Frederick, RMC
 Municipal Clerk

COMMISSIONERS:

MAYOR MATTHEW J. KSIAZEK



COMMISSIONER JOHN J. BANNING


COMMISSIONER JOSEPH D. SEGREST

Second Reading/Public Hearing: 2021 10-01
Publication: 2021 10-07

	Motion	Second	Yes	No	Abstain	Absent
Mayor Matthew J. Ksiazek			X			
Commissioner John J. Banning	X		X			
Commissioner Joseph D. Segrest		X	X			

I, Donna L. Frederick, RMC, Municipal Clerk of the Borough of West Wildwood, Cape May County, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced and passed on the first reading at a Regular Meeting held on September 3, 2021 and finally adopted after a public hearing held on October 1, 2021 at 7:00pm prevailing time.


Donna L. Frederick, RMC
Municipal Clerk