

**BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY**

ORDINANCE #23-18

**AN ORDINANCE TO AMEND, SUPPLEMENT AND
REVISE THE CODE OF THE BOROUGH OF ALLENDALE,
OFFICERS AND EMPLOYEES, CHAPTER 53**

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that Chapter 53 of the Code of the Borough of Allendale be, and hereby is, amended, supplemented and revised to add Article XV, entitled Borough Administrator, which Article XV shall read as follows:

CHAPTER 53. BOROUGH PERSONNEL

ARTICLE XV. Borough Administrator

§ 53-61. Creation of office.

Pursuant to the authority of N.J.S.A. 40A:9-136 and N.J.S.A. 40A:9-137, there is hereby created the office of Borough Administrator.

§ 53-62. Appointment; term of office; compensation.

The office of Borough Administrator shall be filled by nomination by the Mayor with the advice and consent of the Council. The term of the office of Borough Administrator shall be at the pleasure of the governing body of the Borough, at a salary to be fixed annually by the Salary Ordinance.

§ 53-63. General powers and responsibilities.

The Administrator shall, under the supervision and control of the Mayor and Council, to the extent not prohibited by law:

- A. Serve as the principal administrative officer representing the Mayor and Council.
- B. Attend all meetings of the Mayor and Council as required.
- C. Represent the Borough in its relation to the federal government, state, county and other municipalities, and assert the Borough's interest in contracts, franchises and other business transactions.

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- D. Keep the Mayor and Council informed of the financial condition of the Borough and make such reports thereon as required and annually prepare a comprehensive report on the condition of the Borough.
- E. Study the administrative and other operations of the Borough and make recommendations for plans and programs to meet the needs of the Borough.
- F. Receive and reply to inquiries concerning Borough business, and provide information and assistance in respect thereto.

§ 53-64. General administration.

The Administrator, to the extent not prohibited by law, shall:

- A. Supervise the business administration of all departments and offices, in consultation with respective committee chairmen.
- B. Maintain close liaison with department heads and advise the governing body of operations in progress.
- C. Establish and maintain sound personnel practices and maintain appropriate records of all employees.
- D. Maintain a continuing review of all department and office operations and their expenditures and report thereon to the governing body.
- E. Recommend the nature, location and extent of public improvements and coordinate the execution of same when authorized by the Mayor and Council.
- F. Implement the policy of the Mayor and Council with respect to the compiling and release of public information.
- G. Perform such other duties as may be assigned by the governing body.

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§ 53-65. Budgeting.

The Administrator shall:

- A. Receive from each department, office or board their annual requests for appropriations and prepare the tentative budget, transmitting same with recommendations and comments to the Mayor and Council.
- B. Consult with the Mayor and Council with respect to the tentative budget, recording changes, additions and deletions thereto, and submit the tentative budget in the form required by law, together with an analysis of the various items of expenditure and revenue and such explanatory comments as may be required.
- C. By the 15th of each month, provide the Mayor and Council with a year-to-date summary of expenditures versus appropriations.

§ 53-66. Financial and accounting responsibilities.

The Administrator, to the extent not prohibited by law, shall:

- A. Supervise the collection of monies due the Borough and provide for the custody and deposit of same and monthly reports on the cash balances of the accounts.
- B. Supervise the disbursement of all Borough funds and approve all vouchers and bills before submitting same to the Mayor and Council for final approval.
- C. Analyze the cash needs of the Borough and recommend to the Finance Commissioner the prudent investment of such funds as temporarily may be in excess of the amounts needed to meet Borough obligations.

§ 53-67. Outside employment.

The Administrator shall devote full time to the interests of the Borough and shall not hold any other employment, except that nothing herein shall prevent the Administrator from being appointed to another official position in the Borough.

§ 53-68. Repealer.

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All ordinances of the Borough of Allendale heretofore adopted in conflict herewith be and the same hereby are repealed.

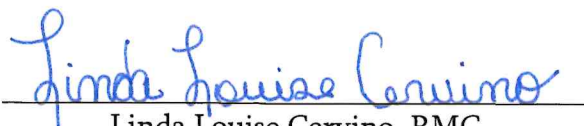
§ 53-69. When effective.

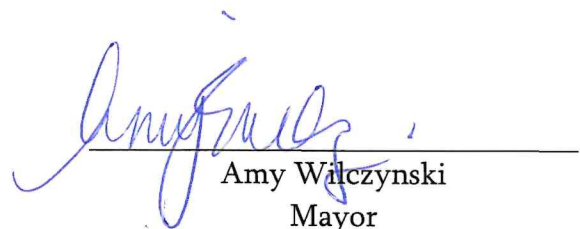
This article shall take effect after final passage and publication as required by law.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 53 shall remain in full force and effect as previously adopted.

Council	Motion	Second	Yes	No	Abstain	Absent
Homan						✓
Lovisolo	✓		✓			
O'Connell			✓			
O'Toole			✓			
Yaccarino		✓	✓			
Daloisio			✓			
Mayor Wilczynski	-----	-----				

I hereby certify the above to be a true copy of an Ordinance adopted by the Governing Body of the Borough of Allendale on December 7, 2023.


Linda Louise Cervino, RMC
Municipal Clerk


Amy Wilczynski
Mayor