

**AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 2
("DEPARTMENT OF ADMINISTRATION"), OF THE CODE OF THE
TOWNSHIP OF PLAINSBORO**

WHEREAS, the Township of Plainsboro desires to amend the Township's Ordinance regarding the Department of Administration; and

WHEREAS, the Township of Plainsboro desires to create a new title within Chapter 2 ("Department of Administration"), under new Article VII labeled "Assistant Municipal Administrator-Clerk"; and

WHEREAS, ordinances regulating the Department of Administration are subject to modification and revision due to changing needs of a municipality and to enhance the efficiency and effectiveness of the Department of Administration.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Plainsboro, as follows:

SECTION I.

The Code of the Township of Plainsboro, Chapter 2 ("Department of Administration"), new Article VII ("Assistant Municipal Administrator-Clerk") shall be created as follows:

ARTICLE VII

Assistant Municipal Administrator-Clerk

§ 2-18 Appointment

The Assistant Municipal Administrator-Clerk shall be appointed by a majority vote of the Township Committee to hold office at the pleasure of the Township Committee. Any vacancy shall be filled by appointment of the Township Committee.

§ 2-19 Probationary Period and Removal

a. After his or her initial appointment, the Assistant Municipal Administrator-Clerk shall serve a six (6) month probationary period, during which time the Assistant Municipal Administrator-Clerk may be removed by a majority vote of the Township Committee. If the Assistant Municipal Administrator Clerk was previously holding the title of Township Clerk and tenured, they will revert back to their tenured position of Township Clerk.

b. After the initial six (6) month probationary period, the Assistant Municipal Administrator-Clerk may be removed by a two-thirds vote of the Township Committee and any removal procedures required by law for the position of Township Clerk and further set forth in Article II Township Clerk, Section 2-8 (full removal). Otherwise, for purposes of removal, the Assistant Municipal Administrator-Clerk may be removed by a two-thirds vote of the Township Committee and revert back in to position of Township Clerk (Tenured or Nontenured) (partial removal).

§ 2-20 Qualifications and Requirements.

There shall be a requirement of fifteen (15) years as a municipal department head reporting to a Municipal Administrator and ten (10) years management experience including but not limited to setting program and organization goals and objections, assisting in developing plans for organizational changes, direct work of the organization or programs to others. In addition, any further Township Clerk qualifications and/or requirements set forth in Article II, Section 2-8.

§ 2-21 Powers and Duties.

All powers and duties set forth in Article II, Section 2-9 for Township Clerk and assist the Municipal Administrator in the management and day-to-day operations of the Township's units of government; assist in revising policies, procedures, resolutions and ordinances to make local government more responsive to the needs of the residents, perform the duties of the Administrator in his/her absence; perform related work assigned by the Administrator or Township Committee. Further, the powers and duties of the Assistant Administrator shall include but not limited to the following:

- A. Attends meetings of the Township Committee meetings in the absence of the Municipal Administrator and on an as needed basis.
- B. Assists the Municipal Administrator in the preparation of the budget.
- C. Acts as advisor to the Municipal Administrator on matters of policy, personnel, administrative organization matters.
- D. Performs research projects assigned by the Municipal Administrator.
- E. Assists in managing grants received by the Township and keeping abreast of grants which are available, acts as a point of contact to the County and NJ Legislators on behalf of the Municipal Administrator.
- F. Receives, distributes and follows up on questions/ comments on various issues and problems presented by interested citizens.
- G. Assists the Municipal Administrator in contract negotiations, collecting information, preparing proposals and assisting in the administration of contracts.
- H. Carries out the directions of the Municipal Administrator through correspondence, review of minutes, and personnel contact, as appropriate.
- I. Assists in implementing the Township's annual goals, as established by the Municipal Administrator and the Township Committee.

§ 2-22 Reporting.

The Assistant Municipal Administrator-Clerk shall report to the Township Committee and Municipal Administrator.

SECTION II. REPEALER

All ordinances or parts thereof inconsistent are repealed as to such inconsistencies. This Ordinance amends the Township of Plainsboro's housing regulations to ensure that any dwelling offered for sale or rent is subject to the provisions of this Chapter and any reference

or enforcement action toward vacant structures and hotels is removed. Provisions for these structures are regulated under other ordinances.

SECTION III. SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION IV. EFFECTIVE DATE

This Ordinance shall take effect upon final passage and publication in accordance with the law.

Introduced at a Meeting of the Township Committee of the Township of Plainsboro on **January 22, 2025** and Published on **January 30, 2025**. Adopted at a Meeting held on **February 12, 2025** and Published on **February 13, 2025**.