



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

ORDINANCE 21-07

AN ORDINANCE AMENDING SECTION 4-9.1 OF THE BOROUGH CODE TO CREATE THE POSITION OF CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE MAYOR AND BOROUGH ADMINISTRATOR

WHEREAS, Chapter 2, Section 29 of the Borough Code had previously established the now-vacant Department and Director of Municipal Administration; and

WHEREAS, the governing body of the Borough of Highlands wishes to amend this provision and create the position of Confidential Administrative Assistant to the Mayor and Borough Administrator.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Borough of Highlands as follows:

SECTION I. Borough Code Section 2-29 “Department and Director of Municipal Administration” is hereby repealed in its entirety.

SECTION II. Borough Code Section 2-29 “Application for License” is hereby created to provide as follows:

2-29 CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE MAYOR AND BOROUGH ADMINISTRATOR

2-29.1 Position established.

There is hereby established the position of Confidential Administrative Assistant to the Mayor and Borough Administrator.

2-29.2 Duties and powers.

The duties and powers of said position are to perform such services as shall be required of him/her from time to time by the Mayor and Borough Administrator to assist the Mayor and Borough Administrator in the proper discharge of the day to day duties required by the Mayor and Borough Administrator.

2-29.3 Power of appointment.

The power of appointment of the Confidential Administrative Assistant is hereby vested in the Mayor.

2-29.4 Salary and compensation.

The annual salary of the Confidential Administrative Assistant shall be as established by the Annual Salary Ordinance, and he/she shall receive all other compensation and benefits of other employees. The initial compensation shall be between the range of \$10,000 and \$60,000 per year.

2-29.5 Managerial appointment.

The Confidential Administrative Assistant is hereby deemed to be a managerial position and unclassified.

2-29.6 Term of office.

The Confidential Administrative Assistant shall hold office at the pleasure of the Mayor.

SECTION III. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance, which shall otherwise remain in full force and effect.

SECTION IV. REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION V. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage and publication in accordance with law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: January 1, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: January 20, 2021

Michelle Hutchinson Acting Municipal Clerk
Borough of Highlands