

**ORDINANCE NO. 14-2021**

**BOROUGH OF ROSELAND  
COUNTY OF ESSEX, STATE OF NEW JERSEY**

**AN ORDINANCE TO AMEND CHAPTER 2 OF THE REVISED  
GENERAL ORDINANCES OF THE BOROUGH OF ROSELAND  
ENTITLED "ADMINISTRATION", SECTION 2-17 ENTITLED  
"DEPARTMENT OF ADMINISTRATION"**

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Roseland that Chapter 2 of the Revised General Ordinances of the Borough of Roseland entitled "Administration", Section 2-17 entitled "Department of Administration" shall be amended as follows:

**SECTION I**

That section 2-17 entitled "DEPARTMENT OF ADMINISTRATION" shall be amended by deleting the following ~~thus~~ and adding the following thus:

**2-17.3 OTHER POSITIONS.**

There shall be the following positions under the direction and supervision of the Borough Administrator.

- a. Assessment Clerk. The Assessment Clerk shall perform clerical duties relating to the preparation and maintenance of tax assessment records, reporting directly to the Office of the Supervisor. The Assessment Clerk shall perform such other duties as may be assigned by the Borough Administrator and/or the Office Supervisor.
- b. Clerk Typists. There may be one (1) or more part-time or full-time clerk typists to perform general clerical duties as required to assist in the operation of the Departments of Administration and Finance.
- c. Fire Official. The Fire Official, under the direction of the Borough Administrator, shall be primarily responsible for enforcing the Uniform Fire Safety Act and the Fire Prevention Code as set forth in Chapter ~~XIII~~ 13 of this Code.
- d. Zoning Officer. The Zoning Officer, under the direction of the Borough Administrator, shall perform the duties set forth in the Borough of Roseland Land Development Ordinance, Chapter ~~XXX~~ 30 of this Code.
- e. Land Use Administrator. The Land Use Administrator, under the direction of the Borough Administrator, shall perform the duties of Administrative Officer in accordance with the provisions of the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. The Land Use Administrator shall also perform the duties of Clerk to the Board of Adjustment and the Planning Board as set forth in Chapter 30, Borough of Roseland Land Development Ordinance, and may also serve as the Secretary of the Board of Adjustment and the Planning Board, if so appointed in accordance with the New Jersey Municipal Land Use Law. The Land Use Administrator may also hold the position of Municipal Housing Liaison.
- f. Municipal Housing Liaison. The Municipal Housing Liaison, under the direction of the Borough Administrator, shall perform the duties necessary for the execution of the Borough of

Roseland's responsibility to assist in the provision of affordable housing pursuant to the Fair Housing Act of 1985.

- g. Code Enforcement Officer. The Code Enforcement Officer, under the direction of the Borough Administrator, shall perform work with and emphasis on enforcement of land use and nuisance ordinances, perform code enforcement and compliance inspections and related work as assigned. The Code Enforcement Officer may also hold the position of Fire Official.
- h. **Technical Assistant. The Technical Assistant, under the direction of the Borough Administrator, shall perform the duties established in accordance with the provisions of the New Jersey Uniform Construction Code and shall also perform related work as assigned.**

## **SECTION II**

If any section of provision of this ordinance shall be invalid in any court the same shall not affect the other sections or provisions of this ordinance except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

## **SECTION III**

This ordinance shall take effect upon publication as provided by law.

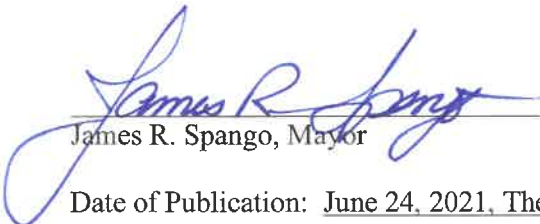
DATE OF INTRODUCTION: May 18, 2021

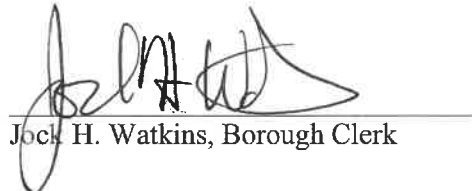
Motion to Introduce by: Councilman Trillo  
Motion Seconded by: Councilman Bardi  
Introduction Approved: 5-0 Voice Vote (Freda absent)

DATE OF ADOPTION: June 15, 2015

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	RECUSE	ABSENT
Councilman Bardi			X				
Council President Fishman		X	X				
Councilman Freda							X
Councilwoman Perrotti			X				
Councilwoman Tolli			X				
Councilman Trillo	X		X				
Mayor Spango (In case of tie)							
VOTE:			5	0			

I hereby certify that the above Ordinance was duly adopted by the Mayor and Council of the Borough of Roseland at a meeting of Borough Council held on the 15<sup>th</sup> day of June, 2021.

  
James R. Spango, Mayor

  
Jock H. Watkins, Borough Clerk

Date of Publication: June 24, 2021, The Progress