

TOWNSHIP OF VERONA  
COUNTY OF ESSEX, STATE OF NEW JERSEY

ORDINANCE No. 2023-26

**AMENDING VARIOUS SECTIONS THE CODE OF THE TOWNSHIP OF  
VERONA BY CREATING THE OFFICE OF DEPUTY MANAGER;  
ELIMINATING CHAPTER 5, ADMINISTRATION OF GOVERNMENT,  
ARTICLE VII, DEPARTMENT OF ADMINISTRATION AND ECONOMIC  
DEVELOPMENT; AND AMENDING CHAPTER 5, ADMINISTRATION OF  
GOVERNMENT, ARTICLE XI, DEPARTMENT OF PUBLIC WORKS TO  
CREATE § 5-125 DIVISION OF BUILDINGS AND GROUNDS: FUNCTIONS;  
RESPONSIBILITIES; DUTIES**

**WHEREAS**, upon recommendation of the Township Manager, for reasons of economy and efficiency, the Township Council desires create the Office of Deputy Manager; eliminate the Department of Administration and Economic Development; and amend to transfer the Division of Buildings and Grounds to the Department of Public Works.

**NOW THEREFORE BE IT ORDAINED** by the Township Council of the Township of Verona, County of Essex, New Jersey, that that Chapter 5, Administration of Government, Article VII, Department of Administration and Economic Development, is hereby eliminated and Chapter 5, Administration of Government, Article VII, shall be titled "Office of Deputy Manager" and shall read as follows:

**§ 5-81** Appointment; qualifications.

The Township Manager may appoint a Deputy Manager who shall be chosen solely on the basis of executive and administrative qualifications, experience and education. The Deputy Manager must substantially be able to perform all of the duties and responsibilities listed on the job description maintained by the Township and must also substantially meet all of the education and experience requirements.

**§ 5-82 Removal.**

The Township Manager may remove the Deputy Township Manager.

**§ 5-83 Powers and duties.**

The Deputy Manager shall assist the Township Manager in analyzing, reviewing, and suggesting revisions of municipal policies, procedures, resolutions, and ordinances to make local government more responsive to the needs of its residents; does other related duties as required.

**§ 5-84 Compensation.**

The compensation to be paid to the Township Manager shall be set by ordinance.

**§ 5-85 through § 5-90. (Reserved)**

**BE IT FURTHER ORDAINED**, that Chapter 5, Administration of Government, Article IV, Township Manager, § 5-53, Acting Manager, is amended to read as follows:

The Deputy Manager shall perform the duties of the Township Manager during the Manager's temporary absence or disability. In the event there is no Deputy Manager, or the Deputy Manager is unavailable to perform the duties of Township Manager based upon the Deputy Manager's temporary absence or disability, the Township Manager may designate a qualified administrative officer of the Township to perform the Manager duties during the duration of the temporary absence or disability. In the event of the Manager's failure to make such designation, the Council may, by resolution, appoint an officer of the Township to perform the duties of the Township Manager during such absence or disability until such time as the Manager or Deputy Manager return from their temporary absence or disability at which time the Council's designation of an Acting Manger shall automatically cease.

**BE IT FUTHER ORDAINED**, that that Chapter 5, Administration of Government, Article XI, Department of Public Works is hereby amended by the creation of § 5-125 Divisions of Buildings and Grounds: Functions; Responsibilities; Duties, to read as follows:

- A. The Division of Buildings and Grounds shall be directed by the Supervisor of Buildings and Grounds, who shall be appointed by the Township Manager. The compensation of the Supervisor of Buildings and Grounds shall be adopted by ordinance of the Council upon recommendation of the Township Manager.
- B. Under the direction of the Supervisor of Buildings and Grounds, the Division shall maintain all public buildings coming under the jurisdiction of the Division, exclusive of those facilities contained within §§ 5-122 and 5-123.

**SECTION 1.** If any section, sub-section, paragraph, sentence or any other part of this ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance.

**SECTION 2.** All ordinances or parts of ordinances which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 3.** This ordinance shall take effect 20 days after final passage and publication as prescribed by law.



ATTEST:

*Jennifer Kiernan*  
JENNIFER KIERNAN  
MUNICIPAL CLERK

**NOTICE**

**I HEREBY CERTIFY THAT THE AFOREMENTIONED ORDINANCE WAS PUBLISHED IN THE STAR LEDGER, A NEWSPAPER PUBLISHED IN THE COUNTY OF ESSEX AND CIRCULATED IN THE TOWNSHIP OF VERONA, IN THE ISSUE OF JUNE 16, 2023 AND JULY 10, 2023.**

**JENNIFER KIERNAN  
MUNICIPAL CLERK**

INTRODUCTION: June 12, 2023  
PUBLIC HEARING: June 26, 2023  
EFFECTIVE DATE: July 16, 2023