ORDINANCE 2020-01

Borough of Metuchen
County of Middlesex
State of New Jersey

ORDINANCE CREATING THE POSITION OF DIRECTOR OF SPECIAL PROJECTS

WHEREAS, the Borough of Metuchen, is currently undergoing various important large scale, infrastructure and redevelopment projects within the Borough, including but not limited to the following:

- The Metuchen Arts District Project;
- The NJTPA Main Street Improvement Project;
- The Construction, Management and Maintenance of the Joint Sewer Pump Station with the Township of Edison
- The New Fire/EMS Building Project
- The Public Library Renovation Project;
- The Grove Avenue Bike Lane;
- The 212 Durham/Gulton Redevelopment Project; and
- The Oakite/Middlesex Ave Redevelopment Project; and

WHEREAS, the Mayor and Council have determined that in order to ensure the maximum efficiency of the planning, coordination, construction, and success of the Special Projects, it is necessary to create the office and position of Director of Special Projects within the Borough of Metuchen in order to direct, oversee and manage the large-scale, infrastructure, and redevelopment Projects identified by the Mayor as “Special Projects” within the Borough; and

WHEREAS, the Council of the Borough of Metuchen desires to amend its ordinances to allow for the hiring of a Director of Special Projects and to set forth the powers and duties of such position.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Metuchen, the County of Middlesex, that the Code of the Borough of Metuchen (“Code”) is hereby amended as follows: (1) to establish the office and position of Director of Special Projects; and (2) to empower such Director with the ability to direct, oversee and manage large-scale, infrastructure, and redevelopment Projects identified by the Mayor;

A Section of the Code of the Borough of Metuchen entitled “Director of Special Projects” is hereby created as follows:

Section 1. Purpose and Authority
Pursuant to N.J.S.A. 40A:60-6(3), there is hereby created in the Borough of Metuchen the office and position of Director of Special Projects.

Section 2. Appointment; Removal; Term of Office; Compensation

The Director of Special Projects shall be appointed by the Mayor upon the consent of the Council of the Borough of Metuchen. The Director of Special Projects may be removed at will by the Mayor or by vote of the majority of entire membership of the Council.

The Mayor shall designate in writing to the Director a list of “Special Projects” for which the Director shall oversee and manage pursuant to the terms of this Ordinance. The Mayor, from time to time, may amend such list of “Special Projects” adding or deleting projects, as the Mayor may deem fit.

The Director of Special Projects shall serve continuously for the duration of the Special Projects as identified by the Mayor. He or she shall serve at the pleasure of the Mayor and/or Borough Council and payment for such compensation shall set forth in the Salary Ordinance of the Borough.

Section 3. Powers and Duties

The Director of Special Projects shall have the following power, duties and responsibilities:

(a) Responsible for directing and managing large-scale, infrastructure and redevelopment projects identified by the Mayor.
(b) Organize and lead the specific project teams consisting of Borough employees, professionals, contractors and partner organizations.
(c) Establish Project specific timelines, budgets, and resources and critical dependencies for each project.
(d) Coordinate with the Chief Financial Officer regarding budget funding and capital requirements.
(e) Shall engage and coordinate with the Borough grant writer to identify funding sources for projects.
(f) Coordinate with Zoning, Construction, Planning, Engineering officials and Legal Counsel to ensure the success of the identified Special Projects.
(g) Organize, schedule and attend meetings with project team members, provide for meeting minutes, and identify critical next steps and assignments for each Project.
(h) Provide regular project status reports to the Mayor and Borough Administrator; and
(i) Take all other action, as the Mayor deems fit, to maximize the Borough’s resources and efficiency thereof to promote the timeliness and success of the Special Projects designated by the Mayor.
Section 4. Files and Reports

The Director of Special Projects shall maintain an accurate and complete file with respect to the Special Projects within the Borough. The Director shall file a monthly report of his or her activities and the status of each Special Project, with the Mayor and Borough Administrator.

Section 5. Effective Date

This Ordinance shall take effect upon final passage and publication according to law.

BE IT FURTHER ORDAINED by the Mayor and Council that if any section, subsection, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance, which shall continue in full force and effect, and to this end, the provisions of this Ordinance are hereby declared to be severable; and

BE IT FURTHER ORDAINED by the Mayor and Council that all prior ordinances, or sections of ordinances, inconsistent with the within ordinance are hereby repealed.

Introduction: January 1, 2020
Date of Publication: January 4, 2020

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X – INDICATES VOTE    AB- ABSENT    NV- NOT VOTING

I hereby certify the foregoing to be a true copy of an ordinance introduced by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a special meeting held on January 1, 2020.

_______________________
Susan D. Jackson, RMC
Borough Clerk
I hereby certify the foregoing to be a true copy of an ordinance adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on January 13, 2020.

Susan D. Jackson, RMC
Borough Clerk

ATTEST:

BOROUGH OF METUCHEN

By:  

Jonathan M. Busch
Mayor