

**TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY**

**ORDINANCE #2024-16**

**Title: AN ORDINANCE AMENDING CHAPTER 3, ADMINISTRATION OF GOVERNMENT, ARTICLE VI, OFFICE OF THE TOWNSHIP MANAGER; DEPARTMENTS, SUBSECTION 3-21, TOWNSHIP MANAGER, OF THE CODE OF THE TOWNSHIP OF LOWER TO FORMALLY ESTABLISH THE DUTIES AND OBLIGATIONS OF THE POSITION OF DEPUTY MANAGER**

**WHEREAS**, in accordance with § 3-21(D)(3) of the Code of the Township of Lower, the Township Manager is authorized to appoint and remove a Deputy Manager, if authorized by Township Council; and

**WHEREAS**, the Township Council, in consultation with the Township Manager, has determined that it is both necessary and appropriate to expand the role and duties of the position of Deputy Township Manager in order to convert same to a full-time position as opposed to a part-time, stipend position for the proper and efficient conduct of the affairs of the municipality;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, of the Code of the Township of Lower, be and hereby is amended as follows:

**Section 1.** Chapter 3, Administration of Government, Article VI, Office of the Township Manager; Departments, Subsection 21.1, Deputy Manager, is hereby added as follows:

**21.1 Deputy Manager.**

**A. Appointment, Qualifications.**

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

**B. Duties and Responsibilities.**

The Deputy Manager shall assist the Township Manager in analyzing, reviewing, and suggesting revisions to municipal policies, procedures, resolutions, and ordinances to make local government more responsive to the needs of its residents; does other related duties as required. The Deputy Township Manager shall report directly to the Township Manager and, under the direction of the Township Manager, interact with Department Heads, Employees, residents, the business community, municipal boards and agencies, and Township Council. The Deputy Manager shall provide administrative and operational support to the Township Manager; assist with the formulation, implementation, review and control of policies, procedures, and regulations pertaining to the administration the day-to-day needs of the Township, and perform such other functions and duties as directed by the Township Manager. In the absence or disability of the Township Manager, when so designated by the Township Manager, the Deputy Township Manager shall serve as the Acting Township Manager

with all the duties and powers afforded to the Township Manager.

C. Removal.

The Deputy Manager shall serve at the pleasure of the Township Manager, and may be removed by the Township Manager pursuant to N.J.S.A. 40:69A-95(c).

D. Compensation.

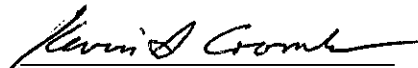
The compensation to be paid to the Deputy Township Manager shall be set by ordinance, by Council, within its annual Salary Ordinance, as amended from time-to-time.

**Section 2.** All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.


**Section 3.** Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provision of this Ordinance are hereby declared to be severable.


**Section 4.** This Ordinance shall become effective 20 days after final passage and publication according to law.

  
Thomas Conrad, Councilmember

  
Kevin Coombs, Councilmember

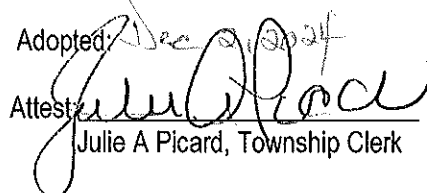
  
Roland Roy Jr., Councilmember

  
David Perry, Deputy Mayor

  
Frank Sippel, Mayor

First Reading: Nov. 4, 2024

Adopted: Dec 2, 2024

Attest:   
Julie A Picard, Township Clerk