

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 09/27/21 07:30 PM  
Department: Clerk of the Borough  
Category: Council Ordinance  
Prepared By: Sallie Graziano  
Initiator: Sallie Graziano  
Sponsors:

**INTRODUCED**

**ORDINANCE 2021-25**

DOC ID: 3596

**First Reading: Ordinance Creating the Position of Office Assistant and Setting a Salary Range**

**WHEREAS**, the Municipal Clerk has recommended to the Council that a part-time Office Assistant be appointed to aid with day-to-day operations of Borough offices; and

**WHEREAS**, a review of salaries for similar positions in the area reveals that the salary range set forth below is reasonable.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Flemington, the County of Hunterdon, that the Code of the Borough of Flemington (the "Code") is hereby amended and supplemented as follows:

**SECTION 1.** Section 2-30 of the Code, entitled "Office Assistant," shall be added as follows:

2-30.1 Established. There may be appointed an Office Assistant.

2-30.2 Term of Office. The term of office may begin on January 1 and expire one year thereafter, on December 31 or may begin on any other date and extended for any period as the Council may decide.

2-30.3 Nomination and Appointment. The Mayor shall nominate and appoint the Office Assistant, with the advice and consent of the Borough Council.

2-30.4 Powers and Duties. The Office Assistant shall have duties as determined by the Council in its discretion.

2-30.5 Office Hours. The hours of the Office Assistant shall be set by the Mayor and Council. The Office Assistant shall be a part-time employee of the Borough.

2-30.6 Compensation. Compensation shall be stipulated in the yearly salary ordinance.

**SECTION 2.** The Borough's 2021 Salary Ordinance (Ordinance 2021-18) is amended to add the salary of the Office Assistant as follows:

Office Assistant: \$15 to \$17 per hour

**SECTION 3.** All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

**SECTION 4.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

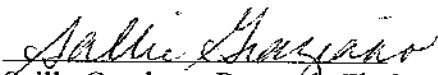
**SECTION 5.** The Mayor and Clerk are hereby authorized to take all steps necessary to advertise the position.

**SECTION 6.** This Ordinance shall take effect upon final passage and publication in accordance with the law.

Introduced: September 27, 2021

Adopted:

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>INTRODUCED [UNANIMOUS]</b>	<b>Next: 10/12/2021 7:30 PM</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member	
<b>SECONDER:</b>	Jessica Hand, Council Member	
<b>AYES:</b>	Giles-McCormick, Hand, Johnston, Long, Runion, Tilly	