

**HAMPTON TOWNSHIP  
ORDINANCE NO. 2024-04**

**AN ORDINANCE TO AMEND CHAPTER 3, ENTITLED “ADMINISTRATIVE OFFICES”  
OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF  
NEW JERSEY.**

**BE IT ORDAINED** by the Township Committee of the Township of Hampton in the County of Sussex, as follows:

**SECTION 1.** Section 3-4, entitled “Appointment” of Article I, entitled “Deputy Township Clerk” of Chapter 3, entitled “Administrative Offices”, of the Code of the Township of Hampton shall be amended to read as follows:

**§ 3-4 Appointment.**

The office shall be filled by the appointment of a suitable person who shall be a resident of Sussex County, New Jersey.

**SECTION 2.** Section 3-11, entitled “Qualifications”, of Article III, entitled “Township Administrator”, of Chapter 3, entitled “Administrative Offices”, of the Code of the Township of Hampton is amended to read as follows:

**§ 3-11 Qualifications.**

The Township Administrator shall be chosen on the basis of his/her executive and administrative abilities and qualifications with special regard as to education, training and experience in governmental affairs.

**SECTION 3.** Section 3-14, entitled “Vacancy; disability; absence”, of Article III, entitled “Township Administrator”, of Chapter 3, entitled “Administrative Offices”, of the Code of the Township of Hampton is amended to read as follows:

**§ 3-14 Vacancy; disability; absence.**

During the absence or disability of the Township Administrator, the Township Committee may, by resolution and majority vote of the Township Committee, determine that the Assistant Municipal Administrator or, if there is none or if the Assistant Municipal Administrator is unavailable, an officer or other employee of the municipality shall perform the duties of the Township Administrator as acting Administrator during such absence or disability. The Township Committee shall determine when such absence or disability exists. Such absence or disability shall be limited to three months, after which time the position may be deemed by the Township Committee to be vacant. Any vacancy in the position of the Township Administrator shall be filled by appointment of the Township Committee. In the event of removal or resignation, the Township Committee may appoint the Assistant Municipal Administrator or, if there is none or if the Assistant Municipal Administrator is unavailable, an officer or other employee of the municipality as acting Administrator to serve at the pleasure of the Township Committee until an Administrator is appointed. Removal of an acting Administrator shall be by majority vote of the Township Committee.

**SECTION 4.** Chapter 3, entitled “Administrative Offices” of the Code of the Township of Hampton shall be amended to add Article IV, entitled “Assistant Municipal Administrator”, and shall read as follows:

**Article IV. Assistant Municipal Administrator.**

**§ 3-18 Office created.**

The office of Assistant Municipal Administrator is hereby established for the Township of Hampton, Sussex County, New Jersey.

**§ 3-19 Appointment; Term.**

The Assistant Municipal Administrator shall be appointed by the majority of the Township Committee. The term of office shall be at the pleasure of the Township Committee.

**§ 3-20 Compensation.**

Compensation for Assistant Municipal Administrator shall be as authorized by Salary Ordinance and prescribed by resolution of the Township Committee.

**§ 3-21 Supervision.**

The Assistant Municipal Administrator shall serve under the direction of the Township Administrator unless serving as Acting Administrator in accordance with Section 3-14, in which case he/she shall serve under the direction of the Township Committee.

**§ 3-22 Powers and duties.**

- A. At the request and under the direction of the Township Administrator, the Assistant Municipal Administrator shall assist the Township Administrator in the performance of the Township Administrator's responsibilities set forth in Sections 3- 15 and 3-16 of this Code.
- B. The Assistant Municipal Administrator shall be Acting Administrator and have the powers and perform the duties of the Township Administrator during such times and for such specific periods when the position of Township Administrator is deemed to be vacant or the Township Administrator is deemed to be unavailable due to absence or disability in accordance with Section 3-14.
- C. The Township Administrator shall be empowered to delegate all or a portion of his/her powers to the Assistant Municipal Administrator and shall also be empowered to direct the Assistant Municipal Administrator to assist him/her in the performance of his/her duties.

**SECTION 5.** All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

**SECTION 6.** 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 7.** This Ordinance shall take effect upon its passage and publication as provided by law.

**CERTIFICATION**

I hereby certify that Ordinance #2024-4 was adopted by the Hampton Township Committee at their special meeting held on April 5, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the attached Ordinance #2024-04 was introduced at a regular meeting of the Township Committee of the Township of Hampton, Sussex County, New Jersey, held on the 27<sup>th</sup> day of February 2024 and passed on first reading, and that such Ordinance will be further considered for final passage and adoption at a Special Meeting of the Township Committee to be held on the 5<sup>th</sup> day of April 2024 at the Municipal Building, One Rumsey Way, in the Township of Hampton, at 1:30 p.m., and remotely via Zoom if available, or remote only at the discretion of the Administrator or Mayor, at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance. To attend the meeting remotely use the following link: <https://us02web.zoom.us/j/4919500389>, or to attend the meeting by phone, dial 929-205-6099 (Meeting ID: 491 950 0389).

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP  
NOTICE  
ORDINANCE 2024-04**

**NOTICE IS HEREBY GIVEN** that the foregoing Ordinance #2024-04 was adopted at Final Reading at the Special Meeting of the Township Committee of the Township of Hampton, County of Sussex held on Friday, April 5, 2024 at the Hampton Township Municipal Building, Baleville, N.J.

Kathleen Armstrong, RMC  
Township Clerk