

ORDINANCE 13-11
AN ORDINANCE ESTABLISHING THE OFFICES OF PROPERTY MAINTENANCE
OFFICER AND ASSISTANT PROPERTY MAINTENANCE OFFICER IN THE
REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF
KEYPORT AS FOLLOWS:

SECTION I. Purpose:

The Office of Public Officer/Property Maintenance Officer is established by Chapter XII, Building and Housing, of the Revised General Ordinances of the Borough of Keyport through adoption of the designated Property Maintenance Code but the office and title are never established in Chapter II, the Administrative Code of the Borough of Keyport. The position and office of Assistant Property Maintenance Officer has been created and filled by Resolution but it is not established in any section of the Revised General Ordinances.

SECTION II. Establishment of the Offices of Property Maintenance Officer and Assistant Property Maintenance Officer

2-3.14. Property Maintenance Officer and Assistant Property Maintenance Officer

a. *Positions Established.* There are hereby established and created within the Borough of Keyport the positions of Property Maintenance Officer and Assistant Property Maintenance Officer. The Assistant Property Maintenance Officer shall be subordinate to and work under the supervision of the Property Maintenance Officer and the Construction Official.

b. *Duties.* The duties of the Property Maintenance Officer and Assistant Property Maintenance Officer shall be as follows:

1. To enforce the provisions of the Property Maintenance Code adopted in Chapter XII, "Building and Housing," of the Revised General Ordinances, specifically Section 12-4, Property Maintenance Code, and other sections of Chapter XII as assigned by the Construction Official and approved by the Mayor and Council.
2. To conduct field inspections and special investigations to ensure compliance with the aforementioned municipal ordinances.
3. To initiate legal action against violators of the aforementioned municipal ordinances.
4. To prepare reports on investigations, findings, violations and other duties as necessary.
5. To establish and maintain needed records and files outlining inspections, notices, complaints, violations, resolutions and certificates.
6. To assist the Mayor and Council in the preparation of relevant municipal ordinances.

7. To appear and testify in Municipal Court and other appropriate boards and agencies to ensure the enforcement of and compliance with all laws and ordinances.
8. To submit monthly reports of inspections, notices, complaints, violations, appearances in court or before other boards and agencies, resolutions of violations and certificates.
9. To perform such other duties as are assigned by the Construction Official and approved by the Mayor and Council.

c. *Hours and Salary.* The positions of Property Maintenance Officer and Assistant Property Maintenance Officer shall be part time at a salary to be fixed by Resolution of the Mayor and Council. Neither position shall receive benefits in addition to salary.

SECTION III. Severability:

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

SECTION IV. Effective date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Introduced: July 5, 2011
Public Hearing: July 19, 2011
Adopted: July 19, 2011

Valerie T. Heilweil, RMC
Borough Clerk
Borough of Keyport

Robert E. McLeod, Mayor
Borough of Keyport