

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, “ADMINISTRATION,”
SECTION 10.1, “DIRECTOR OF PUBLIC WORKS; DUTIES OF THE DEPARTMENT,” OF
THE MUNICIPAL CODE OF THE TOWNSHIP OF WEST ORANGE**

WHEREAS, The Mayor and Council of the Township of West Orange (the “Township”), have an interest in the efficient administration of government services; and

WHEREAS, pursuant to N.J.S.A. 40:48-1, the governing body of a municipality may make, amend, repeal, and enforce such other ordinances, regulations, rules and by-laws not contrary to the laws of this State or Federal Government, as it may deem necessary and proper for the good of government, order and protection of person and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants, and as may be necessary to carry into effect the powers and duties conferred and imposed by this subtitle, or by any law; and

WHEREAS, the Township desires to amend Chapter 2, “Administration,” Section 10.1, “Director of Public Works; Duties of the Department,” of the Township Municipal Code to define and clarify the duties of the Department of Public Works; and

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Township Council of the Township of West Orange, in the County of Essex, State of New Jersey, being the governing body thereof, that Section 10.1, “Director of Public Works; Duties of the Department,” of Chapter 2 “Administration,” shall be amended as follows.

Section 1. RECITALS. The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

Section 2. Chapter 2, “Administration,” Section 10.1, “Director of Public Works; Duties of the Department,” to clarify and enumerate the duties and functions of the Department of Public Works shall be amended as follows.

Note: Additions are shown in **bold and underline** and deletions are shown as ~~striketrough~~.

§ 2-10.1 Director of Public Works; Duties of Department

§2-10.1 c – The Department shall:

1. Be responsible for all matters relating to the construction, management, maintenance and operation of the physical properties of the Township other than office supplies, furniture and equipment.
2. Assist in the preparation of plans and specifications and the letting and performance of contracts for all Township public works improvements.
3. Establish standards and procedures for the control, use and care of all Township-owned equipment, materials and supplies in the custody of the Department.
4. **Conduct annual registration of tree contractors and landscapers permitted to work within the Township.**

5. **Issue tree removal permits and exemption reports.**
6. **Conduct the maintenance of yards and ancillary operations.**
7. **Maintain MS4 Stormwater compliance and prepare annual NJDEP MS4 Stormwater reporting.**
8. **Prepare and calculate annual reimbursement costs for snow plowing and leaf removal for private communities.**

Section 3. If any provision of this Ordinance or application thereof, under any circumstances, is held invalid, the invalidity shall not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision(s) or application(s) and to this end the provisions of this Ordinance are severable. All other Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed.

Section 4. This Ordinance shall take effect upon final passage and publication in accordance with law.

Susan McCartney, Mayor

Susan Scarpa, Council President

Karen J. Carnevale, R.M.C.
Municipal Clerk

INTRODUCED: March 10, 2026

ADOPTED: March 24, 2026

LEGISLATIVE HISTORY

Ordinance 2717-13, adopted by the Township Council on April 4, 2023, separated the Department of Public Works and Department of Engineering to improve efficiency and effectiveness, since functions of the two departments have different duties and licensing requirements. While amending other Ordinances enumerating the duties and functions of the two departments and their directors, it became clear that additional changes were needed to Ordinance 2717-23 to reflect the tasks performed annually by both departments.