

**TOWNSHIP OF ROCHELLE PARK
BERGEN COUNTY, NEW JERSEY**

ORDINANCE #1273-26

**AN ORDINANCE OF THE TOWNSHIP OF ROCHELLE PARK
AMENDING CHAPTER 80 OF THE TOWNSHIP CODE**

WHEREAS, the Township of Rochelle Park (the “Township”) wishes to update Chapter 80 of the Township Code, entitled “Construction Codes; Code Enforcement Department,” to clarify the duties and authorities of the Township’s Construction Official; and

WHEREAS, the Township Committee has determined it appropriate to amend Chapter 80 of the Township Code.

NOW, THEREFORE, BE IT ORDAINED by the governing body of the Township of Rochelle Park that Chapter 80 of the Township Code of the Township of Rochelle Park, entitled “Construction Codes; Code Enforcement Department,” § 80-1 “Enforcing agency established” is hereby amended as follows:

§ 80-1. Enforcing agency established.

- A. There is hereby established in the Township of Rochelle Park a State Uniform Construction Code enforcing agency to be known as the "Code Enforcement Department." This Department shall consist of the following:
- (1) Director of the Department of Building Inspections/Construction Code Official/ Property Maintenance Officer.
 - (2) Building Subcode Official/Zoning Enforcement Officer.
 - (3) Plumbing Subcode Official.
 - (4) Electrical Subcode Official.
 - (5) Fire Protection Subcode Official.
 - (6) Elevator Subcode Official.
 - (7) Control person.
 - (8) Such other subcode officials for such additional subcodes as the Commissioner of the Department of Community Affairs, State of New Jersey, shall hereafter adopt as part of the State Uniform Construction Code.
- B. Each official position created in Subsection A hereof shall be filled by a person qualified for such position pursuant to N.J.S.A. 52:27D-119 et seq., and N.J.A.C. 5:23, provided that in lieu of any particular subcode official, an on-site inspection agency may be retained by contract pursuant to N.J.A.C. 5:23. More than one such official position may be held by the same person, provided that such person is qualified pursuant to the aforementioned laws.
- C. The public shall have the right to do business with the Code Enforcement Department at one office location, except for emergencies and unforeseen or unavoidable circumstances, during such hours as may be determined and established by the Township Committee. These hours shall

include at least one evening per week.

- D. All personnel shall be appointed or assigned to the Code Enforcement Department by the Township Committee pursuant to law.
- E. The Construction Official shall be the chief administrator of the Code Enforcement Department and its subsidiary departments and shall have the following duties and responsibilities.
 - (1) Represent the Department, on behalf of the Township Committee, to the public.
 - (2) Identify goals and establish annual business plan to serve as a constant improvement.
 - (3) Manage, supervise, administrate, and assist all staff assigned to the Building, Zoning and Property Maintenance Departments, including subcode officials, inspectors, support staff, and the control person. This duty shall include, but not be limited to:
 - (a) Conducting and preparing annual performance evaluations for all staff members, which shall be considered for purposes of future personnel actions;
 - (b) In consultation with the Township's Labor Counsel, initiate, investigate, hear, and implement disciplinary charges against staff members, determine the final disciplinary action to be taken, and implement such final disciplinary action, provided that terminations of employment shall be subject to ratification by the Township Committee based solely upon the Construction Official's investigative findings and recommendations in response to same;
 - (c) Administering staff member time off and leave requests and granting or denying same in the Construction Official's sole discretion;
 - (d) Enforcing all laws, policies, rules, and regulations applicable to the Code Enforcement Department and its subsidiary departments;
 - (e) Maintaining and updating job descriptions for all staff members;
 - (f) Assigning duties and responsibilities to subordinate staff members as deemed necessary and appropriate in the Construction Official's sole discretion; and
 - (g) Conduct all aspects of the hiring process, including the internal and external posting of job opportunities, receipt and review of applications, conducting interviews, and selecting the successful candidate for the position, provided that the final hiring decision shall be subject to ratification by the Township Committee when required by law based solely on the Construction Official's recommendations regarding same.
 - (4) Assist in supervision of the Township Engineer.
 - (a) Review monthly voucher.
 - (5) Coordinate subcode officials' responsibilities and assignments, to be efficiently offered as a professional service, justifying fees collected.
 - (a) Facilitate bimonthly review meeting.
 - (b) Maintain mentor and continuing education opportunities.
 - (6) Coordinate local permit review, inspection and maintenance.
 - (7) Organize business systems, put in place monitoring controls, organize filing and provide

procedures to ensure maintenance of approvals.

- (8) Review permit and inspection processes to offer final approvals and/or actions.
 - (a) Review and call for prior approvals.
 - (b) Call for subcode review.
 - (c) Review all applications to the Land Use Board and submit a written report and evaluation to the Land Use Board on each application reviewed.
 - (9) Attend all meetings of the Rochelle Park Land Use Board.
 - (10) Respond to and assist in connection with any and all emergencies which may from time to time arise and which involve any areas under the jurisdiction of the Building, Zoning and Property Maintenance Departments.
 - (11) The Construction Official shall also serve as the Flood Plain Administrator and shall enforce the Flood Damage Prevention Ordinance.
 - (12) Manage the Community Rating System and oversee all professionals involved.
- F. The positions of Plumbing Subcode Official, Electrical Subcode Official and Fire Protection Subcode Official shall be part-time positions and the position of control person shall be a full-time position.
- G. The salaries and other terms, conditions, obligations and entitlements of employment shall be determined pursuant to the Annual Salary Ordinance adopted by the Township Committee of the Township of Rochelle Park, and the employee holding such position shall fully comply with and be bound by Chapter 27 of the Code of the Township of Rochelle Park entitled "Personnel."
- H. All employees of the Department shall, at all times, maintain a maximum level of professionalism and courtesy in all dealings with members of the public and in a timely manner. The employee shall recognize, at all times, that they are public servants who have been appointed to their position to serve the Township of Rochelle Park, its residents, taxpayers, property owners and developers.
- I. The duties of the Property Maintenance Officer shall be as set forth in Chapter 150 of the Code of the Township of Rochelle Park and the duties of the Zoning Enforcement Officer shall be as set forth in Chapter 185 of the Code of the Township of Rochelle Park.
- J. Additional duties.
- (1) In addition to the enforcement of the State Uniform Construction Code and other state codes described above, the Code Enforcement Department shall be charged with the responsibility of supervision and enforcement of the following:
 - (a) Housing inspections pursuant to Chapter 117 of the Code of the Township of Rochelle Park;
 - (b) Construction and building;
 - (c) Fire prevention pursuant to Chapter 102 of the Code of the Township of Rochelle Park;
 - (d) Enforcement of the Noise Ordinance.²

(2) The Construction Official shall be the chief administrator of the Code Enforcement Department.

NOW, THEREFORE, BE IT FURTHER ORDAINED that Chapter 80 of the Township Code of the Township of Rochelle Park, entitled "Construction Codes; Code Enforcement Department," as amended herein shall take effect as provided by law.

NOW, THEREFORE, BE IT FURTHER ORDAINED that, if any section, subsection, paragraph, sentence, or any part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remainder of this Ordinance.

NOW, THEREFORE, BE IT FURTHER ORDAINED that all ordinances or parts of ordinances that are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

NOW, THEREFORE, BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days after final passage and publication as prescribed by law.

NOTICE OF INTRODUCTION

NOTICE IS HEREBY GIVEN that Ordinance #1273-26, was introduced and passed on first reading at a meeting of the Township Committee of Rochelle Park, held on July 22, 2026 and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a meeting held on August 26, 2026 at 7:00 PM, in the Township of Rochelle Park Municipal Building, at which time all persons interested will be given an opportunity to be heard concerning such Ordinance.

By order of the Mayor and Township Committee
Gina S. Kim, RMC/CMC
Township Clerk