

ORDINANCE NO. 2237

**AN ORDINANCE TO CREATE THE POSITION OF
MUNICIPAL HOUSING LIAISON FOR THE PURPOSE OF
ADMINISTERING ROSELLE PARK BOROUGH'S
AFFORDABLE HOUSING PROGRAM PURSUANT TO
THE FAIR HOUSING ACT**

BE IT ORDAINED by the Committee members of Roselle Park Borough in the County of Union and State of New Jersey that the following amendments be made to Chapter *II* of Roselle Park Borough's municipal code:

Section 1. Purpose.

The purpose of this article is to create the administrative mechanisms needed for the execution of Roselle Park Borough's responsibility to assist in the provision of affordable housing pursuant to the Fair Housing Act of 1985.

Section 2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

MUNICIPAL HOUSING LIAISON – The employee charged by the governing body with the responsibility for oversight and administration of the affordable housing program for Roselle Park Borough.

ADMINISTRATIVE AGENT – The entity responsible for administering the affordability controls of some or all units in the affordable housing program for Roselle Park Borough to ensure that the restricted units under administration are affirmatively marketed and sold or rented, as applicable, only to low- and moderate-income households.

Section 3. Establishment of Municipal Housing Liaison position and compensation; powers and duties.

- A. Establishment of position of Municipal Housing Liaison. There is hereby established the position of Municipal Housing Liaison for Roselle Park Borough.
- B. Subject to the approval of the Council on Affordable Housing (COAH), the Municipal Housing Liaison shall be appointed by the Governing Body and may be a full or part time municipal employee.
- C. The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program for Roselle Park Borough, including the following responsibilities which may not be contracted out, exclusive of item 6 which may be contracted out:

- (1) Serving as Roselle Park Borough's primary point of contact for all inquiries from the State, affordable housing providers, Administrative Agents, and interested households;
 - (2) Monitoring the status of all restricted units in Roselle Park Borough's Fair Share Plan;
 - (3) Compiling, verifying, and submitting annual reports as required by COAH;
 - (4) Coordinating meetings with affordable housing providers and Administrative Agents, as applicable;
 - (5) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by COAH;
 - (6) If applicable, serving as the Administrative Agent for some or all of the restricted units in Roselle Park Borough.
- D. Subject to approval by COAH, Roselle Park Borough may contract with or authorize a consultant, authority, government or any agency charged by the Governing Body, which entity shall have the responsibility of administering the affordable housing program of Roselle Park Borough, except for those responsibilities which may not be contracted out pursuant to subsection C above. If Roselle Park Borough contracts with another entity to administer all or any part of the affordable housing program, including the affordability controls and Affirmative Marketing Plan, the Municipal Housing Liaison shall supervise the contracting Administrative Agent.
- E. Compensation. Compensation shall be fixed by the Governing Body at the time of the appointment of the Municipal Housing Liaison between the minimum annual salary of \$6,000.00 and maximum of \$15,000.00.
- F. Administrative powers and duties assigned to the Municipal Housing Liaison. Only the five required responsibilities outlined in C. above will be handled by Roselle Park Borough's Municipal Housing Liaison. All other duties will be delegated to an approved Administrative Agent to be determined by a future ordinance or professional service contract.

Section 4. Severability.

If any section, subsection, paragraph, sentence or other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not affect or invalidate the remainder of this Ordinance, but shall be confined in its effect to the section, subsection, paragraph, sentence or other part of this Ordinance directly involved in the controversy in which said judgment shall have been rendered and all other provisions of this Ordinance shall remain in full force and effect.

Section 5. Inconsistent Ordinances Repealed.

All Ordinances or parts of Ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed, but only to the extent of such inconsistencies.

Section 6. Effective Date.

This Ordinance shall take effect immediately upon final adoption and publication in the manner prescribed by law.

Introduced: February 7, 2008

Adopted:

Mayor

Attest: _____
Borough Clerk