



**Office of the
Assistant Borough Administrator**

2015 was an active year for the Assistant Borough Administrators Office. Not only was it the first full year of operation, it was the first year of existence for this new position in the Borough.

The office was responsible for administrative oversight of the following projects and programs:

- Filing of Borough's Affordable Housing Declaratory Judgement case in the Superior Court of New Jersey in July 2015, after the March 2015 ruling by the Superior Court made the state-wide Third Round COAH Housing Element and Fair Share Plan unconstitutional.
- Filing of the Borough's Preliminary Compliance Status Report to the Court in October and for the development and timely filing of the Borough's Draft Housing Element and Fair Share Housing Plan in December.
- Worked with the Fire Chief to carry out the parameters of the newly authorized Borough Fire Department Ordinance, Junior Firefighter Program Rules, Regulations and Application as well as helping to put in place the Fire Department's new Chain of Command structure.
- Participated with the Administrator in preliminary collective bargaining agreement discussions with the PBA and DPW along with the Borough's negotiating team.
- Worked with the Borough Administrator and Borough Attorney in the development of the Borough's Solid Waste Contract Bid Specification document.
- Reviewed, prepared and edited the Chatham Borough Emergency Operating Plan that is required to be submitted to the State Police every four years.
- Served as the Borough's point person and assisted in the development of the Chatham Borough Annex of the Morris County Hazard Mitigation Plan that was developed in conjunction with the Morris County Office of Emergency Management.

In the absence of the Borough Administrator, served as the Administrator and handled the day to day operation of the Borough and all duties of the Administrator.

The Assistant Borough Administrator was appointed by the Mayor and Council as the Borough's Fire Coordinator, Deputy Fire Marshal, Deputy Emergency Management Coordinator, Municipal Housing Liaison, and Alternate Commissioner for the Morris County Joint Insurance Fund and also served as the Borough's Public Information Officer.

During 2015 the Assistant Borough Administrator was administratively responsible for the following Borough Departments; Fire Safety Bureau, Office of Emergency Management, Media Programming, Affordable Housing and the AlertChathamBorough Program.

Included in this tab for your information are the Annual Reports for the following areas of responsibility; Fire Safety Bureau, Office of Emergency Management, AlertChathamBorough.

On behalf of our department heads I would like to thank the Mayor, Council, Administrator and residents for their continued support during 2015.

If any question arise after reviewing these Annual Reports I would welcome hearing from you. I can be reached at 973-701-6807.

Respectfully submitted,

Stephen W. Williams
Assistant Borough Administrator/Fire Coordinator

March 2016