BOROUGH OF UNION BEACH
MONMOUTH COUNTY, NEW JERSEY
PUBLIC NOTICE

The Following was introduced and passed upon first reading at a meeting of the governing body of the Borough of Union Beach, in the County of Monmouth, State of New Jersey, on February 26, 2026. It will be further considered for final passage, after public hearing thereon, at a meeting of the governing body to be held at the Municipal Building, 650 Poole Avenue, Union Beach on March 19, 2026 at 7:00 p.m.

ORDINANCE NO. 2026-373

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL HOUSING LIAISON AND ESTABLISHING RESPONSIBILITIES FOR ADMINISTRATION OF THE BOROUGH'S AFFORDABLE HOUSING PROGRAM

WHEREAS, the Borough of Union Beach adopted a Fourth Round Housing Element and Fair Share Plan on or about June 25, 2025, in accordance with the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq. (P.L. 2024, c.2) and N.J.A.C. 5:99; and,

WHEREAS, the Borough is adopting a new section of the Borough Code entitled Chapter 14, "Affordable Housing,"; and,

WHEREAS, the Borough is required to adopt an ordinance to establish standards for the position of a Municipal Housing Liaison to administer the Borough's affordable housing program;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Union Beach, County of Monmouth, State of New Jersey, that the following sections shall be incorporated within the newly entitled Chapter of the Borough Code entitled "Affordable Housing":

SECTION 1. MUNICIPAL HOUSING LIAISON CREATED.

A. There is hereby created the position of Municipal Housing Liaison for the Borough of Union Beach, which shall be appointed by resolution of the governing body and may be a full-time or part-time municipal employee of the Borough of Union Beach.

C. The name and contact information for the Municipal Housing Liaison shall be reported to the Superior Court and thereafter posted on the Borough website.

D. The Municipal Housing Liaison shall be duly qualified through a training program sponsored by Affordable Housing Professionals of New Jersey (AHPNJ) prior to assuming the duties of Municipal Housing Liaison.

SECTION 2. DUTIES OF MUNICIPAL HOUSING LIAISON.

A. The Municipal Housing Liaison shall be responsible for oversight and administration of the Borough's affordable housing program, including affordability controls, the Affirmative Marketing Plan, monitoring and reporting, and, where applicable, supervision of any contracted Administrative Agent.

B. The following duties are reserved to the Municipal Housing Liaison and shall not be contracted out to an Administrative Agent:

1. Serving as the Borough's primary point of contact for all inquiries from the State, the Superior Court, affordable housing providers, Administrative Agents, and interested households;

2. Implementation of the Borough's Affirmative Marketing Plan and oversight of affordability controls;

3. When applicable, supervising any contracted Administrative Agent;

4. Monitoring the status of all restricted units in the Borough's Housing Element and Fair Share Plan and/or Court-approved compliance mechanisms;

5. Compiling, verifying, and submitting annual monitoring reports as may be required by the Superior Court or otherwise required by law;

6. Coordinating meetings with affordable housing providers and Administrative Agents, as needed; and

7. Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by AHPNJ, if such opportunities are made available by COAH or the Department of Community Affairs.

SECTION 3. ADMINISTRATIVE AGENT DESIGNATION AND OPERATING MANUALS.

A. Subject to approval of the Superior Court, the Borough may designate one or more Administrative Agent(s) to administer and affirmatively market affordable units constructed in the Borough in accordance with the Uniform Housing Affordability Controls (UHAC), N.J.A.C. 5:80-26.1 et seq., and this Chapter.

B. An operating manual for each affordable housing program shall be prepared by the Administrative Agent(s), adopted by resolution of the governing body, and subject to approval of the Superior Court.

C. The operating manual(s) shall be available for public inspection in the office of the Borough Clerk, in the office of the Municipal Housing Liaison, and in the office(s) of the Administrative Agent(s).

D. The Municipal Housing Liaison shall supervise the contracted Administrative Agent(s).

SECTION 4. CODIFICATION.

The Borough Clerk and Borough Attorney are authorized to renumber and codify the provisions of this Ordinance within Chapter 14 of the Borough Code, as needed, and to make typographical, formatting, and cross-reference corrections as may be necessary.

SECTION 5. REPEALER.

All ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency.

SECTION 6. SEVERABILITY.

If any section or provision of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE.

This Ordinance shall take effect upon final passage and publication according to law.

Ordinance No. 2026-373 was introduced on First Reading by Councilman Andreuzzi and seconded by Councilwoman Woodruff and approved by the Roll Call Vote.