

ADMINISTRATIVE ORDER NO. 24-01

WHEREAS, Matthew P. Jordan, Esq. was appointed by the Board of County Commissioners of the County of Passaic (hereafter "Board") pursuant to Resolution No. 23-1275 by the vested in the Board under N.J.S.A. 40A:9-42, as the Passaic County Administrator (hereafter "County Administrator"); and

WHEREAS, on January 3, 2024, the Board adopted the Passaic County Administrative Code (hereafter "Administrative Code"), making the County Administrator the chief administrative officer of the County of Passaic (hereafter "County"), and pursuant the Article Five of the Administrative Code, he is authorized to act as the chief administrative officer of the County and carry out all County affairs within the Board's jurisdiction; and

WHEREAS, Article Five, Section 5.5 (b) of the Administrative Code, authorizes the County Administrator, when appropriate, to draft and issue administrative orders outlining policy directives for the County; and

WHEREAS, on January 23, 2024, Passaic County Sheriff Richard Berdnik tragically passed away, with funeral services scheduled for Wednesday, January 31, 2024 at the Cathedral of St. John the Baptist, in Paterson, New Jersey; and

WHEREAS, in remembrance of Sheriff Berdnik, and his long and storied career in service of the City of Clifton, Passaic County, and New Jersey, County offices and facilities are going to be closed, subject to the conditions as set forth in Administrative Order 24-01; and

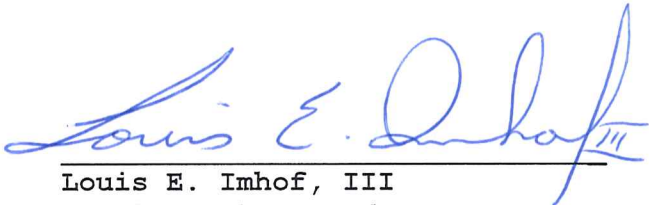
NOW, THEREFORE, I, MATTHEW P. JORDAN, County Administrator for the County of Passaic, by virtue and authority vested in me by the Statutes of this State, and the Passaic County Administrative Code, do hereby **ORDER** and **DIRECT** the following:

1. County Offices shall be closed on January 31, 2024, and employees shall not be required to report to work, except those offices and employees as set forth herein.
2. Division of Nutrition employees shall report to work as scheduled and shall deliver meals to homebound seniors through the County's Meals on Wheels Program.
3. Division of Paratransit employees shall report to work as scheduled and provide transportation services to Passaic County seniors for non-emergency medical services.
4. All senior congregation sites and adult day care centers operated by the Department of Senior, Disability Services & Veterans' Affairs shall remain open.
5. Preakness Healthcare Center shall remain open, and employees are required to report to work as scheduled.
6. All public events planned by any County department are cancelled.
7. All permits issued in the Passaic County Park System shall be suspended.

8. All historic sites in the Passaic County Park System shall be closed.
9. Preakness Valley Golf Course shall be closed.
10. All non-emergency roadwork on County roads in the City of Paterson shall be suspended, subject to a directive from the County's Supervisor of Roads.
11. Employees can be designated by me, as necessary, as essential and be required to report to work to ensure the health, safety, and public welfare of Passaic County residents.
12. All essential employees who fail to report for duty shall be disciplined, up to and including termination, and shall not be compensated for any time missed.
13. Administrative Order No. 24-01 shall take effect immediately and be rescinded at midnight on January 31, 2024.

GIVEN, under my hand seal this 29th day of January, Two Thousand and Twenty Four.

Attest:



Louis E. Imhof, III
Clerk to the Board



Matthew P. Jordan, Esq.
County Administrator

As to form and legality:



Nadege D. Allwaters, Esq.
County Counsel