

Township of South Hackensack  
Bergen County, New Jersey  
April 8, 2010 7:30 P.M.  
Worksession Meeting  
MINUTES

James Anzevino, Mayor.....Present  
Walter Eckel, Jr., Deputy Mayor .....Present  
Gary Brugger .....Present  
Frank Cagas .....Absent  
Gregorio Maceri.....Present  
Also present:  
David V. Nasta, Esq., Municipal Attorney  
Linda LoPiccolo, Municipal Clerk

Call of Meeting to Order

Mayor Anzevino called the Regular Meeting to order at 7:30 p.m. He advised that pursuant to the Open Public Meetings Act Annual Notice of the meetings had been provided to *The Record, the Herald and News* and by posting the Annual Notice on the bulletin board in the clerk's office where notices are customarily posted. Everyone saluted the flag. The municipal clerk called the roll.

Correspondence & Reports

Maceri motioned; Eckel seconded and the Committee unanimously agreed to accept all General Correspondence – March 2010 and place them in the appropriate file.

Brugger motioned; Anzevino seconded and the Committee unanimously agreed to accept all Department Reports – March 2010 and place them in the appropriate file.

Eckel motioned; Brugger seconded and the Committee unanimously agreed to accept correspondence dated March 31, 2010, from Paula Speers, NJMC Re: Downtown Revitalization Grant and to place it on file.

Anzevino motioned; Eckel seconded and the Committee unanimously agreed to accept correspondence dated April 1, 2010, from William J. Lynn, Fire Sub-Code Official Re: Resignation effective June 30, 2010 and to move the correspondence to New Business.

Anzevino motioned; Brugger seconded and the committee unanimously agreed to accept correspondence dated April 1, 2010, from Robert R. Ceberio, NJMC Re: Shared Services Exploration. Mayor Anzevino advised that he will attend.

Anzevino motioned; Eckel seconded and the Committee unanimously agreed to accept correspondence dated April 7, 2010, from Diane Brando, Court Administrator Re: Deputy Court Administrator Position and move the correspondence to New Business.

Anzevino motioned; Eckel seconded and the Committee unanimously agreed to accept and approve correspondence dated April 7, 2010, from Linda LoPiccolo, Municipal Clerk  
Re: Request to attend Public Purchasing conference May 12-13, 2010 at a cost not to exceed \$650.00.

### Old Business

2010 Municipal Budget – Mayor Anzevino reported that the finance officer and he have reviewed the budget in its current form. Currently, they are reviewing pending tax appeals. He may ask for a special meeting before May to introduce the budget if they are able to put it together in the next few weeks. Currently, it is approximately \$75,000 over CAP – which would result in a \$180 increase if we were to get at CAP. He advised that the budget does not look good this year.

### New Business

Deputy Court Administrator/Violations Clerk – Mayor Anzevino asked Mr. Brugger and Mr. Eckel if they would be able to meet with Ms. Brando's recommendation for the position and report back to the Township Committee.

Fire Sub-Code Official – The clerk was asked to speak with Mr. Lynn for his recommendation for his replacement.

### Ordinances

Second Reading, Public Hearing and Adoption of  
Ordinance 2010-02 entitled AN ORDINANCE AMENDING AND  
SUPPLEMENTING CHAPTER 202 OF THE CODE OF THE TOWNSHIP OF  
SOUTH HACKENSACK ENTITLED "TOWING"

Eckel motioned; Anzevino seconded and the Committee unanimously agreed to open the public hearing on Ordinance 2010-02.

There were no public comments. Brugger motioned; Eckel seconded and the Committee unanimously agreed to close the public hearing on Ordinance 2010-02.

Eckel motioned; Brugger seconded to adopt Ordinance 2010-02. Roll Call Vote: Ayes: Anzevino, Brugger, Eckel, Maceri Absent: Cagas

### Resolutions

Resolution – Consent Agenda 2010-04

Offered: Brugger

Second: Anzevino

Roll Call Vote: Ayes: Anzevino, Brugger, Eckel, Maceri Absent: Cagas

Resolution No. 2010-095-Authorizing Settlement of Tax Appeal

Offered: Anzevino

Second: Maceri



Lonnie Bedell, 51 Grove Street – Commented regarding senior housing and that he has attended several meetings around the county and spoke to others regarding the long delay in occupying the building.

Anzevino motioned; Brugger seconded and the Committee unanimously agreed to end the public comment portion of the meeting.

### Adjournment

Anzevino motioned; Maceri seconded and the Committee unanimously agreed to adjourn the meeting at 8:37 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Linda LoPiccolo". The signature is written in black ink and is positioned above the printed name.

Linda LoPiccolo  
Municipal Clerk

ORDINANCE NO. 2010-02

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 202 OF THE CODE OF THE TOWNSHIP OF SOUTH HACKENSACK ENTITLED "TOWING"

BE IT ENACTED AND ORDAINED, by the Township Committee of the Township of South Hackensack that Chapter 202 Section 2 "Rotation through listed towers; log" be amended and supplemented as follows:

Section I: Chapter 202 Section 2 shall read as follows:

Said Police Chief shall establish a procedure by which, when the services of an approved tower are required, on such approved tower as appearing on the list aforesaid and then in effect shall be engaged in alphabetical order on a rotating basis, each such tower to served exclusively for a one (1) week period beginning at 7:01 am on Monday and ending at 7:00 am on the next following Monday. A record or log shall be kept by the Police Department indication among other things the date and time on and at which the said services were requested, the response to such request and any complaints received in regard to the service rendered by the approved tower.

Section II: All ordinance or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of said inconsistency.

Section III: If any portion of this ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction the remainder of this ordinance shall remain in full force and effect.

Section IV: This ordinance shall take effect upon passage and publication as required by law.

Date Introduced: March 11, 2010

Date Adopted: April 8, 2010

**Consent Resolution 2010-04**

WHEREAS, the Township Committee of the Township of South Hackensack, has reviewed the Consent Agenda consisting of various proposed resolutions; and

WHEREAS, the Township Committee of the Township of South Hackensack is/is not desirous of removing a resolution from the consent agenda,

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of South Hackensack that the following resolutions on the Consent Agenda are hereby approved and adopted:

Resolution Authorizing Executive Session – April 8, 2010  
Resolution No. 2010-090 Approve Minutes



real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

   (6) *Matters Relating to Public Safety and Property*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

  X   (7) *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

### **Tax Appeal 315 Phillips Avenue**

   (8) *Matters Relating to the Employment Relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

   (9) *Matters relating to the Potential Imposition of a Penalty*: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

Now, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack assembled in public session on this date, that an Executive Session closed to the public shall be held in the South Hackensack Township Municipal Complex, 227 Phillips Avenue, South Hackensack, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

<b>Resolution No. 2010-090 Approve Minutes</b>
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BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, New Jersey that the following minutes be and are hereby approved as submitted.

February 11, 2010 (Regular)  
March 4, 2010 (Worksession)  
March 11, 2010 (Regular)

Consent Resolution No. 2010-04  
Date: April 8, 2010

**Resolution No. 2010 - 091 Refund for State Tax Court - Block 52 Lot 2.03**

WHEREAS, a complaint having been filed by the plaintiff (NY Co. Holding Co Inc) with the Tax Court of New Jersey for the years 2003, 2005 & 2006 be withdrawn,

WHEREAS, the Tax Court of New Jersey has issued a civil action judgment reducing the assessed valuation and consequently 2007 taxes as follows for the property at 150 Wesley Street:

<u>Docket</u>	<u>Block</u>	<u>Lot</u>	<u>Assessment</u> <u>Reduction</u>	<u>2007 Tax</u> <u>Reduction</u>
004583-2007	52	2.03	\$200,000	\$6,240.00

WHEREAS, the Tax Court of New Jersey has also issued a judgment reducing the 2008 taxes as follow:

<u>Docket</u>	<u>Block</u>	<u>Lot</u>	<u>Assessment</u> <u>Reduction</u>	<u>2008 Tax</u> <u>Reduction</u>
002570-2008	52	2.03	\$200,000	\$6,564.00

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of South Hackensack, County of Bergen, a refund check be issued in the amount of \$12,804 payable to Daniel G. Keough, Esq. and the mailing address is 783 Springfield Avenue, Summit NJ 07901.

Consent Agenda Resolution 2010-04  
Date: April 8, 2010

**Resolution No. 2010-092 Authorizing Approval and Distribution of a Revised Employee Personnel Manual**

WHEREAS, the Township of South Hackensack currently maintains an Employment Practice and Procedure Manual, and

WHEREAS, the Township Committee has formed a sub-committee under the direction of the Township Attorney and Township Clerk to review said manual and to report on proposed revisions; and

WHEREAS, said review of the Employee Practices and Procedure Manual has been dictated by the municipal excess insurance carrier; and

WHEREAS, said sub-committee has completed its review and has prepared the attached revised manual,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of South Hackensack that the attached Employee Manual is hereby approved and adopted and the Township Attorney is hereby authorized to certify to the municipal liability carrier the completion of said review and the adoption of the attached manual.

Consent Agenda Resolution No. 2010-04

Date: April 98, 2010

**TOWNSHIP OF SOUTH  
HACKENSACK  
PERSONNEL  
POLICIES AND PROCEDURES  
MANUAL**

**The Township of South Hackensack is an Equal Opportunity Employer M/F**

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## GENERAL PERSONNEL POLICY:

It is the policy of the Municipality to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Municipality shall apply to all employees, volunteers, (elected or) appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law including the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees, officers and Department Heads shall be appointed and promoted by the Township Committee of the Township of South Hackensack. No person shall be employed or promoted unless there exists a position created by a resolution adopted by the Township of South Hackensack as well as the necessary budget appropriation and salary resolution.

The Township Committee and all managerial/supervisory personnel are authorized and responsible for personnel policies and procedures. The Township Committee and all managerial personnel shall also have access to the Township Attorney or Special Labor Counsel appointed by the Governing Body for guidance in personnel matters.

As a general principle, the Municipality has a "no tolerance" policy towards workplace wrongdoing. Municipality officials, employees and independent contractors are to report anything perceived to be improper. The Municipality believes strongly in an Open Door Policy and encourages employees to talk with their supervisor, or the Township Attorney concerning any problem

The Personnel Policies and Procedures Manual adopted by the Governing Body is intended to provide guidelines covering public service by Municipality employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Municipality personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Municipality.

To the maximum extent permitted by law, the employment practices of the Municipality shall operate under the legal doctrine known as "employment at will." Within Federal and State law, (including the New Jersey Civil Service Act) and any applicable bargaining unit agreement, the Municipality shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Municipality shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

## SECTION ONE

### **Policies Relating to Employee Rights and Obligations:**

#### **Anti-Discrimination Policy:**

The Municipality is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD). Under no circumstances will the Municipality discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their supervisor, or if they prefer their Township Clerk, or the Township Attorney.

#### **Americans with Disabilities Act Policy:**

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the Municipality does not discriminate based on disability. The Municipality will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines.

It is the policy of the Municipality to comply with all relevant and applicable provisions of the Americans with Disabilities Act and the New Jersey Law Against Discrimination. We will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose under hardship on the Municipality.

The Township Clerk shall engage in an interactive dialogue with disabled employees and prospective employees to identify reasonable accommodations. All decisions with regard to reasonable accommodation shall be made by the Township Committee. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Municipality to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

## **Contagious or Life Threatening Illnesses Policy:**

The Municipality encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Municipality shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of their job and also provided that the accommodation does not impose an unreasonable hardship on the Municipality.

The Municipality will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

## **Safety Policy:**

The Municipality will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Municipality is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the. Any on-the-job accident or accident involving Municipality facilities, equipment or motor vehicles must also be immediately reported to the supervisor.

The Municipality has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

## **Transitional Duty Policy:**

The Municipality will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed forty five (45) workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee requesting transitional duty or the Workers Compensation Physician shall notify the Township Clerk as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Township Committee will consult with the Supervisor to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Township Committee will decide if it is in the best interest of the Municipality to approve a transitional duty request and will notify the employee of the decision. The Municipality reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Township Committee who will render a written response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Township Committee. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Township Clerk informed of the medical progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Municipality reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability. This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

## **Drugs and Alcohol Policy:**

The Municipality recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor to be intoxicated or under the influence of alcohol or drugs during working hours or is under the reasonable suspicion of same shall be immediately tested and is subject to

discipline up to and including termination. The supervisor or Department Head will immediately report any reasonable suspicions to the Township Committee.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Municipality premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government. The loss of said license shall be grounds for immediate suspension until such time that said license is re-instated.

Employees using prescription drugs that may affect job performance or safety must notify their supervisor who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Municipality personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the Municipality's Employee Assistance Program.)

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Municipality property or while performing Municipality business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

### **Workplace Violence Policy:**

The Municipality will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Municipality property, at Municipality events or under other circumstances that may negatively affect the Municipality's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Municipality property or while on Municipality business except with the permission of the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Municipality will actively intervene in any potentially hostile or violent situation.

### **General Anti-Harassment Policy:**

It is the Municipality's policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partner status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images, and other similar verbal or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the supervisor or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Municipality generally. The Municipality cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

### **Anti-Sexual Harassment Policy:**

It is the Municipality's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Municipality prohibits sexual harassment from occurring in the workplace or at any other location at which Municipality sponsored activity takes place. Sexual Harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual;

suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their supervisor or other appropriate person. See the Employee Complaint Policy.

Harassment of Municipality employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Municipality generally. The Municipality cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

### **“Whistle Blower” Policy:**

Employees have the right under the “Conscientious Employee Protection Act (CEPA)” to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee’s official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. This right will also be communicated in the Employee Handbook. All complaints will be taken seriously and promptly investigated.

The Municipality shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, the Township Clerk, , other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Municipality. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the Municipality a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

### **Employee Complaint Policy:**

Employees who observe actions that they believe constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed with their supervisor, they should contact the Township Committee, or the Township Attorney. Reporting such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at

the conclusion of the investigation within a reasonable time from the date of the report of an incident.

### **Grievance Policy:**

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Municipality. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within five working dates after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the supervisor who will discuss the matter with the Commissioner of Liaison. The supervisor will communicate the decision to the employee within two working days.
- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Township Committee detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five days working days of the step one decision. After consulting the Township Attorney as appropriate, the Township Committee will render a written decision to the employee within thirty (30) working days after receipt of the written grievance.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.

### **Access to Personnel Files Policy:**

The official personnel file for each employee shall be maintained by the Township Clerk. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access. Any employee may review their file in the presence of the Township Clerk or Township Attorney upon reasonable notice.

### **Conflict of Interest Policy:**

Employees including Municipal officials and independent contractors must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Municipality. Violations of this policy will result in appropriate discipline including termination.

The Municipality recognizes the right of employees to engage in outside activities that are private nature and unrelated to Municipality business. However, business dealings that appear to create a conflict between the employee and the Municipality's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Municipality Clerk a state mandated disclosure form. The Municipality Clerk will notify employees and Municipality officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Municipality official is in a position to influence a Municipality decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Municipality may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township Clerk or the Township Attorney to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Municipality responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Municipality time, supplies or equipment in the outside employment activities. The Township Committee may request employees to restrict outside employment if the quality of Municipality work diminishes. Any employees who holds an interest in, or is employed by, any business doing business with the Municipality must submit a written notice of these outside interests to the Township Committee.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Municipality duties. Under no circumstances shall employees or contractors who perform services for the Township accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Municipality or any person or firm seeking to influence Township decisions. Employees are required to report to the Township Committee any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

### **Political Activity Policy:**

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Municipality time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Township Committee, or the Township Attorney.

## **Employee Evaluation Policy:**

The Supervisor will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form. After completing the evaluation, the supervisor will review the results with the employee and return the form(s) with the signed acknowledgement to the Township Clerk. After review by the Township Committee, the form(s) are to be included in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the department head and township committee liaison or commissioner.

## **Employee Discipline Policy:**

An employee may be subject to discipline for any of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Municipality, fellow employees, volunteers or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on Municipality property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Municipality property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Municipality property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Municipality premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, , etc.
- Careless waste of materials or abuse of tools, equipment or supplies.

- Deliberate destruction or damage to Municipality or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Municipality premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Municipality or supplier property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Municipality information.
- Gambling on Municipality premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Municipality premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly persons offense.
- Violating any Municipality rules or policies.
- Conduct unbecoming a public employee.
- Violation of Municipality policies, procedures and regulations.
- Violation of Federal, State or Municipality laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, and email.

- Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

In cases of employee misconduct, the Municipality believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Township Committee review; written reprimand; suspension; fines, and, dismissal. At the discretion of Municipality, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this manual nor any other Municipality guidelines, policies or practices create an employment contract. Employment with Municipality may be terminated at any time with or without cause or reason by the employee or Municipality.

### **Resignation Policy:**

An employee who intends to resign must notify the in writing at least two weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may not use paid time off except paid holidays. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Township Clerk and Township Attorney will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

### **Work Force Reduction Policy:**

The Municipality may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other re-employment rights for

employees will be determined by the Township Committee subject to the provisions of any applicable collective bargaining agreement.

### **Driver's License Policy:**

Any employee whose work requires that the operation of Municipality vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Municipality vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a Municipality vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Municipality vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Municipality vehicle shall be subject to possible termination.

Any information obtained by the Municipality in accordance with this section shall be used by the Municipality only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

## SECTION TWO

### Workplace Policies:

#### Job Description Policy:

A job description including qualifications shall be maintained for each position and/or set forth in the municipal code or New Jersey statute and/or regulation. All job descriptions must be approved by the Township Committee. Copies will be available upon request.

#### Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported to the supervisor prior to the start of the normal workday. The normal working hours for administrative departments are 9:00 AM to 4:00 PM. The working hours for other departments are established by departmental procedures and bargaining unit agreements.

#### Early Closing and Delayed Opening Policy:

In the event of unsafe conditions, the Mayor may authorize Supervisors to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Mayor shall notify Supervisors of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day or compensating time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. This provision does not apply to the Department of Public Works, Police, Fire, or Emergency Services or any personnel who may be required to assist in an emergency.

#### Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Tattoos and body piercing, other than earrings, may not be visible. With the advance approval of the Township Committee, the Municipality will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

### **No Smoking Policy:**

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Municipality has adopted a smoke-free policy for all buildings. Municipality facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Municipality buildings. Employees are permitted to smoke only outside Municipality buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the Municipality and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

### **Use of Vehicles Policy:**

Municipality owned vehicles shall be used only on official business and all passengers must be on Municipality business. (An employee who is also employed by another governmental entity may use a Municipality vehicle for that employment only if the employment is pursuant to an inter-local agreement between the Municipality and the other jurisdiction.)

Vehicles may be taken home only with the advance approval of the Township Committee except Supervisors may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Municipality vehicle, it is to be used only for official Municipality business; any other use is not permitted. Any violation of this policy constitutes cause for disciplinary action.

### **Telephone Usage Policy:**

Municipality telephones are for official business and employees may make a personal call only to inform their family of unexpected overtime. Charges for all other personal calls must be reimbursed to the Municipality. The use of hand-held cell phones while driving Municipality vehicles or while driving on Municipality business is prohibited.

### **E-Mail, Voice Mail, Computer and Internet Usage Policy:**

Municipality E-mail, voice mail and the Internet are for official business and use for non-business purposes is prohibited. All E-Mail, voice mail and Internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open-Public Records Act.

The Municipality reserves the right to monitor, obtain, review and disclose all E-Mail messages, computer files, voice mail and Internet messages on the computer and communications systems of the Municipality as deemed necessary and appropriate. By using Municipality E-Mail, computer systems, voice mail and the Internet, each user agrees that the Municipality has unrestricted access and the right to disclose all information communicated or stored on the E-

Mail, computer systems, voice mail and the Internet for any security, health, employment or other legitimate business reasons. Legitimate reasons also include systems maintenance, message routing, retrieval of business information, trouble-shooting hardware and software problems, preventing system misuse, protecting confidential proprietary information, insuring compliance with software license policies and complying with legal and regulatory requests for information. E-Mail shall not be used to harass, torment or disparage another party. Offensive and harassing communications are unacceptable and prohibited.

Except in emergency situations or as part of their officially assigned or regular or permitted duties, employees are prohibited from taking any photographs, pictures, digital images, or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people, or job related incident or occurrence with any personal analog or digital device, camera, imaging device, audio recorder or cellular telephone. This section also applies in off duty scenarios regarding any law enforcement related activities. Any photographs, images, or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, code guideline or directive concerning storage release, and disposal. Employees who have recorded any photographs, images or recordings with any personal device shall notify their supervisor as soon as practical. For the purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flight from accidents or crimes.

Employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people, or job related incident or occurrence taken with a personal or agency analog or digital device, camera or cellular phone to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Township Committee.

Employees that maintain personal web pages and web sites, including but not limited to Facebook, YouTube, Myspace, Twitter, etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Township if expressed or published using any other medium or in any other manner. The posting of words, phrases, photographs, images or any kind of information on a personal web site may be grounds for the imposition of disciplinary action against the employee if the words, phrases, photographs, images or information adversely reflects on the employee's fitness for duty or constitutes a violation of the personnel policies of (local unit).

### **Bulletin Board Policy:**

The bulletin boards located in the Municipality administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. The Township Clerk shall control the notices posted and/or removed from said bulletin board. Only personnel authorized by the Township Clerk may post, remove, or alter any notice.



- Thirteen (13) through sixteen (16) years of service                      four (4) weeks vacation:
- More than sixteen (16) years of service                                      five (5) weeks vacation

Employees must receive their supervisor's approval at least two (2) weeks in advance of the first vacation day. Employees who do not use all of their vacation allowance may add their unused days to their allowance for the following year only with the permission of the Township Committee. However, if these days are not used in the second year, they will be forfeited.

**Personal Leave Policy:**

Employees are entitled to three (3) personal days per year and any unused days are forfeited at the end of each calendar year.

**Sick Leave Policy:**

Employees are entitled to sixteen (16) working days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. Employees absent on sick leave for five or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including civil union partner, a doctor's verification of that individual is required. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. Prior to the return to work, the Municipality may require an employee to be examined by a physician designated by the Municipality to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received.

1. After twenty five (25) years of full time service to the Township, or twenty five (25) years of PERS service, a full time employee shall be compensated for unused sick days to a maximum of ninety five (95) days.
2. After twenty (20) years of full time service, each employee who is separated due to voluntary resignation or retirement shall be compensated for one half of unused accumulated sick days to a maximum of seventy five (75) days.
3. After fifteen (15) years of full time service, each full time employee who is separated due to voluntary resignation or retirement shall be compensated for one half of the unused accumulated sick days to a maximum of sixty (60) days.
4. After ten (10) years of full time service, each full time employee who is separated due to voluntary resignation or retirement shall be compensated for one half of unused accumulated sick days to a maximum of forty five (45) days.

5. After five (5) years of full time service each full time employee who is separated due to voluntary resignation or retirement, shall be compensated for one quarter of unused accumulated sick days to a maximum of twenty two and one half (22 1/2) days.
6. There will be no compensation paid to an employee for unused sick days who is separated due to voluntary resignation under five years of service or is terminated for cause or required to resign as an alternative to disciplinary action.

When a full time employee has depleted his accumulated sick days, vacation or other accumulated time for any bona fide illness, not in the line of duty, the Township Committee may pass a resolution granting the employee up to three months sick leave with pay each which shall include any sick days accumulated during the current year.

Any full time employee entitled to accumulated sick days shall serve notice in writing to the Township Clerk by January 15<sup>th</sup> of the retirement year. Upon retirement the ninety five (95) days compensation will be based upon their base pay for that year. Credit towards accumulated sick days will be based on unused sick days as of the year 1973.

All full time employees hired on or after June 1, 2010 shall be paid a maximum of fifteen thousand dollars (\$15,000.00) for any accumulated sick time which said payment may be made in two equal sums one year apart at the sole discretion of the Township Committee.

### **Bereavement Leave Policy:**

.Each full time employee shall be entitled to be absent without loss of pay because of attendance at the funeral or other religious service of the following named relatives:

One (1) day absence with full pay while attending the funeral or other religious service of an uncle, aunt, brother-in-law, sister-in-law, niece or nephew.

Five days absence with full pay while attending the funeral or other religious service of the employees spouse, child, mother, father, grandchild, brother, sister, parents-in-law, grandparents, grandparents-in-law, civil union partner or another relative member of the employee's household. The employer reserves the right to verify the legal relationship of the family member of the employee.

### **Jury Duty Policy:**

An employee required to render jury service shall be entitled to be absent from work during that service and will be paid the difference between any payment received for jury duty and the employee's regular salary.

### **Leave of Absence Policy:**

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Township Committee if the leave does not cause undue operational disruption. The leave

must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Township Committee may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Municipality.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Municipality Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the Municipality. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

### **Family and Medical Leave Act Policy:**

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act ("FMLA"). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act ("FLA"). In order to be eligible for such leave, employees must have: one (1) year of service with the Municipality; and, at least 1,000 hours of work (for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months. Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member, including civil union partner, or for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position. Eligible employees who take leave under this policy must use all accrued available vacation and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

The period of leave must be supported by a physician's certificate. An extension past twelve weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The Municipality reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and eligibility requirements are available from the Township Committee.

## **Military Leave Policy:**

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the leave shall be without pay but without loss of time.) or (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the (local unit type) group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

## **SECTION FOUR**

### **Compensation & Employee Benefits Policies:**

#### **Scope:**

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues.

#### **Payroll Policy:**

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are paid every two (2) weeks, with overtime being held back for four (4) weeks in order to compute payment of the amount due. Employees who are going on vacation and would like their checks in advance must make a written request at least two weeks in advance of the vacation.

The Township of South Hackensack will not accept responsibility for any employee's personal finances. The Township will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

#### **Deferred Compensation Policy:**

The Township at its option may offer a deferred compensation plan. All employees shall be entitled to participation in the plan and shall be governed by the terms of such plan and applicable law.

#### **Retirement Policy:**

If required by State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Township Committee in writing at least six (6) months in advance. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Supervisor will prepare an Employee Action form showing any pay or other money owed the employee. The Township Clerk will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this

time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

### **Workers Compensation Policy:**

Employees who suffer job related injuries and illnesses might be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The Municipality covers workers compensation benefits through its membership in a joint insurance fund. Any occupational injury or illness must be immediately reported to the supervisor. All required medical treatment must be performed by a Workers Compensation Physician appointed by the joint insurance fund for the Municipality and payment for unauthorized medical treatment may not be covered pursuant to the Act. Unless otherwise set by collective bargaining agreement the employee shall be entitled to the rates of temporary and permanent compensation as determined by Worker's Compensation Law only.

### **Conference and Seminar Policy:**

Requests to attend a conference or seminar must be approved by the Supervisor and the Township Committee. Requests shall be made sufficiently in advance to take advantage of discounts for early registration, and must be submitted to the Supervisor at least thirty days before the event. Requests must be in writing including the conference schedule, registration information and estimated costs. The Supervisor is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

## SECTION FIVE

### Managerial/Supervisory Procedures:

#### Employment Procedure:

- **Recruitment:** The Township Clerk will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Supervisor to notify the Township Clerk who will distribute notification of the vacancy to all departments. The Township Clerk will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Municipality is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.
- **Interviews:** The Township Clerk will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Municipality will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of his or her job and also provided the accommodation does not impose an unreasonable hardship on the Municipality.
- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Township Committee may require applicants to pass a physical examination in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Township Committee may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Municipality at the expense of the Municipality. All medical records of employees and prospective employees are confidential and are to be maintained by the Township Clerk separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.
- **Criminal Background Checks:** Criminal background checks are required of all candidates, whether paid or volunteer, that may work directly or indirectly with

children/youth/minors in accordance with the procedures outlined in the Section of this ordinance entitled "Background Checks and Procedures for Candidates, Employees and Volunteers".

- **Job Offers:** The final decision will be made by the Township Committee after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Municipality. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Township Committee will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Township Clerk. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

### **Background Checks and Procedures for Candidates, Employees and Volunteers:**

- **Background checks required:** Background checks are required of all candidates, whether for paid or volunteer positions, working directly or indirectly with children/youth/minors. Background checks will also be administered for each employee or volunteer that works directly or indirectly with children/youth/minors every three years. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- **Background check procedure:** The Township Clerk will perform or initiate background checks and be the recipient of reports from outside agencies or contractors. The Township Clerk will discuss disqualifying information received with the employee's or volunteer's department head. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not

be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

The Township Clerk will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the (local unit type) contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Township Committee.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children/Youth:** A candidate, volunteer, or employee may be disqualified from employment in a position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

- **Appeal Process:** The Appeals Committee will be comprised of the Township Committee, Police Chief and other designated management official of the municipality.

Once a candidate, employee or volunteer has been notified of a disqualifying conviction, the employee has 14 calendar days to file a Notice of Appeal with the (local unit type). Such Notice of Appeal must be sent in writing to the (Personnel Administrator title). The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect, pursuant to NJAC 13:59-1.6.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, an employee will be on a suspension with pay, pending the outcome of the Notice of Appeal.

In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold, has held, or currently holds, as the case may be.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The (local unit type) will issue a written determination on the employee's appeal of their disqualifying conviction, setting forth the reasons for the determination.

### **Open Public Meetings Act Procedure concerning Personnel Matters:**

Discussions by the Governing Body or any body of the Municipality concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the Governing Body or any body of the Municipality concerning such matters, the Clerk shall notify the affected person(s), within a reasonable period of time, of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the Governing Body or other body of the Municipality may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

## **Processing and Orientation of New Employees Procedure:**

All new regular full-time and regular part-time employees will be scheduled to meet with the Township Clerk, on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Township Clerk for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual if the employee is a manager or supervisor and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

## **Initial Employment Period Procedure:**

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of not less than three (3) months or more than six (6) months, as determined by the Township Committee. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this period if the Township Committee concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Township Committee may extend the initial employment period. (Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.)

Nothing in the procedure set forth in this section shall alter Municipality's employment at will policy. Employment with Municipality is at will and may be terminated at any time with or without cause or notice by the Municipality or the employee."

## **Employee Handbook Procedure:**

The Township Attorney shall draft an Employee Handbook for the approval of the Township Committee.. Once approved, copies will be distributed by the Township Clerk to all employees

- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all of ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

*Exceeds Expectations* means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

*Meets Job Requirements* means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

*Needs Improvement* means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

*Does Not Meet Minimum Standards* means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Township Clerk. After review by the Township Committee, the form(s) are to be included in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Township Committee.

### **Disciplinary Action Procedure:**

All employees are expected to meet the Municipality's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Municipality's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Municipality's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the supervisor and/or department head, action may begin at any step, and/or certain steps may be repeated or by-passed.

and the Township Clerk shall sign and keep on file a certification that said Handbook has been distributed . The Handbook will be revised and re-distributed whenever there is a significant change in personnel practice or every two years.

### **Performance Evaluation Procedure:**

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.
- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Township Clerk for the employee's official personnel file.
- **Township Committee Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Township Committee, the employee will be so advised and a meeting arranged with the Township Committee at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Township Committee. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Township Clerk for the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Department Head will make the decision and may seek the advice of the Township Attorney if appropriate. Suspended Employees may request a hearing under the applicable grievance procedure.
- **Dismissal:** Whenever an employee is recommended for dismissal, the Township Committee will make the decision only after seeking the advice of the Township Attorney. There must be a complete review of the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

### **Personnel File Procedure:**

The official personnel files shall be maintained by the Township Clerk and employee medical information will be maintained in a separate file. At least annually, the Township Clerk will review files to make sure they are up-to-date.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;

- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts; and
- Any other pertinent information.

### **Employee Complaint Investigation Procedure:**

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The supervisor, or Department Head must report all written or verbal complaints to the Township Clerk . Upon receipt, the Township Clerk will determine if the complaint was made pursuant to the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Township Clerk or investigator appointed by the Township Committee will interview the employee. If the employee is reluctant to sign a written complaint, the Township Clerk or investigator will prepare written notes of the date, time and place of the complaint and the specific

allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- **Investigation:** The Township Clerk will seek the advice of the Township Attorney when planning the investigation. The investigation should be conducted by the (Employment Attorney/Advisor title) or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Township Clerk will discuss the conclusions with the Township Attorney and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Municipality is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.
- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Township Clerk will formulate with the advice of the Township Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

### **Requests for Employment Verification and Reference Procedure:**

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Township Clerk. No employee may issue a reference letter without the permission of the Township Clerk. Under no circumstances should any information be released over the phone.

In response to a request for information, the Township Clerk will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Municipality is required to release the information by law or (2)

the employee or former employee authorizes the Municipality in writing to furnish this information and releases the Municipality from liability.

**Continuing Education Procedure:**

The Municipality, in conjunction with the Township Clerk will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Municipality will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Municipality employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

**Resolution No. 2010-093 Licenses – APRIL 2010**

WHEREAS, the following have made applications and paid a fee for various licenses, and

WHEREAS, the Township Committee has no exception to the issuance of these licenses,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of South Hackensack that the following licenses by and are hereby approved unless noted and with conditions as noted.

GENERAL LICENSES

<u>Received</u>	<u>Business</u>	<u>License #</u>	<u>Fee</u>	<u>Type</u>
3/11/10	New River Drive Car Wash	3896	\$ 350	Car Wash/Vacuum
3/11/10	Culinary Ventures Vending	3897	100	(4) Vending Machines
3/11/10	Tony G's Restaurant*	3898	150	Rest./Vending (1)
3/11/10	Gemelli Restaurant*	3899	125	Restaurant
3/11/10	Condemi Motor Co	3900	955	Auto Body/Used Car
-----	-----	-----	----	Parking Lot
3/11/10	Teggiano Resterante*	3401A	125	Restaurant
3/11/10	Inter Motors Inc.	3402A	360	Used Car Dealer
3/12/10	Burger King*	3403A	125	Restaurant
3/12/10	Seminerio Service Center	3404A	175	Auto Repair
3/12/10	Zaloom Marketing Corp.	3405A	120	Grocery Store
3/15/10	Express Fuel Mgmt	3406A	170	Gas Station/2 Pumps
3/15/10	Cash Your Car Inc.	3407A	360	Used Car Dealer
3/15/10	CHAPA Enterprises	3408A	50	Limo Service
	Voided	3409A		Voided
3/19/10	Danatoni's Deli/Grill	3410A	125	Lunchroom
3/19/10	C&D Auto Body	3411A	175	Auto Body Shop
3/19/10	A to Z Auto Sales	3412A	360	Used Car Dealer
3/26/10	ES Classic Cars, LLC	3413A	360	Used Car Dealer
3/26/10	Atey Auto Body	3414A	175	Auto Body Shop
3/26/10	A Pegasus Limousine	3415A	50	Limo Service
3/26/10	Park Avenue BMW	3416A	175	Auto Repair Shop
3/29/10	Datamation Systems, Inc.	3417A	50	Vending Machines (2)
3/29/10	Looking Good Car Wash	3418A	300	Car Wash/Detailing
3/29/10	NBR Vending	3419A	50	Vending Machines (2)

\*Pending all satisfactory inspections.

TOTAL: \$ 4,985

FIRE PERMITS

<u>Received</u>	<u>Business</u>	<u>License #</u>	<u>Fee</u>
3/11/10	Das Installations	2355	\$ 208
3/11/10	F.P. Schmidt	2356	208
3/11/10	Imagine Gold, Inc.	2357	166
3/15/10	Pat's Grove Auto	2358	42
3/15/10	Craft Mechanical	2359	42
3/16/10	Etched in Stone	2360	208
3/24/10	Alan Party Rentals	2361	208
3/26/10	Park Avenue BMW	2362	42
3/31/10	Lumber Liquidators	2363	166

TOTAL FIRE: \$ 1,290

GRAND TOTAL ALL LICENSES/PERMITS: \$ 6,275

Consent Agenda Resolution No. 2010-04

Date: April 8, 2010

**Resolution No. 2010-094 Consent to Update Property 400 Huyler Street – T-Mobile**

WHEREAS Omnipoint Communications Inc. and Township of South Hackensack ("Landlord") entered into a Lease Agreement dated 12/01/2005 for a site located at NJ05791D, 400 Huyler Street, South Hackensack, to install telecommunication equipment as defined therein on the property; and

WHEREAS T-Mobile Northeast LLC, the successor in interest to Omnipoint Communications, Inc. is updating its current utilities at the property and in correspondence dated March 22, 2010 has requested Township approval of the proposed work and has submitted a scope of work for the update; and

WHEREAS the Scope of Work was forwarded to the engineer for his determination as to whether or not a formal review of the update would be required; and

WHEREAS Boswell Engineering determined that no formal review by the Engineer is required since it does not involve load bearing equipment and the work is considered minor; and

WHEREAS the construction code official has no objection to Township approval of the update and has advised the clerk that no permits are required,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, New Jersey that the Township Committee hereby approves the request to update the equipment located at 400 Huyler Street and further authorizes and directs the clerk to execute the Acknowledgment and Consent on behalf of the Township of South Hackensack.

Consent Agenda Resolution No. 2010-04  
Date: April 8, 2010

Resolution No. 2010-095-Authorizing Settlement of Tax Appeal

WHEREAS, Real Property Tax Appeals have been filed as follows:

Property Owner: Hobart Enterprises, LLC  
Address: 315 Phillips Avenue  
Lot: 3  
Block: 1.01  
Docket No: 010255-2007  
009394-2008  
015469-2009

and

WHEREAS, these Tax Appeals have been reviewed with the Tax Assessor, Township Attorney and Appraisal Expert who have concurred that a fair settlement, as detailed on the attached Stipulation of Settlement, has been reached; and

WHEREAS, the proposed settlement reflects consideration of all factors, including, without being limited to, the cost and expense of defending these appeals and securing appraisal reports; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of South Hackensack, County of Bergen, and State of New Jersey as follows:

1. The settlement of the Real Property Tax Appeals described in the preamble of this resolution is hereby authorized.
2. The terms of the settlement are as set forth on the attached Stipulation of Settlement which is specifically incorporated herein.
3. JOSEPH J. ROTOLO, ESQ. is authorized to execute the attached Stipulation of Settlement on behalf of the Township of South Hackensack.
4. Any refunds due and owing as a result of the settlement of the Tax Appeal shall be forwarded to Counsel for the Plaintiff and made payable to the attorney trust account of the Plaintiff's attorney.

NOW THEREFORE BE IT FURTHER RESOLVED that the Township Clerk be and he is hereby authorized and directed to forward certified copies of the within Resolution to JOSEPH J. ROTOLO, ESQ., the Tax Assessor of the Township of South Hackensack and Robert McNerney of McNerney & Associates.

Consent Agenda Resolution No. 2010-04  
Date: April 8, 2010

Stipulation of Settlement Here

**NOWELL AMOROSO KLEIN BIERMAN, P.A.**

155 Polifly Road  
 Hackensack, New Jersey 07601  
 (201) 343-5001  
 Attorney for Plaintiff

HOBART ENTERPRISES LLC,

*Plaintiff,*

vs.

TOWNSHIP OF SOUTH HACKENSACK,

*Defendant.*

TAX COURT OF NEW JERSEY

DOCKET NO. 010255-2007,  
 009394-2008 and 015469-2009

CIVIL ACTION

STIPULATION OF SETTLEMENT

Assigned Judge:

Honorable Joseph M. Andresini, J.T.C.

First Calendar Date: January, 2009

1. It is hereby stipulated and agreed that the assessment of the following property(ies) be adjusted and a judgment be entered as follows:

Block: .....1.01  
 Lot: .....3  
 Street Address: .....315 Phillips Avenue  
 Year: .....2007

	<u>ORIGINAL ASSESSMENT</u>	<u>COUNTY BOARD JUDGMENT</u>	<u>REQUESTED TAX COURT JUDGMENT</u>
LAND	\$ 165,000	\$ 165,000	\$ 165,000
IMPROVEMENTS	\$ 436,200	\$ 165,000	\$ 436,200
TOTAL	\$ 601,200	\$ 601,200	\$ 601,200

Block: .....1.01  
 Lot: .....3  
 Street Address:.....315 Phillips Avenue  
 Year:.....2008

	<u>ORIGINAL ASSESSMENT</u>	<u>COUNTY BOARD JUDGMENT</u>	<u>REQUESTED TAX COURT JUDGMENT</u>
LAND	\$ 165,000	\$ 165,000	\$ 165,000
IMPROVEMENTS	\$ <u>436,200</u>	\$ 165,000	\$ <u>206,200</u>
TOTAL	\$ 601,200	\$ 601,200	\$ 371,200

Block: .....1.01  
 Lot: .....3  
 Street Address:.....315 Phillips Avenue  
 Year:.....2009

	<u>ORIGINAL ASSESSMENT</u>	<u>COUNTY BOARD JUDGMENT</u>	<u>REQUESTED TAX COURT JUDGMENT</u>
LAND	\$ 165,000	\$ 165,000	\$ 165,000
IMPROVEMENTS	\$ <u>436,200</u>	\$ 165,000	\$ <u>173,100</u>
TOTAL	\$ 601,200	\$ 601,200	\$ 338,100

2. The undersigned have made such examination of the value and proper assessment of the property(ies) and have obtained such appraisals, analysis and information with respect to the valuation and assessment of the property(ies) as they deem necessary and appropriate for the purpose of enabling them to enter into the stipulation. The assessor of the taxing district has been consulted by the attorney for the taxing district with respect to this settlement and has concurred.

3. Based upon the foregoing, the undersigned represent to the Court that the above settlement will result in an assessment at the fair assessable value of the property(ies) consistent with assessing practices generally applicable in the taxing district as required by law.

4. The parties agree that there has been no change in value or municipal wide revaluation or reassessment adopted for the tax year(s) 2010, and therefore agree that the provisions of N.J.S.A. 54:51A-8 (Freeze Act) shall be applicable to and a final disposition of this case and the entire controversy and of any actions pending or hereafter instituted by the parties concerning the assessment on the property referred to

herein for said Freeze Act year(s). No Freeze Act year(s) shall be the basis for application of the Freeze Act for any subsequent year(s).

5. Any refund due hereunder shall be made payable to "Hobart Enterprises LLC" and forwarded to John R. Lloyd, Esq., Nowell Amoroso Klein Bierman, P.A., 155 Polifly Road, Hackensack, New Jersey 07601.

6. Interest on the refund is waived by the taxpayer provided the refund is paid within 60 days of the date of the judgment pursuant to N.J.S.A. 54:3-27.2.

NOWELL AMOROSO KLEIN BIERMAN, P.A.  
Attorneys for Plaintiff

Dated: \_\_\_\_\_

*1/21/10*

By: \_\_\_\_\_

*[Handwritten Signature]*

JOHN R. LLOYD

JOSEPH J. ROTOLO  
Attorney for Defendant

Dated: \_\_\_\_\_

By: \_\_\_\_\_

JOSEPH J. ROTOLO

**Township of South Hackensack  
Bergen County, New Jersey**

4/8/2010

RESOLUTION NO. 2010 - 096

BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, State of New Jersey, that the proper warrants be drawn and that attached bills, with the exception of those bills not approved by a majority of the Committee, be paid providing funds are available in the amount of

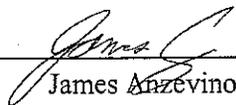
1,822,376.48

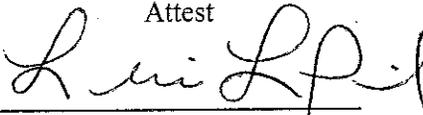
Offered By:

Seconded By:

Approval Date: 4/08/10

Approved:

  
James Anzevino, Mayor

Attest  
  
Linda LoPiccolo, Clerk

**Developer's & Escrow**

Check No's 1561 to 1566	Per Attached List	20,215.00
	Total Developers & Escrow	20,215.00

**Payroll Agency**

Check No's 1205 to 1210	Per Attached List	2,542.00
EFT - Premium Collection	Per Attached List	8,640.12
	Total Payroll Agency	11,182.12

**Unemployment**

Check No.	Per Attached List	-
	Total Unemployment	-

**Park Ave BMW**

Check No.	Per Attached List	-
	Total Park Ave BMW	-

**FED-Ex**

Check No.	Per Attached List	-
	Total FED-Ex	-

**Capital**

Check No 1253	Per attached List	241.50
	Total Capital	241.50

**Dog License**

Check No.	Per attached List	0.00
	Total Dog License	0.00

**Current Fund**

Check No's 7306 to 7386	Per attached List	1,790,737.86
	Total Current Account	1,790,737.86

Range of Checking Accts: First to Last Range of Check Dates: 03/10/10 to 04/06/10  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Number
DEV DEVELOPERS & ESCROW CASH					
1561	03/17/10	SHT01 SOUTH HACKENSACK TOWNSHIP	2,057.71		658
1562	03/30/10	SHT01 SOUTH HACKENSACK TOWNSHIP	9,544.21		667
1563	04/05/10	BOS01 BOSWELL ENGINEERING, INC.	6,529.75		672
1564	04/05/10	CHA01 RALPH W. CHANDLESS, JR.	525.60		672
1565	04/05/10	SCH01 LAW OFF JOHN L SCETTINO, ESQ	925.00		672
1566	04/05/10	SHT01 SOUTH HACKENSACK TOWNSHIP	632.73		672

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	6	0	0.00	20,215.00
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>6</b>	<b>0</b>	<b>0.00</b>	<b>20,215.00</b>

EFT ACTIVITY	EFT ACTIVITY TRACKING	Amount Paid	Ref Number
10001 04/01/10	PRE02 PREMIUM COLLECTION	8,640.12	670

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	1	0	0.00	8,640.12
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>8,640.12</b>

GENERAL ACCOUNT					
7306	03/11/10	SHP01	SO HACKENSACK PAYROLL AGENCY	4,334.28	657
7307	03/11/10	SHT01	SOUTH HACKENSACK TOWNSHIP	56,435.25	657
7308	03/17/10	DAN02	JOHN D'ANTON ESQ.	2,817.50	659
7309	03/17/10	PIT03	PURCHASE POWER - PITNEY BOWES	1,000.00	659
7310	03/17/10	SHP01	SO HACKENSACK PAYROLL AGENCY	4,437.59	03/17/10 VOID 661
7311	03/17/10	SHT01	SOUTH HACKENSACK TOWNSHIP	56,201.57	661
7312	03/17/10	SHP01	SO HACKENSACK PAYROLL AGENCY	4,316.43	662
7313	03/24/10	YUM01	YUMMY MEMORIES	444.00	663
7314	03/24/10	SHP01	SO HACKENSACK PAYROLL AGENCY	5,760.38	664
7315	03/24/10	SHT01	SOUTH HACKENSACK TOWNSHIP	75,076.91	664
7316	03/26/10	SHP02	SOUTH HACKENSACK PAYROLL AGENC	616,776.00	666
7317	03/26/10	SHT01	SOUTH HACKENSACK TOWNSHIP	221.89	666
7318	03/31/10	SHP01	SO HACKENSACK PAYROLL AGENCY	4,761.48	668
7319	03/31/10	SHT01	SOUTH HACKENSACK TOWNSHIP	62,019.15	668
7320	04/06/10	90501	905 CREATIVE	690.00	673
7321	04/06/10	APP01	Appraisal Systems, Inc.	20,260.00	673
7322	04/06/10	BCU01	BERGEN COUNTY UTILITIES AUTH	136,821.00	673
7323	04/06/10	BER01	BERGEN MUNICIPAL EMPLOYEE BENF	60,321.99	673
7324	04/06/10	BUY01	Buyasafe.com	43.75	673
7325	04/06/10	CAB01	CABLEVISION	261.93	673
7326	04/06/10	CAM04	CAMPBELL - ERS	640.00	673
7327	04/06/10	CAR06	CARGILL, INCORPORATED	1,679.59	673
7328	04/06/10	CLI01	CLIFFSIDE AUTO BODY	145.49	673
7329	04/06/10	COA01	COAST AUTOMOTIVE	763.13	673

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Number
30	04/06/10	CON02 ONE COMMUNICATIONS	748.92	673
31	04/06/10	DAN02 JOHN D'ANTON ESQ.	987.50	673
7332	04/06/10	EDM01 EDMUNDS & ASSOCIATES, INC.	1,000.00	673
7333	04/06/10	ENF01 ENFORSYS POLICE SYSTEMS INC	4,168.00	673
7334	04/06/10	ESS21 ESS, INC	360.00	673
7335	04/06/10	FIR01 THE FIRST OCCUPATIONAL CENTER	1,407.00	673
7336	04/06/10	GKS01 G & K SERVICES	360.33	673
7337	04/06/10	GRA10 GRAINGER	287.07	673
7338	04/06/10	HUD01 HUDSON TIRE EXCHANGE	211.12	673
7339	04/06/10	IDM01 IDM MEDICAL SUPPLY	254.00	673
7340	04/06/10	KE011 DANIEL G. KEOUGH, ESQ.TRUSTEE	12,804.00	673
7341	04/06/10	LAN01 LANGUAGE LINE SERVICES	102.00	673
7342	04/06/10	LET11 LET'S GET PERSONAL COMPUTING	300.00	673
7343	04/06/10	LIT01 LITTLE FERRY HARDWARE	532.89	673
7344	04/06/10	MET02 METRO FIRE & SAFETY EQUIPMENT	743.95	673
7345	04/06/10	MET03 METROPOLITAN RUBBER CO, INC	1,357.79	673
7346	04/06/10	NEW05 NJ Division of Consumer Affair	30.00	673
7347	04/06/10	NJA02 NJ ASSO PLANNING/ZONING ADMIN	45.00	673
7348	04/06/10	NJL10 NEW JERSEY LEAGUE OF MUNICIPAL	55.00	673
7349	04/06/10	NJWEA NJWEA	124.00	673
7350	04/06/10	NOR01 NORTH JERSEY MEDIA GROUP INC	290.61	673
7351	04/06/10	NOR03 NORTH BERGEN ASPHALT PRODUCTS	204.00	673
7352	04/06/10	NOR10 NO NJ TEAMSTERS BENEFIT PLAN	16.00	673
7353	04/06/10	OSH02 O'SHEA PRINTING GRAPHICS	300.00	673
4	04/06/10	PIN01 PINNACLE WIRELESS	190.00	673
5	04/06/10	PIT04 PITNEY BOWES GLOBAL FINANCIAL	180.00	673
7356	04/06/10	PSE01 P S E & G	9,286.27	673
7357	04/06/10	PVS01 PASSAIC VALLEY SEWERAGE COMM	2,023.11	673
7358	04/06/10	RAC01 RACHLES & MICHELE'S OIL CO INC	6,279.29	673
7359	04/06/10	RAP01 RAPID PUMP & METER	192.50	673
7360	04/06/10	ROT02 JOSEPH J. ROTOLO	318.00	673
7361	04/06/10	RUT01 RUTGERS, THE STATE UNIVERSITY	1,152.00	673
7362	04/06/10	SAG01 SAFRAN GROUP MORPHOTRAK	4,000.00	673
7363	04/06/10	SHE01 SO HACKENSACK BD OF EDUCATION	553,145.00	673
7364	04/06/10	SHF01 SO HACKENSACK FIRE CO NO 1	1,560.00	673
7365	04/06/10	SOU01 SOUTH BERGEN MUNI JT INS FUND	63,883.53	673
7366	04/06/10	STA01 STAPLES CREDIT PLAN	1,583.03	673
7367	04/06/10	STA04 STANDARD INSURANCE COMPANY	110.34	673
7368	04/06/10	SUP02 Superior Safe Co.	90.00	673
7369	04/06/10	SUS01 SUSQUEHANNA MUNICIPAL FINANCE	249.00	673
7370	04/06/10	TAX02 TCTA OF NJ	25.00	673
7371	04/06/10	TEC01 TECHNICAL ASST ASSN BERGEN/PAS	40.00	673
7372	04/06/10	TM002 T-Mobile 120	92.15	673
7373	04/06/10	TM001 T-MOBILE 345	177.99	673
7374	04/06/10	TOW01 TOWN GETTY SERVICE	529.40	673
7375	04/06/10	UNI01 UNITED WATER NEW JERSEY	3,215.37	673
7376	04/06/10	USA01 USA MOBILITY	13.44	673
7377	04/06/10	VAN01 VAN DINES FOUR WHEEL DRIVE CTR	1,758.47	673
7378	04/06/10	VER05 Verizon V06	84.06	673
9	04/06/10	VER06 Verizon 8965	584.13	673
0	04/06/10	VER07 Verizon 0648	361.84	673
7381	04/06/10	VER09 Verizon Wireless 1644	160.04	673
7382	04/06/10	VIG01 VIGILANTI ELECTRIC INC	410.00	673
7383	04/06/10	WEF01 WATER ENVIRONMENT FEDERATION	115.00	673

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Number
7384	04/06/10	WEL02 WELTER & KREUTZ PRINTING CO	180.00		673
7385	04/06/10	WES02 Thomson West	158.00		673
7386	04/06/10	WIC01 WICKERSHEIM & SONS	110.00		673

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	80	1	4,437.59	1,790,737.86
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>80</b>	<b>1</b>	<b>4,437.59</b>	<b>1,790,737.86</b>

GENERAL CAPITAL	GENERAL CAPITAL INTERCHANGE			
1523	04/05/10	BOS01 BOSWELL ENGINEERING, INC.	241.50	671

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	1	0	0.00	241.50
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>241.50</b>

WYROLL AGENCY	PR AGENCY	TB BANK	Amount Paid	Ref Number
1205	03/11/10	NJF03 NEW JERSEY FAMILY SUPPORT	553.00	656
1206	03/17/10	NJF03 NEW JERSEY FAMILY SUPPORT	553.00	660
1207	03/24/10	NJF03 NEW JERSEY FAMILY SUPPORT	165.00	665
1208	03/24/10	NJF03 NEW JERSEY FAMILY SUPPORT	553.00	665
1209	03/31/10	NJF03 NEW JERSEY FAMILY SUPPORT	165.00	669
1210	03/31/10	NJF03 NEW JERSEY FAMILY SUPPORT	553.00	669

Checking Account Totals	Paid	Void	Amount Void	Amount Paid
Checks:	6	0	0.00	2,542.00
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>6</b>	<b>0</b>	<b>0.00</b>	<b>2,542.00</b>

Report Totals	Paid	Void	Amount Void	Amount Paid
Checks:	94	1	4,437.59	1,822,376.48
Direct Deposit:	0	0	0.00	0.00
<b>Total:</b>	<b>94</b>	<b>1</b>	<b>4,437.59</b>	<b>1,822,376.48</b>

**Resolution No. 2010-097 Temporary Budget Amendment #2**

WHEREAS, an emergent Condition has arisen with respect to current fund appropriations (see list below) and

WHEREAS, no adequate provision has not been made in the 2010 temporary budget for the aforesaid purpose, and NJSA 40A: 4-20, provides for the creation of an emergency appropriation for the purpose above mentioned, and

WHEREAS, the total emergency temporary resolutions adopted in the year 2010 pursuant to the provision of Chapter 96, P.S. 1951 (N.J.S.A.40A: 4-20) including this resolution total \$1,230,695.

NOW, THEREFORE, BE IT RESOLVED (not less than two thirds of all members thereof affirmatively concurring) that in accordance with the provision of N.J.S.A.40A: 4-20:

1. An emergency temporary appropriation be and the same is hereby made for

Township of South Hackensack  
2010 Temporary Budget

*Operations included in "CAPS"*

Township Committee S/W	2,250
Municipal Clerk S/W	23,600
Municipal Clerk O/E	5,000
Finance S/W	6,000
Tax Collection S/W	3,000
Tax Collection O/E	1,000
Legal Services S/W	6,700
Engineer O/E	9,000
Planning Board S/W	500
Planning Board O/E	500
Board of Adjustment S/W	500
Code Enforcement S/W	10,000
Code Enforcement O/E	400
Worker Compensation	63,700
Employee Group Insurance	120,000
Police S/W	400,000
Police O/E	8,000
Dispatcher S/W	25,000
Emergency Management S/W	1,100
Volunteer Ambulance O/E	3,500
Fire Department O/E	3,000
Prosecutor S/W	1,250
Public Works S/W	120,000
DPW O/E	5,000
Solid Waste-garbage	6,200
Buildings & Grounds	3,000
Vehicle Maintenance	2,500





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Township of South Hackensack  
MARCH 2010  
Correspondence

- 3/1/10 Russo Development – Notice of NJDEP Flood Hazard Area Individual Permit Application – Block 22 Lot 1 - 140 State St, Moonachie
- 3/1/10 NJ DEP – Public Notice seeking public comment to approve and Air Pollution Control Operating Permit Renewal for 35 Horizon Blvd. B 106 Lot 2.04
- 3/1/10 NJ DEP – Notice of Public Comment Period regarding proposed amendments to the FFY2010 Clean Water Priority System/Intended Use Plan for the State Revolving Fund(SRF) program
- 3/1/10 Verizon – Notices for Fox Reality Channel Removal on 3/29/2010 and Setanta Sports will become Fox Soccer Plus
- 3/2/10 Cablevision – Launch of ART iO International a la carte channel and tariffs reflecting the addition of this service
- 3/5/10 BCUA – Public Hearing on Computation of Connection Fees Thursday March 25, 2010 at 10 am Administration Bldg. Mehrhof Road, Little Ferry for the term of April 1, 2010 – March 31, 2011
- 3/5/10 NJ Transit – funding available for equipment for the transportation of seniors and people with disabilities – application on line [www.njcttp.org](http://www.njcttp.org) and must be postmarked by March 22, 2010
- 3/5/10 NJ Transit – Public Hearing notice for proposed changes to bus, rail, light rail, access link and bust contract carriers fares, fare policies and service levels effective May 1, 2010 – March 25, 26, and 27<sup>th</sup> several locations
- 3/8/10 BCUA – Sewer Connection Fee Workshop March 24, 2010 at 10:00 am Merhoff Road, Little Ferry
- 3/8/10 TANAAC – next scheduled meeting is Wednesday April 28, 2020 at 7 pm PANYNJ Conference Room on Moonachie Avenue in Teterboro and Complaint List for February 2010
- 3/8/10 NJMC – \$100,000 Reimbursement check for the 2009 MAP Grant
- 3/12/10 Cablevision – tariffs reflecting a Family Cable Sell-in Digital requirement effective April 5, 2010
- 3/15/10 Borough of Little Ferry – notice of adoption Ord. No. 1293-03-10 on March 2, 2010 entitled “ Land Use: Zoning, B-H highway and regional business zone
- 3/15/10 Annual Debt Statement – 3 certified by the CFO and 2 originals filed with the DLGS
- 3/18/10 NJMC – Application for Fill/Stockpile Operation at Block 202 Lot 14 Teterboro – Rt. 46 Industrial Avenue
- 3/19/10 NJMC – Monthly Meeting Agenda March 25, 2010 – 10:00 a.m. Lyndhurst NJ
- 3/19/10 BCUA – Public Hearing Notice for the Solid Waste Management Plan on April 13. 2010 at 10:00 a.m. Public Meeting Room, Mehrhof Rd. Little Ferry
- 3/19/10 NJ Dept. of State – 2010 Election Deadline & Voter Information Posters
- 3/19/10 Office of BC Sheriff – information on the pilot telepsychiatry program

- 3/22/10 BC Bd. of Elections – new Board of Elections Commissioners list
- 3/22/10 Borough of Carlstadt – Resolution No. 2010-60 opposes the enactment of P.L. 2009, c. 118 and any plan to expand the pilot program to include Bergen County
- 3/26/10 United Water of NJ – public hearing notice of filing of petition for approval of an increase in rates for water service and to make other tariff changes – scheduled for April 15, 2010 at 6:30 p.m. Freeholders Room – One Bergen County Plaza, Hackensack NJ
- 3/26/10 NJ DOT – approved 2010 Municipal Aid Program - \$125,000
- 3/29/10 Cablevision – As of March 25, 2010 no longer launch the iO International Greek Package and only launching 1 a la carte channel
- 3/30/10 Board of Chosen Freeholders – Intro to Guaranty Ord. No. 10-07 for proposed governmental loan program and Resolution No. 378 opposing State Budget cuts to school districts in Bergen County, Resolution No. 379 in opposition of repealing Bergen County Blue Laws, and Resolution No. 380 in support of Millionaires Fair Tax Legislation
- 3/31/10 NJMC -- Zoning Certificate Application 700 Commercial Ave, Carlstadt to operate a contractor's yard on the premise
- 3/31/10 Riker, Danzig, Scherer, Hyland, Perretti – Public Notice Block 29 Lot 1 Naturex 375 Huyler Street – Flood Hazard Permit



# TOWNSHIP OF SOUTH HACKENSACK

## TOWNSHIP COMMITTEE

JAMES ANZEVINO, MAYOR  
GARY C. BRUGGER  
FRANK CAGAS  
WALTER ECKEL, JR  
GREGORIO MACERI

227 PHILLIPS AVENUE  
SOUTH HACKENSACK, NEW JERSEY 07606  
BERGEN COUNTY

Phone (201) 440-1815  
Fax (201) 440-0719

### TREASURER'S REPORT

March 2010

*General Fund*

Balance March 1, 2010	\$3,015,917.42
March Interest	411.67
March EFTs	10,962.27
March Receipts	274,050.68
Cash Disbursed During the Month of March	1,647,340.16
<b>Balance March 31, 2010</b>	<b>\$1,654,001.88</b>

Respectfully Submitted,

Durene M. Ayer  
Township Treasurer

4/6/2010

**SOUTH HACKENSACK FIRE DEPARTMENT  
MONTHLY ACTIVITY REPORT  
MARCH 2010**

TO FIRE COMMISSIONER GARY BRUGGER: MONTHLY REPORT MARCH 2010

THE FOLLOWING IS A LIST OF CALLS AND DRILLS FOR THE MONTH OF MARCH AND THE RESULTING MAN HOURS:

<u>FIRES:</u>		<u># OF MEN</u>	<u>MAN HOURS</u>
03/01/10	30 LEUNING ST-ALARM ACTIVATION	7	2hrs 41mins
03/09/10	130 WESLEY ST-ALARM ACTIVATION	12	4hrs 12mins
03/11/10	375 HUYLER ST-ALARM ACTIVATION	17	12hrs 28mins
03/12/10	69A WESLEY ST-WATERFLOW ALARM	13	11hrs 29mins
03/12/10	69A WESLEY ST-WATERFLOW ALARM	13	5hrs 12mins
03/13/10	35 HORIZON BLVD-ALARM ACTIVATION	12	5hrs
03/13/10	636 HUYLER ST-WIRES DOWN	11	4hrs 12mins
03/16/10	25 DYER AVE-SMELL OF SMOKE	9	5hrs 33mins
03/20/10	265 HUYLER ST-ALARM ACTIVATION	4	1hr 48mins
03/24/10	490 RT 46 (W)-ALARM ACTIVATION	7	1hr 10mins
03/25/10	23 EMPIRE BLVD-WATERFLOW ALARM	10	5hrs 10mins
03/25/10	490 RT 46(W)-ALARM ACTIVATION	6	1hr 18mins
03/31/10	5 EMPIRE BLVD-WATERFLOW ALARM	8	2hrs 32mins

<b>TOTAL:</b>	<b>HOURS</b>	<b>70hrs 35mins</b>
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**CHIEF'S CALLS:**

03/29/10	COUNTY ID CARDS	15	15hrs 30mins
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<b>TOTAL:</b>	<b>HOURS</b>	<b>15hrs 30mins</b>
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**DRILLS:**

03/21/10	FIREMATIC DUTIES	13	46hrs 35mins
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<b>TOTAL:</b>	<b>HOURS</b>	<b>46hrs 35mins</b>
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**MONTHLY TOTALS:**

131hrs 40mins	MAN HOURS	
13	FIRES	
1	DRILLS	
1	CHIEF'S CALL	

**YEAR TO DATE TOTALS:**

690hrs 43mins	MAN HOURS	
40	FIRES	
3	DRILLS	
1	CHIEF'S CALL	

RESPECTFULLY SUBMITTED,

Francisco Maceri   
CHIEF FRANCESCO A MACERI

Court Administrator  
DIANE BRANDO



Municipal Court Judge  
VINCE A. SICARI

## TOWNSHIP OF SOUTH HACKENSACK MUNICIPAL COURT

227 Phillips Avenue  
South Hackensack, N. J. 07606

201-641-7183 • 201-440-1844  
Fax 201-440-6017

April 5, 2010

Honorable Township Committee  
227 Phillips Avenue  
South Hackensack, NJ 07606

Dear Committee,

The following are checks forwarded to the Township of South Hackensack from the Municipal Court of South Hackensack:

Check #1293 in the amount of \$11,156.36 for fines and costs for the month of March 2010.

Check #1294 in the amount of \$32.00 for the P.O. A.A. fines for the month of March 2010.

These fines have been earmarked by the Administrative Office of the courts for the Court Account only.

Sincerely,

  
Diane Brando  
Court Administrator



# TOWNSHIP OF SOUTH HACKENSACK

## TOWNSHIP COMMITTEE

JAMES ANZEVINO, MAYOR  
GARY C. BRUGGER  
FRANK CAGAS  
WALTER ECKEL, JR  
GREGORIO MACERI

227 PHILLIPS AVENUE  
SOUTH HACKENSACK, NEW JERSEY 07606  
BERGEN COUNTY

Phone (201) 440-1815  
Fax (201) 440-0719

### TAX COLLECTOR'S REPORT FOR THE MONTH OF MARCH - 2010

Collections for the month of MARCH 2010 were as follows:

Current Taxes Collected	87,094.98	
Future Taxes Collected		
Current Sewer User Charges	16,334.03	
Sewer Overpayments	0.08	
Current Well Charges		
Current BOD's		
Interest on Taxes	1,335.12	
Interest on Sewer User Charges	165.97	
Return Check Fee		
Tax Sale/Arrears		
Tax Sale Prep Cost		
Tax Sale - Cost (interest)		
Lien Redemption		
Tax Title Search		
<b>TOTAL COLLECTION</b>		<b>104,930.18</b>

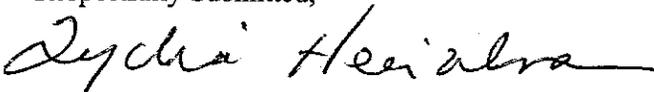
Respectfully Submitted,

Mary Terraccino  
Tax Collector

MARCH 2010

Qty.	License Type	Amount
	Entertainment	
19	Entertainers	\$ 1,520
	Cable Communications	
	Liquor - Transfer	
	Liquor - Annual Renewal	
	Motel - Annual Renewal	
	Game Machine	
	Amusement Games	
20	Vending Machines	500
3	Mobile Vendor	480
4	General Merchandise	400
	Antique Shop	
2	Auto Repair	350
	Auto Sales	
4	Auto Body	700
7	Used Car Dealer	2,520
3	Car Wash & Vacuums	1,175
1	Gas Station & 2 Pumps	170
2	Limousines	100
1	Parking lot	420
9	Restaurant	1,125
	Bakery	
3	Grocery Store	360
	Garage Sale	
	<b>Total General Licenses</b>	<b>\$ 9,820</b>
21	<b>Total Fire Licenses</b>	<b>\$ 3,741</b>
	<b>Total License Fees Collected</b>	<b>\$ 13,921</b>

Respectfully Submitted,



Lydia Heinzelman

Clerk/Typist

TOWNSHIP OF SOUTH HACKENSCK  
Planning Board  
Board of Adjustment  
ESCROW & APPLICATION FEES

MARCH 2010

Board of Adjustment Receipts

3/19/10	#13007	The Hampshire Companies (Developers Escrow) D/B/A 30 Wesley Street, LLC Block: 40 Lot: 1.01 ZB2006-04 Escrow Acct: D-05-30-006-040	\$ 2,000.00
3/23/10	# 13008	Tigo World Fitness Center, Inc. (Developers Escrow) 60 Saddle River Avenue Block: 101 Lot: 11.01 ZB 2009-04 Escrow Acct: D-05-90-053-000	\$ 1,450.00
<b>Total Board of Adjustment Receipts</b>			<b>\$ 3,450.00</b>

Planning Board Receipts

3/22/10	# 16245	Madeline Corporation D/B/A Sr. Citizen Housing at Grove Street 41-43 Grove Street Block: 2.01, Lots: 9, 10, 10.01 PB:2007-03 Escrow Acct: D-05-20-005-840	\$ 644.00
3/23/10	# 16247	Void	
3/23/10	#16248	The Walsh Company D/B/A 490 Huyler Street, LLC Block: 23.02 Lots: 4,5 PB: 2010-10 Escrow Acct: D-05-20-009-100	\$ 6,000.00
<b>Total Planning Board Receipts:</b>			<b>\$ 6,664.00</b>

Respectfully Submitted,



Lydia Heinzelman  
Planning and Zoning Board Secretary



# TOWNSHIP OF SOUTH HACKENSACK

## TOWNSHIP COMMITTEE

JAMES ANZEVINO, MAYOR  
GARY C. BRUGGER  
FRANK CAGAS  
WALTER ECKEL, JR  
GREGORIO MACERI

227 PHILLIPS AVENUE  
SOUTH HACKENSACK, NEW JERSEY 07606  
BERGEN COUNTY

Phone (201) 440-1815  
Fax (201) 440-0719

April 5, 2010

Township Committee  
Municipal Complex  
South Hackensack, NJ 07606

The Construction Department has issued 22 permits for the month of **MARCH 2010** with the following revenue:

• Building	\$ 930
• Plumbing	\$ 150
• Electric	\$ 410
• Fire	\$ 305
• CCO's	\$ 850
• DCA State Fees	\$ 175
• Other (such as, smoke detectors)	<u>\$ 200</u>
<b>Total</b>	<b>\$ 3,020</b>

Respectfully Submitted,

James Riley  
Construction Official  
/lh

**South Hackensack  
Police Department**

South Hackensack Police Dept.  
227 Phillips Avenue  
South Hackensack, N.J. 07606

phone 201-440-0042

fax 201-440-0797

## Monthly Reports

**RECEIVED**

APR 04 2010

SOUTH HACKENSACK  
MUNICIPAL CLERK

TO: TOWNSHIP COMMITTEE  
FROM: CHIEF MICHAEL D. FREW, #29  
RE: REPORTS FOR THE MONTH OF MARCH 2010

TOTAL MOTOR VEHICLE SUMMONS ISSUED: 120

TOTAL MILEAGE: 8,944

RESPECTFULLY SUBMITTED

*Michael D Frew*

CHIEF MICHAEL D. FREW, #29

**SOUTH HACKENSACK POLICE DEPARTMENT  
227 PHILLIPS AVENUE  
SOUTH HACKENSACK, N.J. 07606**

**APRIL 1, 2010**

**EQUIPMENT MAINTENANCE REPORT**

1. The police department has 1 vehicle with 87,340 miles, 1 vehicle with 78,696 miles, and 1 vehicle with 76,117 miles.
2. The rug between room number 136 and room number 137 is in need of repair. It could be a trip hazard.

RESPECTFULLY SUBMITTED

A handwritten signature in cursive script that reads "Michael D. Frew".

CHIEF MICHAEL D. FREW, #29

South Hackensack Police Dept.  
 227 Phillips Avenue  
 South Hackensack, NJ 07606  
 201-440-0042 Fax 201-440-0797

MONTHLY CASH RECEIVED BY POLICE DEPARTMENT

2010 MARCH

DAY	NAME OR REASON	RECEIPT#	ACC RPT	DISCOVERY	ALARM	ID CARD	F/PRINT	F/ARMS	OTHER
3/1/2010	JUAN B CALDERON, 10-0988	18808	\$0.75						
3/3/2010	LEXIS NEXIS, 10-001538	18809	\$0.75						
3/4/2010	YOCEG J YEW, 10-001708	11810	\$0.75						
3/8/2010	CARMELO SORTINO	18811				\$10.00			
3/16/2010	METRO RPTS, 10-002035	18812	\$2.25						
3/18/2010	TEHHUI MU, 10-002267	18813	\$0.75						
3/18/2010	PYUNG P CHANG, 10-002201	18814	\$0.75						
3/22/2010	LEXIS NEXIS, 10-001853	18815	\$1.50						
3/24/2010	CASE MEDICAL INC	18816			\$50.00				
3/29/2010	LEXIS NEXIS, 10-001424	18817	\$0.75						
<b>TOTAL</b>			\$8.25	\$0.00	\$50.00	\$0.00	\$10.00	\$0.00	\$0.00
<b>MONTHLY TOTAL PAGE 1:</b>									
<b>GRAND TOTAL:</b>			\$68.25						

# SOUTH HACKENSACK

227 Phillips Ave, SOUTH HACKENSACK, NJ 07606

## GC Type Breakdown

3/1/2010 - 3/31/2010

Code	Description	Count
ABAN	ABANDONED 911 CALL	8
ALAR	ALARM ACTIVATION	52
BITE	ANIMAL BITES	1
ANIM	ANIMAL COMPLAINT	5
ARR	ARREST	1
ARREST	ARREST ON WARRANT	5
ASS DPW	ASSIST DPW	2
AOJ	ASSIST OTHER JURISDICTION	10
ATRA	ATRA / PUBLIC DRUNKENNESS COMPLAINT	1
BLKROAD	BLOCKED ROADWAY	2
COMPL	BUILDING CHECK	6
BURG	BURGLARY	2
BURGMV	BURGLARY TO MOTOR VEHICLE	1
VAND	CRIMINAL MISCHIEF	1
DNGR COND	DANGEROUS CONDITION	5
DISA	DISABLED VEHICLE	6
DISP	DISPUTE	9
DIST	DISTURBANCE CALL	2
911	E911 EMERGENCY CALL	4
ENT LIC	ENTERTAINMENT LICENSE	17
ESCO	ESCORT	3
FITE	FIGHT IN PROGRESS	2
FIRE ALAR	FIRE ALARM	8
FIREARM	FIREARMS APPLICATION	3
FOUN	FOUND PROPERTY	1
FRAU	FRAUD	1
FUNER	FUNERAL LEAVE	1
GPP	GUEST PARKING PERMIT	29
HARR	HARASSMENT COMPLAINTS	3
JUVI	JUVENILE COMPLAINT	1
LSP	LOST OR STOLEN PROPERTY	3
EMS	MEDICAL EMERGENCY	14
MLR	MEGAN'S LAW REGISTRATION	1
SEC34	MISC. CALLS SECTOR CHECKS 3 & 4	73
DOS	MISC. FULL TIME DISPATCHER OUT SICK	3
PT	MISC. PART TIME DISPATCHER OUT SICK	1
MISC1	MISC.CROSSING GUARD OUT SICK	3

# SOUTH HACKENSACK

227 Phillips Ave, SOUTH HACKENSACK, NJ 07606

## GC Type Breakdown

3/1/2010 - 3/31/2010

Code	Description	Count
MISC	MISC.OFFICER OUT SICK	5
UNKMISC	MISCELLANEOUS CALLS	28
MVA	MOTOR VEHICLE ACCIDENT	13
MVC	MOTOR VEHICLE COMPLAINTS	5
HITR	MOTOR VEHICLE HIT AND RUN ACCIDENT	1
MVIMP	MOTOR VEHICLE IMPOUND	1
MVPV	MOTOR VEHICLE PARKING VIOLATION	7
MVS	MOTOR VEHICLE STOP	73
MUTA1	MUTUAL AID / AMBULANCE EMS	2
NOIS	NOISE COMPLAINT	2
NOTI	NOTIFICATION	18
155-13	OVERNIGHT PARKING VIOLATION	31
PARK	PARK CHECK	92
POLA	POLICE ASSISTANCE	2
938	PRIVATE PROP PARK COMP	2
PROPDAM	PROPERTY DAMAGE	4
PUMP	PUMP STATION ALARM	26
RADI	RADIO TEST	59
RTO	REQUEST TIME OFF	20
RTC	REQUEST TOUR CHANGE	9
RDHZ	ROADWAY HAZARD	6
SCHOOL2	SCHOOL CHECK	92
SCHO	SCHOOL POST	6
SECC	SECURITY CHECK	24
SENIOR	SENIOR CITIZEN CHECK-IN PROGRAM	30
ASLT	SIMPLE ASSAULT	1
STREETLIG	STREET LIGHT OUT / DAMAGED	1
SIGN	STREET SIGN DAMAGED	1
SA	SUSPICIOUS CONDITION	5
SV	SUSPICIOUS VEHICLE	4
SUSP	SUSPICIOUS PERSONS	4
THEFT	THEFT	5
TOUR	TOUR SHEET	31
TRAF	TRAFFIC LIGHT OUT	1
UNKN	UNKNOWN EMERGENCY	1
UNWA	UNWANTED PARTY	5
WELF	WELFARE CHECK	1

# SOUTH HACKENSACK

227 Phillips Ave, SOUTH HACKENSACK, NJ 07606

## GC Type Breakdown

3/1/2010 - 3/31/2010

Code	Description	Count
WIRE	WIRE DOWN	6
		<b>Total: 914</b>

---

**SOUTH HACKENSACK POLICE DEPARTMENT  
INTER-OFFICE MEMO**

---

**TO:** CHIEF MICHAEL FREW #29  
**FROM:** PTL. ROBERT CHINCHAR #46  
**SUBJECT:** ACCIDENT REPORT FOR THE MONTH OF MARCH 2010  
**DATE:** 4/2/2010  
**CC:**

---

Chief Frew;

There were a total of (13) accident reports taken in the month of March 2010.

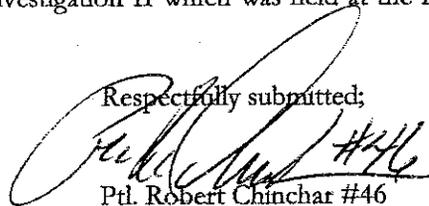
- |   |                             |
|---|-----------------------------|
| (12) REPORTABLE                               | (2) ACCIDENTS WITH INJURIES |
| (0) NON REPORTABLE                            | (2) PERSONS INJURED         |
| (1) STATE SR-1 REPORTS                        |                             |
| (-1) FROM THE PREVIOUS MONTH OF FEBRUARY 2010 |                             |
| (-4) AS COMPARED TO MARCH 2009                |                             |

There was (1) accident involving a pedestrian and no fatal accidents for the month.

**IN OTHER TRAFFIC NEWS:**

During the Bergen County Traffic Officers monthly meeting all radar tuning forks were calibrated and the corresponding paperwork placed on file. From March 15<sup>th</sup> to March 26<sup>th</sup> I attended a course entitled Crash Investigation II which was held at the Passaic County Police Academy.

Respectfully submitted;



Ptl. Robert Chinchar #46  
Traffic Officer



## Township Of South Hackensack Dept. Public Works

---

Lawrence J. Paladino, Jr. CPWM  
Superintendent  
77 Franklin Street  
South Hackensack, NJ. 07606

Telephone 201-440-3283  
Fax 201-641-0393

April 1, 2010

Mr. Frank Cagas  
D.P.W. Commissioner  
Township Of South Hackensack  
South Hackensack, N.J. 07606

Dear Mr. Cagas:

I would like to report on some of our accomplishments for the month of March. Checked & cleaned Grove Street Ejector Station (daily), checked & cleaned Flood Pumps Rt. 46 & Huyler Street (daily), checked & cleaned Ejector Station in Garfield Park (3 times a week), daily check of sewer lines in both sections of town. Cleaned up Town Hall & Senior Center. Swept all streets in this section of Town, Moonachie, and Garfield Park sections. Spread 1.7 tons of asphalt on So. Main St. Cleaned up park, Fire and VFW monuments, Cleaned weeds by the Green St ditch, installed new storm drain grates on the following streets: Green St, E. Wesley St, N. Veprek La, and N. Taylor, hauled sweeping to Meadowlands, and picked up 4,460 lbs of trash that was left behind by garbage man.

The Department of Public Works started its annual catch basin cleaning project for 2010. Please be advised that I have enclosed the following list of catch basins that were cleaned by my Department.

Wednesday, March 24, 2010:

Meadowlands Vac Truck:

- 1) Franklin St. (9)
- 2) Phillips Ave. (4)
- 3) Grove St. (10)
- 4) Maple St. (5)
- 5) Milano Ct. (4)

\*\*\*\* TOTAL BASINS CLEANED WERE 36 \*\*\*\* (Joe M & Meadowlands Operator)

\*\*\*\*\*

Thursday, March 25, 2010:

Meadowlands Vac Truck:

1. Grove St. (1)
2. Phillips Ave (14)
3. Main St (4)
4. E. Grove St (1)
5. Hegner Ct. (2)

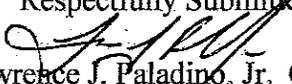
\*\*\*\* TOTAL BASINS CLEANED WERE 22 \*\*\*\* (Joe M & Meadowlands Operator)

For the month of March the Department of Public Works cleaned a total of 58 basins.

For the month of March, the Department Of Public Works had 2 pick up days for news paper, March 9th & March 23rd. On March 9th, the Department Of Public Works used 3 men, 2 trucks, 18 man hours, 16 gallons of gas, and both trucks rode a total of 59 miles for a total of 3,960 pounds of paper. On the second pick up day, March 23rd, the Department used a total of 3 men, 2 trucks, 18 man hours, 16 gallons of gas; both trucks rode a total of 75 miles for a total of 3,760 pounds of paper. For the month of March, the Department Of Public Works picked up a total of 7,720 pounds of paper.

For the month of March, the Department Of Public Works answered 9 ambulances calls. 7 Medical emergencies, 1 auto accident, and 1 fire call. 8 calls were transported to Hackensack Medical Center, and 1 call was a stand by at 130 Wesley St. The total man hours used for the month of March were 6 hours and 50 mins.

Respectfully Submitted,

  
Lawrence J. Paladino, Jr. CPWM  
Superintendent

CC/ James Anzenvino  
Walter Eckel  
Gary Brugger  
Gregorio Maceri  
Linda Lo Piccolo



RECEIVED  
APR 01 2010  
SOUTH HACKENSACK  
MUNICIPAL CLERK

## New Jersey Meadowlands Commission

Administration Building: One DeKorte Park Plaza ☎ Phone: 201-460-1700 ☎ Fax: 210-460-1722  
Meadowlands Environment Center: Two DeKorte Park Plaza ☎ Phone: 201-460-8300 ☎ Fax 201-842-0630  
Lyndhurst, NJ ☎ 07071 Website: [www.njmeadowlands.gov](http://www.njmeadowlands.gov)

March 31, 2010

Ms. Linda LoPiccolo, Municipal Clerk  
Township of South Hackensack  
227 Phillips Avenue  
South Hackensack, NJ 07606

Re: Downtown Revitalization Grant

Dear Linda,

In response to your request of March 2, 2010 requesting consideration for approval of an extension to the Township of South Hackensack's Downtown Revitalization Grant, your extension has been approved by the NJMC Finance Committee. A copy of the approval is attached..

If you have any questions regarding this grant, please contact me at 201-460-4537.

Sincerely,

Paula Speers  
Grants and Contract Administrator

/ps

cc: Mayor James Anzevino  
Deborah Lawlor, NJMC  
Paula Speers, NJMC

William J. Lynn  
126 Third Street  
Ridgefield Park, NJ 07660

RECEIVED

APR 01 2010

SOUTH HACKENSACK  
MUNICIPAL CLERK

Honorable Mayor James Anzevino  
Township of South Hackensack  
227 Phillips Avenue  
South Hackensack, NJ 07606

April 1, 2010

Dear Honorable Mayor James Anzevino,

Due to my pending relocation to North Carolina, I wish to inform you that as of Wednesday June 30, 2010 I will resign as Fire Sub-Code Official for the Township of South Hackensack. It has been an honor and pleasure to serve the Mayor and Council and residents of South Hackensack. Should the need arise to contact me my cell number is 551-795-4567.

Yours truly,



William J. Lynn

Cc: Jim Riley  
Lou Mraw NJ DCA



RECEIVED  
APR 05 2010  
SOUTH HACKENSACK  
MUNICIPAL CLERK

## New Jersey Meadowlands Commission

Administration Building: One DeKorte Park Plaza ☎ Phone: 201-460-1700 ☎ Fax: 201-460-1722  
Meadowlands Environment Center: Two DeKorte Park Plaza ☎ Phone: 201-460-8300 ☎ Fax: 201-842-0630  
Lyndhurst, NJ ☎ 07071 [www.njmeadowlands.gov](http://www.njmeadowlands.gov)

April 1, 2010

Honorable James Anzevino  
Township of South Hackensack  
Municipal Building  
227 Phillips Avenue  
South Hackensack, NJ 07606

Dear Mayor Anzevino:

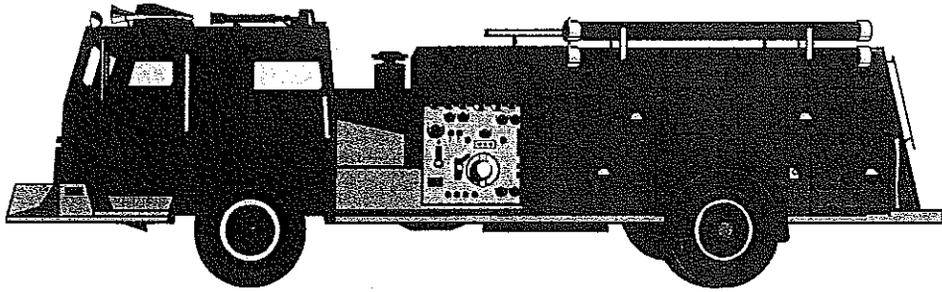
The New Jersey Meadowlands Commission recently adopted a resolution establishing a working group within the Commission to meet with Meadowlands municipalities and school districts for the purpose of assisting any of those entities that may wish to explore the possibility of entering into a shared services arrangement.

To begin the discussion, I would like to invite you and any municipal official or school board officials that you think would benefit from attending the initial meeting of the working group. The meeting will be held at the New Jersey Meadowlands Commission on Friday, April 30 at 10:00 a.m. At this meeting we will begin to gather information about your town and initiate discussion about how the Commission may facilitate shared services among entities within the District and what state resources may be available.

Please contact Jim Dugan, Jr., Director of Business Development, at (201) 777-2419 to confirm your attendance or if you have any questions.

Sincerely,

Robert R. Ceberio  
Executive Director



**SOUTH HACKENSACK FIRE DEPARTMENT  
227 PHILLIPS AVENUE SOUTH HACKENSACK, NJ**

Township Committee  
Township of South Hackensack  
227 Phillips Ave.  
South Hackensack, NJ 07606

04/05/2010

Township Committee,

The South Hackensack Fire Department has accepted the resignation letter Jon Daily.

Respectfully Submitted,

*Carmine Maceri*  
2<sup>nd</sup> Lt. Carmine Maceri

S.H.F.D Secretary 2010

Court Administrator  
DIANE BRANDO



RECEIVED  
APR 07 2010  
SOUTH HACKENSACK  
MUNICIPAL CLERK  
Municipal Court Judge  
VINCE A. SICARI

**TOWNSHIP OF SOUTH HACKENSACK  
MUNICIPAL COURT**

227 Phillips Avenue  
South Hackensack, N. J. 07606

201-641-7183 • 201-440-1844  
Fax 201-440-6017

April 7, 2010

South Hackensack Township Committee  
227 Phillips Avenue  
South Hackensack, NJ 07606

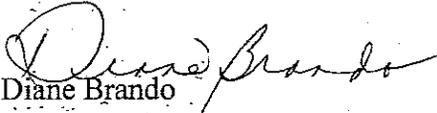
In re: Deputy Court Administrator Position

Dear Committee:

As you know the position of Deputy Court Administrator is still unfilled. Currently Jenna Cuccia still comes in only for my court sessions; however, I do need a permanent replacement of this position. I have had several interviews and I feel at this time I have narrowed it down to the most experienced candidate. Her name is Samantha L. Holmes (see attached resume) and is available immediately for the committee to meet with her.

If you should have any questions regarding the above, please feel free to contact me.

Respectfully,

  
Diane Brando  
Court Administrator



# TOWNSHIP OF SOUTH HACKENSACK

## TOWNSHIP COMMITTEE

JAMES ANZEVINO, MAYOR  
GARY C. BRUGGER  
FRANK CAGAS  
WALTER ECKEL, JR  
GREGORIO MACERI

227 PHILLIPS AVENUE

SOUTH HACKENSACK, NEW JERSEY 07606

BERGEN COUNTY

# Memo

Phone (201) 440-1815  
Fax (201) 440-0719

**To:** Township Committee

**From:** Linda LoPiccolo

**CC:**

**Date:** 4/8/2010

**Re:** Public Purchasing Conference

As you are aware, I hold the certification of Registered Public Purchasing Official (RPPO). To maintain this certification I must obtain 30 ceu's every 3 years. I would like to attend the conference May 12-13<sup>th</sup> in Atlantic City that will enable me to obtain 11 of those required credits. In addition, those credits will also qualify for re-certification as a Registered Municipal Clerk. Therefore, I respectfully request permission to attend the conference and request authorization for payment in an amount not to exceed \$650.00.

Thank you