

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2015-061

Council Meeting Date: 01-28-2015

Date Adopted: 01-28-2015

TITLE: RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF NEW PROVIDENCE, COUNTY OF UNION, STATE OF NEW JERSEY ADOPTING STANDARD OPERATING PROCEDURES FOR THE BOROUGH OF NEW PROVIDENCE

Councilperson Galluccio submitted the following resolution, which was duly seconded by Councilperson Madden.

WHEREAS, the Borough Council believes that it is both necessary and appropriate to adopt the following standard operating procedures to provide guidance on various issues affecting, staff, volunteers, and Borough Officials:

Policy Title	Policy Number
• Administration - Media Relations	101-07-011
• Administration - Municipal Holiday Displays and Decorations	102-07-001
• Administration - Professional and Career Development	102-07-003
• Administration - Review of Applications – Zoning / Planning Boards	410-420-07
• Administration - Employment Application Process	183-07-010
• Council - Educational Assistance Policy	183-10-001
• Council - Review of Proposed Ordinances	410-420-08-07
• Council - Marriage and Civil Unions	102-07-009
• Council - Operation of Advisory Committees	107-07-003
• Council - Council Liaison Responsibilities	102-07-002

- Council - Use of Municipal Vehicles 102-08-005
- Council - Employee Supervision, Workplace Issues & Discipline 102-09-001
- Council – Sustainability Awareness 102-12-002
- Finance - Refunds of Overpayments 101-08-007
- Finance - Petty Cash Reimbursement 102-07-006
- Finance - Purchase Orders exceeding 15% of Bid Threshold 102-08-008

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of New Providence, County of Union, State of New Jersey that the Standard Operating Procedures, which are attached hereto and made a part hereof, are hereby adopted.

APPROVED, this 28th day of January, 2015.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
MORGAN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 28th day of January, 2015.

Wendi B. Barry, Borough Clerk