

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2018-044

Council Meeting Date: 01-04-2018

Date Adopted: 01-04-2018

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 Kapner submitted the following resolution, which was duly seconded by Councilperson Muñoz.

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 - Review of Applications – Zoning/Planning Boards	410/420-07
• Administration – Review of Ordinances – Planning Board	410/420-08
• Administration - Employment Application Process	183-07-010
• Administration – Community Garden Procedures	102-16-002
• Administration – Compensatory Time	102-15-001
• Administration – Compliments, Complaints & Suggestions	102-07-003
• Administration – Professional Development	102-07-004
• Administration – Sustainability Awareness	102-12-002
• Council - Educational Assistance Policy	183-10-001

- Council - [Marriage and Civil Unions](#) 102-07-009
- Council - [Operation of Advisory Committees](#) 107-07-003
- Council - [Coordination/Approval of Community Events](#) 102-16-002
- Council - [Council Liaison Responsibilities](#) 102-07-002
- Council – [Social Media Policy for Advisory Committees](#) 102-17-001
- Council - [Use of Municipal Vehicles](#) 102-08-005
- Council - [Employee Supervision, Workplace Issues & Discipline](#) 102-09-001
- 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
- Finance – [Trust Funds](#) 172-08-006
- Finance – [Reporting of Tax Appeals](#) 102-16-001

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 4th day of January, 2018.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GENNARO	X			
GEOFFROY	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 4th day of January, 2018.

Wendi B. Barry, Borough Clerk