

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2019-048

Council Meeting Date: 01-03-2019

Date Adopted: 01-03-2019

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

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 - 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 - *Pending* 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 3rd day of January, 2019.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
CUMISKEY				
DESARNO				
GENNARO				
GEOFFROY				
MUÑOZ				
ROBINSON				
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 3rd day of January, 2019.

Wendi B. Barry, Borough Clerk