

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No. 2020-056

Council Meeting Date: 01-06-2020

Date Adopted: 01-06-2020

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

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:

<b>Policy Title</b>	<b>Policy Number</b>
• Administration - Review of Applications – Zoning/Planning Boards	<a href="#"><u>410-420-08-002</u></a>
• Administration – Review of Ordinances – Planning Board	<a href="#"><u>410-420-08-007</u></a>
• Administration - Employment Application Process	<a href="#"><u>183-07-010</u></a>
• Administration – Community Garden Procedures	<a href="#"><u>102-16-003</u></a>
• Administration – Compensatory Time	<a href="#"><u>102-15-001</u></a>
• Administration – Compliments, Complaints & Suggestions	<a href="#"><u>102-07-003</u></a>
• Administration – Professional Development	<a href="#"><u>102-07-004</u></a>
• Administration – Sustainability Awareness	<a href="#"><u>102-12-002</u></a>
• Council - Educational Assistance Policy	<a href="#"><u>102-16-002</u></a>
• Council - Marriage and Civil Unions	<a href="#"><u>102-08-004</u></a>
• Council - Operation of Advisory Committees	<a href="#"><u>102-09-002</u></a>

- Council - Coordination/Approval of Community Events [102-16-002](#)
- Council - Committee Liaison Responsibilities [102-09-003](#)
- Council – Social Media Policy for Advisory Committees - *Pending* [102-17-001](#)
- Council - Use of Municipal Vehicles [102-12-001](#)
- 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 6th day of January, 2020.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
CUMISKEY	X			
DESARNO	X			
GEOFFROY	X			
MATSIKLOUDIS	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 6th day of January, 2020.

Wendi B. Barry, Borough Clerk