



**BOROUGH OF LAWN-SIDE
RESOLUTION NO. 86-2023**

A RESOLUTION TO AFFIRM THE BOROUGH OF LAWN-SIDE'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of Borough of Lawnside to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Borough of Lawnside has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Borough of Lawnside that:

Section 1: No official, employee, appointee or volunteer of the Borough of Lawnside by whatever title known, or any entity that is in any way a part of the Borough of Lawnside shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Lawnside's business or using the facilities or property of the Borough of Lawnside.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Lawnside to provide services that otherwise could be performed by the Borough of Lawnside.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Mayor and Council shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Mayor and Council shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Lawnside as well as all other entities subject to this resolution

to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Mayor and Council shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Mayor and Council shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Lawnside. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Lawnside's web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in the official newspaper of the Borough of Lawnside in order for the public to be made aware of this policy and the Borough of Lawnside's commitment to the implementation and enforcement of this policy.

BOROUGH OF LAWNSIDE


PAMELA SCOTT-FORMAN, RMC, CMR
BOROUGH CLERK


MARY ANN WARDLOW
MAYOR

ADOPTED: OCTOBER 4, 2023

ADOPTED: NOVEMBER 1, 2023

Model General Complaint Procedure:

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the (local unit name) may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the (local unity type) shall follow the Employee Complaint Procedure. All other individuals including volunteers and members of the public may report the alleged wrongdoing to the head of the applicable department or volunteer organization, or, if they prefer, or do not think that the matter can be discussed with the head of the applicable department or organization, they should contact the (CEO title), the (Personnel Administrator title) or the (Employment Attorney/Advisor title).

Reporting of such incidents is encouraged either when an individual feels that he or she is subject to such incidents, or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual 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 alleged to be involved in the alleged harassment or wrongdoing.

No individual 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 individual will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report an incident.

BOROUGH OF LAWNSIDE


PAMELA SCOTT-FORMAN, RMC, CMR
BOROUGH CLERK


MARY ANN WARDLOW
MAYOR

ADOPTED: OCTOBER 4, 2023

ADOPTED: NOVEMBER 1, 2023



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 87-2023**

**RESOLUTION ADOPTING REVISED PERSONNEL POLICIES AND PROCEDURES FOR THE BOROUGH
OF LAWNSIDE**

WHEREAS, it is the policy of the Borough of Lawnside to treat employees, prospective employees and members of the public in a manner consistent with all applicable employment and anti-discrimination laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Diane B. Allen Equal Pay Act, the Americans with Disabilities Act, the Family and Medical Leave Act, the New Jersey Family Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), Open Public Meeting Act and the Open Public Records Act (collectively, the "Laws"); and

WHEREAS, the Borough of Lawnside has consistently maintained personnel policies and procedures ("Policies") in accordance with the Laws to ensure that employees, prospective employees and members of the public are treated in a manner consistent with the applicable statutes and regulations; and

WHEREAS, best practices for Borough operations and governance include the periodic review of the Policies to ensure full compliance with current changes to the Laws; and

WHEREAS, the Borough Administrator, Personnel Officer, Attorney and other employees have reviewed the Policies and have revised them in accordance with amendments to the Laws;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Lawnside that the Policies shall be amended and adopted as provided herein and distributed to all applicable personnel; a copy of the Policies also shall be available in the offices of the Borough Administrator, Personnel Officer, or from the Borough Clerk; and

BE IT FURTHER RESOLVED that these Policies shall apply to all of the Borough's officials, appointees, employees, volunteers and independent contractors; in the event there is a conflict between the Policies and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall control in all other cases, the Policies shall control; and


BE IT FURTHER RESOLVED that the Policies are intended to provide guidelines covering public service by the Borough employees and is not a contract; the Policies may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Lawnside; and

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment for the Borough shall operate under the legal doctrine known as "employment at will;" and

BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/supervisory personnel are responsible for these Policies. The Borough's Personnel Officer and the Borough's Attorney shall assist the Borough Administrator in the implementation of the Policies.

BE IT FURTHER RESOLVED that Angelique Rankins has been appointed to serve as the Personnel Officer for the Borough.

BOROUGH OF LAWNSIDE


PAMELA SCOTT-FORMAN, RMC, CMR
BOROUGH CLERK


MARY ANN WARDLOW
MAYOR

ADOPTED: OCTOBER 4, 2023

ADOPTED: NOVEMBER 1. 2023



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 89– 2023**

RESOLUTION: Approval to submit an award extension request for LA-2022 MA Lawnside Borough Lawnside Bike Path Construction 04 to the New Jersey Department of Transportation.

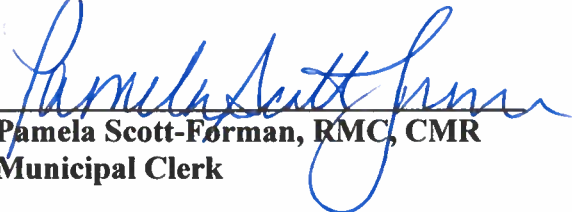
NOW, THEREFORE, BE IT RESOLVED that Council of Lawnside Borough formally approves the request for a(n) One (1) month award extension for the above stated project.

BE IT FURTHER RESOLVED that the Mayor, Mary Ann Wardlow and Clerk, or those authorized on their behalf, are to submit a formal request for a(n) One (1) month award extension for the above referenced project to the New Jersey Department of Transportation.

BE IT FURTHER RESOLVED that the Mayor, Mary Ann Wardlow and Clerk are hereby authorized to sign the One (1) month award extension request on behalf of Lawnside Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement.

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

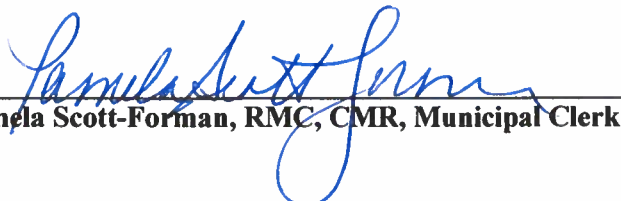
BOROUGH OF LAWNSIDE


Pamela Scott-Forman, RMC, CMR
Municipal Clerk


Mary Ann Wardlow
Mayor

ADOPTED: NOVEMBER 1, 2023

Certification: It is hereby certified that the foregoing is a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Lawnside at a meeting held on November 1, 2023.


Pamela Scott-Forman, RMC, CMR, Municipal Clerk



**THE BOROUGH LAWNSIDE
RESOLUTION NO. 90 - 2023**

**AUTHORIZING THE BOROUGH OF LAWNSIDE TO ENTER INTO CONTRACTS FOR THE
CONSTRUCTION OF THE BIKE PATH**

WHEREAS, the Borough of Lawnside authorized the Solicitation of Bids for the Construction of the Bike Path; and

WHEREAS, one (1) Bid was received by the Office of the Municipal Engineer. The source and amount of the bid are as follows:

Contractor(s)	Bid Amount
Vineland Construction Co., LLC. 228 W. Landis Ave Vineland, NJ 08360	\$216,995.08

WHEREAS, bases on Bid submission, Municipal Engineers past experience with the Contractors, and scrutiny of the supporting information submitted with the Bid submission recommends Vineland Construction Co., LLC for the Construction of the Bike Path.

NOW, THEREFORE, BE IT RESOLVED, the Borough Council of the Borough of Lawnside hereby consents based on the recommendation of the Municipal Engineer entering into a Contract for the Construction of the Bike Path.

BOROUGH OF LAWNSIDE


PAMELA SCOTT-FORMAN, RMC, CMR
BOROUGH CLERK


MARY ANN WARDLOW
MAYOR

ADOPTED: NOVEMBER 1, 2023