

**BOROUGH OF LAWNSIDE
RESOLUTION NO. 105-2021**

APPROVING CANCELLATION OF SEWER BILLING

WHEREAS, Vineland Construction Company 447 Melrose Avenue account number 298-0 has requested to cancel billing on account due to building was demolished and they submitted UCC New Jersey Certificate issued to Borough Of Lawnside; and

WHEREAS, The Borough of Lawnside charges Block 504 Lot 17 for Land only; and

WHEREAS, THE Sewer Department will discontinue billing and adjust account for 2020 and 2021 charges.

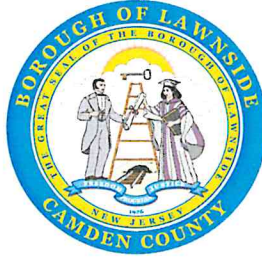
NOW THEREFORE, BE IT RESOLVED by Mayor and Council of the Borough of Lawnside, County of Camden and the State of New Jersey, Municipal Sewer billing will be cancelled at 447 Melrose Avenue Block 504 Lot 17.

BOROUGH OF LAWNSIDE

**MARSHAREE A. WRIGHT
ACTING BOROUGH CLERK**

**MARY ANN WARDLOW
MAYOR**

ADOPTED: November 3, 2021



**THE BOROUGH OF LAWNSIDE
RESOLUTION 106-2021**

**AWARDING A 3(THREE) MONTH CONTRACT FOR SOLID WASTE AND BULKY
WASTE COLLECTION SERVICE IN THE BOROUGH OF LAWNSIDE**

WHEREAS, the Borough of Lawnside is in need of the collection, removal and disposal of trash, and garbage, to provide for the health, safety and welfare of its citizens; and

WHEREAS, the 3(three) month contract will be effective January 1, 2022 until March 31, 2022, giving such time that The Borough of Lawnside has been able to receive bids, and execute a new trash collection contract; and

WHEREAS, the Business Administrator and Borough Solicitor recommend that Mayor and Council award trash collection for a 3(three) month basis beginning January 1, 2022 until March 31, to **South Jersey Sanitation, 253 N. White Horse Pike, Hammonton, NJ 08037 at a rate of \$98.71 per ton for weekly trash collection.**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lawnside that the Business Administrator and Borough Solicitor take any and all steps necessary to ensure the implementation of this agreement.

BOROUGH OF LAWNSIDE

**Marsharee A. Wright
Acting Municipal Clerk**

**Mary Ann Wardlow
Mayor**

ADOPTED: NOVEMBER 3, 2021



**THE BOROUGH OF LAWNSIDE
RESOLUTION NO. 107-2021**

**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 is appointed to serve as the Personnel Officer for the Borough.

BOROUGH OF LAWNSIDE

**Marsharee A. Wright
Acting Borough Clerk**

**Mary Ann Wardlow
Mayor**

ADOPTED: November 3, 2021



**THE BOROUGH OF LAWNSTIDE
RESOLUTION NO. 108 - 2021**

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

WHEREAS, it is the policy of the 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 by whatever title known, or any entity that is in any way a part of the Borough 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's business or using the facilities or property of the Borough.

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 to provide services that otherwise could be performed by the Borough.

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 Borough Administrator 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 Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the (local unit type) 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 Borough Administrator 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 Borough Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough. 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'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 in order for the public to be made aware of this policy and the Borough's commitment to the implementation and enforcement of this policy.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Lawnside, County of Camden, State of New Jersey authorizes:

1. Affirm the Borough of Lawnside's Civil Rights Policy with respect to all officials, appointees, employees, prospective employees, volunteers, independent contractors, and members of the public that come into contact with municipal employees, officials and volunteers.

BOROUGH OF LAWNSIDE



Marsharee A. Wright
Acting Municipal Clerk



Mary Ann Wardlow
Mayor

ADOPTED: NOVEMBER 3, 2021



THE BOROUGH OF LAWNSIDE
RESOLUTION NO. 109-2021

**RESOLUTION OF THE BOROUGH OF LAWNSIDE RATIFYING TEMPORARY SALARY
INCREASE FOR CERTAIN CONSTRUCTION DEPARTMENT EMPLOYEES FOR OAK AVENUE
REDEVELOPMENT AREA –
NEW JERSEY AMERICAN WATER**

WHEREAS, certain Construction Department employees have assumed additional responsibilities in order to maintain systematic processing of construction applications, scheduling and completing inspections for the Oak Avenue Redevelopment Area, The Woodcrest Station Park Complex ; and

WHEREAS, the salaries shall be paid at the time designated to the employees of the Construction Department, who hold or are appointed to the positions, beginning **November 1, 2021** or as specifically noted and shall continue for the duration of the Oak Avenue Redevelopment Phase IA to include construction of three projects, The Station Place Apartment Complex, The Flex/Retail Space, and The New Jersey American Water building; and

WHEREAS, it is recommended approving a salary increase per project to the Construction Official, Building Subcode Official, Electrical Subcode Official , Plumbing Subcode Official, Fire Subcode Official, and two (2) Technical Assistants to recognize their meritorious service and assumption of additional responsibilities as their workload will increase exponentially throughout the duration of this project; and

WHEREAS, the Borough Council has determined to approve the following salary increases to the following employees, to be paid on a monthly basis at \$20.00 per inspection for each UCC Subcode Official to commence on payment of initial permit fees and terminate when the last Certificate of Occupancy is issued for **New Jersey American Water Project**:

Building Subcode Official - Christopher J. Mecca \$20.00 per inspection
Electrical Subcode Official - Mark Laggy \$20.00 per inspection
Plumbing Subcode Official - Fabrizio F. Flaiano \$20.00 per inspection
Fire Subcode Official - Ralph Roberts \$20.00 per inspection
Technical Assistant - Jacqueline Wilcox \$4,500.00 (\$750 a month)
Technical Assistant - Marsharee Wright \$4,500.00 (\$750.00 a month)

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Lawnside, County of Camden and State of New Jersey that the Borough Council ratifies and authorizes payment of the stated salary increases to the stated employees.

BOROUGH OF LAWNSIDE

MARSHAREE WRIGHT
ACTING BOROUGH CLERK

MARY ANN WARDLOW
MAYOR

ADOPTED: November 3, 2021



**THE BOROUGH OF LAWNSIDE
RESOLUTION NO. 110 – 2021**

**RESOLUTION APPROVING THE ADOPTION OF THE
REVISED EMPLOYEE HANDBOOK
FOR THE BOROUGH OF LAWNSIDE**

WHEREAS, the Employee Handbook of the Borough of Lawnside serves as governing document of all employees, volunteers, appointed officials and independent contractors for the Borough of Lawnside; and

WHEREAS, the Administrator is in the process of reviewing and updating the Employee Handbook to ensure compliance with current JIF requirements and sound practices in regards to administration of the Borough of Lawnside; and

WHEREAS, certain revisions to the Handbook are necessary in order to comply with Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund plan of risk management and regulations and to better accommodate the actualities of the Borough of Lawnside workplace; and

WHEREAS, all revisions have been reviewed and approved by the Mayor and Council of the Borough of Lawnside;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Lawnside, County of Camden and State of New Jersey that the Borough Council hereby agrees to adopt the revised 2021 Employee handbook.

BE IT FURTHER RESOLVED that the policies revised in the Employee Handbook shall be effective immediately from the adoption of this Resolution; and

BE IT FURTHER RESOLVED that copies of the revised Handbook will be produced and distributed to all current and future employees of the Borough of Lawnside.

BOROUGH OF LAWNSIDE

**MARSHAREE A. WRIGHT
ACTING BOROUGH CLERK**

**MARY ANN WARDLOW
MAYOR**

ADOPTED: November 3, 2021



**THE BOROUGH OF LAWNSIDE
RESOLUTION NO. 111 - 2021**

**RESOLUTION AUTHORIZING THE SALE OF PROPERTY OWNED BY THE BOROUGH OF
LAWNSIDE - LOCATED AT 231 ASHLAND AVENUE, LAWNSIDE, NEW JERSEY, BLOCK
903 LOT 1**

WHEREAS, the Borough of Lawnside rendered a decision to sale Block 903, Lot 1, a partial of land currently owned by the Borough of Lawnside and located on the premises of 231 Ashland Avenue, Lawnside, Camden County, New Jersey; and

WHEREAS, the Borough Council recognizes the partial of land serves no public use or purpose; and

WHEREAS, the Borough recognizes the interested purchasers John & Driscella Harris the current owners of Block 903, Lot 2, of 231 Ashland Avenue, Lawnside since 1978; and

WHEREAS, the current owner has offered to pay the Borough of Lawnside a sum of \$3,000.00 for the purchase of Block 903, Lot 1 located on the above premises; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lawnside has agreed to the sale of the partial of land Block 903, Lot 1, to Mr. John & Driscella Harris in the amount of \$3,000.00.

BOROUGH OF LAWNSIDE

**MARSHAREE WRIGHT
ACTING BOROUGH CLERK**

**MARY ANN WARDLOW
MAYOR**

ADOPTED: November 3, 2021