

**ELK TOWNSHIP
COMMITTEE MEETING AGENDA
March 5, 2020**

MEETING CALLED TO ORDER

Open Public Meeting Act Statement

SALUTE TO THE FLAG AND INVOCATION

ROLL CALL: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____ Mr. Rambo _____
Mayor Sammons _____ Mr. Considine _____ Mrs. Pine _____ Mr. Duffield _____
Mr. Bitgood _____ Chief Hughes _____

APPROVAL OF MINUTES of February 18, 2020 Work Session

Motion _____ Second _____

COMMITTEE REPORTS

POLICE CHIEF REPORT

FIRE DEPARTMENT REPORT

ENGINEER'S REPORT

PUBLIC PORTION on Agenda Items only.

Open meeting to public - Motion _____ Second _____

Close Public Portion - Motion _____ Second _____

ORDINANCE:

ORDINANCE O – 2 – 2020

**ORDINANCE ADOPTING A REDEVELOPMENT PLAN FOR VARIOUS LOTS IN BLOCKWS 29, 31,
32, 33, 34 AND 58 A/K/A "AURA II" AND "AURA III" OR "WELLNESS VILLAGE" PURSUANT TO
N.J.S.A. 40A:12A-7**

TITLE ONLY

Roll Call: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____
Mr. Rambo _____ Mayor Sammons _____

RESOLUTIONS:

RESOLUTION R-39-2020

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE – JOSEPH BRANCO**

RESOLUTION R-40-2020

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE – CHRISTOPHER CALABRESE**

RESOLUTION R-41-2020

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE – JOHN HENNELLY**

RESOLUTION R-42-2020

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE – FRANCESCO MESSINA, JR.**

Motion _____ Second _____
Roll Call: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____
Mr. Rambo _____ Mayor Sammons _____

RESOLUTION R-43-2020

RESOLUTION TO REFUND MONEY TO PRECEDENT MANAGEMENT DUE TO A DUPLICATE PAYMENT OF TAXES ON 16 MAPLE AVE, BLOCK 34 LOT 8

Motion _____ Second _____
Roll Call: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____
Mr. Rambo _____ Mayor Sammons _____

RESOLUTION R-44-2020

RESOLUTION TO CANCEL TAXES DUE TO A FINAL ORDER OF FORFEITURE AND ENTRY OF DEFAULT JUDGEMENT- BLOCK 44 LOT 16.01, 9 VIVIAN LANE; PS & 2 INVESTORS GROUP LLC

Motion _____ Second _____
Roll Call: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____
Mr. Rambo _____ Mayor Sammons _____

RESOLUTION R-45-2020

RESOLUTION AMENDING AND UPDATING THE PERSONNEL POLICIES AND PROCEDURE MANUAL/EMPLOYEE HANDBOOK FOR THE TOWNSHIP OF ELK

Motion _____ Second _____
Roll Call: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____
Mr. Rambo _____ Mayor Sammons _____

TOPIC: 2020 MUNICIPAL BUDGET

GLOUCESTER COUNTY REPRESENTATIVE – Leona Mather or James Schmidt

PURSUANT TO RESOLUTION R-26-2020

THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON DURING THE PUBLIC PORTION

PUBLIC PORTION:

Open meeting to public - Motion _____ Second _____
Close Public Portion - Motion _____ Second _____

PAY BILLS:

Motion _____ Second _____
Roll Call: Mr. Hollywood _____ Mrs. Nicholson _____ Mr. Poisker _____
Mr. Rambo _____ Mayor Sammons _____

ADJOURNMENT:

Motion _____ Second _____
Time: _____

NOTICE PURSUANT TO N.J.S.A. 10:4-8(d)

The items listed on this tentative agenda of the Mayor and Committee of the Township of Elk constitutes the agenda to the extent known at the time of posting. Since this agenda is tentative, items may be added and/or deleted prior to the commencement of the meeting. Formal action may or may not be taken regarding each item listed on the final agenda.

ORDINANCE O – 2 – 2020

**AN ORDINANCE OF THE MAYOR AND COMMITTEE OF THE TOWNSHIP OF ELK,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY ADOPTING A REDEVELOPMENT PLAN
FOR VARIOUS LOTS IN BLOCKS 29, 31, 32, 33, 34 AND 58 A/K/A “AURA II” AND “AURA III” OR
“WELLNESS VILLAGE” PURSUANT TO N.J.S.A. 40A:12A-7**

WHEREAS, pursuant to N.J.S.A. 40A:12A-7, a redevelopment project must be undertaken pursuant to a “Redevelopment Plan” adopted by Township Ordinance, and said Redevelopment Plan must include an outline for the planning, development, redevelopment or rehabilitation of the project area; and

WHEREAS, the Governing Body of the Township of Elk, on November 5, 2015, via Resolution R-108-2015, amended on April 7, 2016 via Resolution R-61-2016 directed the Combined Planning and Zoning Board of Adjustment of Elk Township to conduct a Preliminary Investigation to determine whether various Blocks and Lots, including lots now or formerly identified as Block 29, Lots 24.01, 28 and 29; Block 31, Lots 2.01, 2.02, 3, 5.01, 7 and 22; Block 32, Lots 1, 2, 3, 4, 5, 6, 7, 8 and 9; Block 33, Lots 12.01; Block 34, Lots 1.03, 3, 4, 6, 7, 8 and 9, and Block 58, Lots 1 and 2 (hereinafter “Redevelopment Area”), are an area in need of redevelopment pursuant to the criteria set forth in N.J.S.A. 40A:12A-5; and

WHEREAS, the Combined Planning and Zoning Board of Adjustment held a public hearing on May 18, 2016 at 7:30 p.m., and recommended that the Redevelopment Area be designated as an area in need of redevelopment via Resolution No. 2016-13 adopted on May 18, 2016; and

WHEREAS, the Mayor and Committee of the Township of Elk on June 2, 2016, via Resolution R-81-2016, accepted and adopted the findings and recommendations of the Elk Township Combined Planning and Zoning Board of Adjustment to designate various Block and Lots, including lots now or formerly identified as Block 29, Lots 24.01, 28 and 29; Block 31, Lots 2.01, 2.02, 3, 5.01, 7 and 22; Block 32, Lots 1, 2, 3, 4, 5, 6, 7, 8 and 9; Block 33, Lots 12.01; Block 34, Lots 1.03, 3, 4, 6, 7, 8 and 9, and Block 58, Lots 1 and 2 as a Non-Condemnation Redevelopment Area; and

WHEREAS, the Mayor and Committee of the Township of Elk directed the Elk Township Combined Planning and Zoning Board of Adjustment to prepare a Redevelopment Plan, and to further transmit the Board’s recommendations to the Governing Body; and

WHEREAS, the Elk Township Combined Planning and Zoning Board of Adjustment’s Planner, Steven M. Bach, PE, RA, PP, CME, prepared a Redevelopment Plan entitled “Redevelopment Plan” dated January 2020, which Plan is attached hereto; and

WHEREAS, the Redevelopment Area and Plan meet the requirements of N.J.S.A. 40:12A-1, et seq., and is substantially consistent with the Township’s Master Plan.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Committee of the Township of Elk as follows:

Section 1.

That the Mayor and Committee of the Township of Elk hereby accepts and approves the recommendations of the Combined Planning and Zoning Board of Adjustment and Combined Planning and Zoning Board of Adjustment’s Planner, Steven M. Bach, PE, RA, PP, CME.

That the Redevelopment Plan dated January 2020, attached hereto, for lots now or formerly identified as Block 29, Lots 24.01, 28 and 29; Block 31, Lots 2.01, 2.02, 3, 5.01, 7 and 22; Block 32, Lots 1, 2, 3, 4, 5, 6, 7, 8 and 9; Block 33, Lots 12.01; Block 34, Lots 1.03, 3, 4, 6, 7, 8 and 9, and Block 58, Lots 1 and as recommended by the Combined Planning and Zoning Board of Adjustment be and is hereby adopted as the Redevelopment Plan of the Township of Elk for the area referenced herein as the Redevelopment Area, and as more fully depicted in the map and plan adopted hereby and incorporated herein pursuant to N.J.S.A. 40A:12A-7.

That the Zoning District Map be amended in accordance with the provisions of N.J.S.A. 40A:12A-7(c) of the Township of Elk Zoning Map, attached, and said Map is hereby amended to conform to the provisions of the Redevelopment Plan. The zoning district map, as amended, shall indicate the Redevelopment Area to which Redevelopment Plan applies.

That the Mayor and Committee of the Township of Elk shall have, be entitled to and is hereby vested with all of the powers and authority available to it under the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1, et seq., in furtherance of the goals and purposes of the Redevelopment Plan in accordance with N.J.S.A. 40A:12A-4.

Section 2.

Repealer.

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

Section 3.

Severability.

Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

Section 4.

When effective.

This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

INTRODUCTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion	Second	AYE	NAY	ABSTAIN	ABSENT
Hollywood						
Nicholson						
Poisker						
Rambo						
Sammons						

TOWNSHIP OF ELK

ATTEST:

Carolyn D. K. Sammons, Mayor

DEBORA R. PINE, Township Clerk

FINAL ADOPTION ROLL CALL VOTE						
COMMITTEE MEMBER	Motion to Adopt	Second	AYE	NAY	ABSTAIN	ABSENT
Hollywood						
Nicholson						
Poisker						
Rambo						
Sammons						

NOTICE

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Committee of the Township of Elk, in the County of Gloucester and State of New Jersey, held on March 5, 2020. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Committee to be held in the Township Municipal Building on April 2, 2020 at 7:00 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at the said Municipal Building, 680 Whig Lane, Monroeville, New Jersey, to the members of the general public who shall request the same.

 DEBORA R. PINE, TOWNSHIP CLERK

O-2-2020

R-39-2020
RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF ELK

RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE- JOSEPH BRANCO

WHEREAS the agreement between the Township of Elk and the Policemen's Benevolent Association of New Jersey Local #122 dated January 1, 2016 and amended November 20, 2018 recognizes a movement in rank for Police Patrolmen upon completion of one full year of service; and

WHEREAS all movement in rank will be by action of the Township Committee after review of the recommendation by the Chief of Police; and

WHEREAS the Township Committee has received recommendation from Chief of Police Steven J. Hughes, to elevate the rank of Patrolman **Joseph Branco**; and

WHEREAS Patrolman **Joseph Branco** was hired as a full time officer to the Elk Township Police Department as a recruit on March 7, 2019 and on March 7, 2020 has completed one year -Probationary of continuous service thereby elevating him to the rank of Officer #7, earning an annual salary as stated in the Contract.

NOW, THEREFORE, BE IT RESOLVED, that patrolman **Joseph Branco** be elevated in rank and entitled to salaries as stated above.

ADOPTED at a regular meeting of Township Committee of the Township of Elk held March 5, 2020.

TOWNSHIP OF ELK

Carolyn D. K. Sammons, Mayor

ATTEST:

DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

Steven Hughes
Chief of Police
680 Whig Lane
Monroeville, NJ 08343



R-39-2020

Phone: (856)881-6688
Dispatch: (856)589-0911
Fax: (856)881-5594

February 24, 2020

TO: Elk Township Committee Members
RE: Patrolman Joseph Branco; Elevation in Rank
FROM: Chief Steven J. Hughes

Mayor and Committee,

I am recommending to Committee that Joseph Branco be elevated to the rank of Officer 7 at the salary level of \$48,019.67 as per the current collective bargaining agreement.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Chief Steven J. Hughes".

CC:Clerk,File, JB

**R-40-2020
RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF ELK**

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE- CHRISTOPHER CALABRESE**

WHEREAS the agreement between the Township of Elk and the Policemen's Benevolent Association of New Jersey Local #122 dated January 1, 2016 and amended November 20, 2018 recognizes a movement in rank for Police Patrolmen upon completion of one full year of service; and

WHEREAS all movement in rank will be by action of the Township Committee after review of the recommendation by the Chief of Police; and

WHEREAS the Township Committee has received recommendation from Chief of Police Steven J. Hughes, to elevate the rank of Patrolman **Christopher Calabrese**; and

WHEREAS Patrolman **Christopher Calabrese** was hired as a full time officer to the Elk Township Police Department as a recruit on March 7, 2019 and on March 7, 2020 has completed one year -Probationary of continuous service thereby elevating him to the rank of Officer #7, earning an annual salary as stated in the Contract.

NOW, THEREFORE, BE IT RESOLVED, that patrolman **Christopher Calabrese** be elevated in rank and entitled to salaries as stated above.

ADOPTED at a regular meeting of Township Committee of the Township of Elk held March 5, 2020.

TOWNSHIP OF ELK

Carolyn D. K. Sammons, Mayor

ATTEST:

DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

Steven Hughes
Chief of Police
680 Whig Lane
Monroeville, NJ 08343



R-40-2020

Phone: (856)881-6688
Dispatch: (856)589-0911
Fax: (856)881-5594

February 24, 2020

TO: Elk Township Committee Members
RE: Patrolman Christopher Calabrese; Elevation in Rank
FROM: Chief Steven J. Hughes

Mayor and Committee,

I am recommending to Committee that Christopher Calabrese be elevated to the rank of Officer 7 at the salary level of \$48,019.67 as per the current collective bargaining agreement.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Chief Steven J. Hughes".

CC: Clerk, File, CC

**R-41-2020
RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF ELK**

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE- JOHN HENNELLY**

WHEREAS the agreement between the Township of Elk and the Policemen's Benevolent Association of New Jersey Local #122 dated January 1, 2016 and amended November 20, 2018 recognizes a movement in rank for Police Patrolmen upon completion of one full year of service; and

WHEREAS all movement in rank will be by action of the Township Committee after review of the recommendation by the Chief of Police; and

WHEREAS the Township Committee has received recommendation from Chief of Police Steven J. Hughes, to elevate the rank of Patrolman **John Hennelly**; and

WHEREAS Patrolman **John Hennelly** was hired as a full time officer to the Elk Township Police Department as a recruit on March 20, 2018 and on March 20, 2020 will have completed two years of continuous service thereby elevating him to the rank of Officer #6, earning an annual salary as stated in the Contract.

NOW, THEREFORE, BE IT RESOLVED, that patrolman **John Hennelly** be elevated in rank and entitled to salaries as stated above.

ADOPTED at a regular meeting of Township Committee of the Township of Elk held March 5, 2020.

TOWNSHIP OF ELK

Carolyn D. K. Sammons, Mayor

ATTEST:

DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

Steven Hughes
Chief of Police
680 Whig Lane
Monroeville, NJ 08343



R-41-2020

Phone: (856)881-6688
Dispatch: (856)589-0911
Fax: (856)881-5594

February 24, 2020

TO: Elk Township Committee Members
RE: Part time Patrolman John Hennelly; Elevation in Rank
FROM: Lieutenant Steven J. Hughes

Mayor and Committee,

I am recommending to Committee that John Hennelly be elevated to the rank of Officer 6 at the salary level of \$53,417.81 as per the current collective bargaining agreement.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Chief Steven J. Hughes".

CC:Clerk,File, JH

**R-42-2020
RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF ELK**

**RESOLUTION ELEVATING CLASS RANK OF POLICE OFFICER
UPON ANNIVERSARY DATE OF HIRE- FRANCESCO MESSINA, JR.**

WHEREAS the agreement between the Township of Elk and the Policemen's Benevolent Association of New Jersey Local #122 dated January 1, 2016 and amended November 20, 2018 recognizes a movement in rank for Police Patrolmen upon completion of one full year of service; and

WHEREAS all movement in rank will be by action of the Township Committee after review of the recommendation by the Chief of Police; and

WHEREAS the Township Committee has received recommendation from Chief of Police Steven J. Hughes, to elevate the rank of Patrolman **Francesco J. Messina, Jr.**; and

WHEREAS Patrolman **Francesco J. Messina, Jr.** was hired as a full time officer to the Elk Township Police Department as a recruit on March 9, 2015 and on March 9, 2020 has completed four years of continuous service thereby elevating him to the rank of Officer #3, earning an annual salary as stated in the Contract.

NOW, THEREFORE, BE IT RESOLVED, that patrolman **Francesco J. Messina, Jr.** be elevated in rank and entitled to salaries as stated above.

ADOPTED at a regular meeting of Township Committee of the Township of Elk held March 5, 2020.

TOWNSHIP OF ELK

Carolyn D. K. Sammons, Mayor

ATTEST:

DEBORA R. PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYES	NAYS	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

Charles A. DeFalco
Chief of Police
680 Whig Lane
Monroeville, NJ 08343



R-42-2020

Phone: (856)-881-6688
Dispatch: (856)-589-0911
Fax: (856)-881-5594

February 24, 2020

TO: Elk Township Committee Members
RE: Patrolman Francesco Messina; Elevation in Rank
FROM: Chief Steven J. Hughes

Mayor and Committee,

I am recommending to Committee that Francesco Messina be elevated to the rank of Officer 3 at the salary level of \$68,376.48 as per the current collective bargaining agreement.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Chief Steven J. Hughes".

CC:Clerk,File, FM

R-43-2020

**RESOLUTION TO REFUND MONEY TO PRECEDENT MANAGEMENT
DUE TO A DUPLICATE PAYMENT OF TAXES ON 16 MAPLE AVE,
BLOCK 34 LOT 8**

WHEREAS, on February 4, 2020, Statewide Closing LLC paid the first quarter taxes on block 34 lot 8, 16 Maple Ave Glassboro, NJ 08028 owned by Federal National Mortgage Assn. in the amount of \$1,716.62; and

WHEREAS, Precedent Management paid the first quarter taxes on February 4, 2020 in the amount of \$1,716.62 as well, creating a duplicate payment; and

WHEREAS, Precedent Management LLC contacted the tax office and requested a refund; and

WHEREAS, the intent of this resolution is to refund the duplicate payment received on February 4, 2020 to Precedent Management LLC in the amount of \$1,716.62 (one thousand, seven hundred, sixteen dollars and sixty-two cents).

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector refund money in the amount of \$1,716.62 (one thousand, seven hundred, sixteen dollars and sixty-two cents) to Precedent Management LLC, 7575 NW 12th Street, STE 108, Portal, FL 33126

AOPTED, at the meeting of the Township Committee for the Township of Elk held on **March 5, 2020**.

TOWNSHIP OF ELK

ATTEST:

Carolyn D. K. Sammons, Mayor

DEBORA R. PINE, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on March 5, 2020 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

R-44-2020

RESOLUTION TO CANCEL TAXES DUE TO A FINAL ORDER OF FORFEITURE AND ENTRY OF DEFAULT JUDGEMENT - BLOCK 44 LOT 16.01, 9 VIVIAN LANE: PS & 2 INVESTORS GROUP LLC

WHEREAS, on July 17, 2019, the United States Marshall Services took title to 9 Vivian Lane, Monroeville, NJ 08343, Block 44 Lot 16.01, through forfeiture, pursuant to Final Order of Forfeiture and Entry of Default Judgment issued by the United States District Court for the Middle District of Pennsylvania; and

WHEREAS, the United States Department of Justice invokes the doctrine for sovereign immunity, which precludes the payment of state and/or local taxes on property which has been forfeited; and

WHEREAS, tax liens levied against the property prior to the date of forfeiture will be honored and paid upon confirmation of closing, on October 23, 2018 a tax sale certificate was struck off to Elk Township in the amount of \$2,894.12; 18-00002. Since that date subsequent tax quarters have been added, 2018, 2019, and 2020 taxes; and

WHEREAS, the August 2019 tax quarter \$2,509.54, the November 2019 tax quarter \$2,509.54, the February 2020 tax quarter \$2,536.14 and the 6%-year end penalty \$668, in the amount of \$8,223.22 (eight thousand two hundred twenty-three dollars and twenty-two cents) have been added to the lien; and

WHEREAS, it is the intent of this resolution to cancel the taxes added to this lien in pursuant to the Judgment that occurred after July 17, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector cancel taxes due on Block 44 Lot 16.01, 9 Vivian Lane, Monroeville, NJ 08343, now owned by United States Marshall Services, in the amount of \$8,223.22 (eight thousand, two hundred, twenty-three dollars and twenty-two cents), which includes the August 2019, November 2019, February 2020, and the 6%-year end penalty.

APOPTED, at the meeting of the Township Committee for the Township of Elk held on **March 5, 2020**

TOWNSHIP OF ELK

Carolyn D. K. Sammons, Mayor

Attest:

Debora R. Pine, Township Clerk

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

RESOLUTION R-45-2020

RESOLUTION AMENDING AND UPDATING THE PERSONNEL POLICIES AND PROCEDURE MANUAL/EMPLOYEE HANDBOOK FOR THE TOWNSHIP OF ELK

WHEREAS, the Township of Elk adopted a new Personnel Policies and Procedure Manual on September 19, 2017 and amended on November 1, 2018; and

WHEREAS, from time to time it becomes necessary to amend and update said policy provisions pursuant to statute, regulation and/or MEL/JIF requirements; and

WHEREAS, the Township Committee has determined that there is a need to amend and update the Personnel Policies and Procedures to meet the new laws, regulations and/or MEL/JIF requirements; and

WHEREAS, the Township Committee desires to amend and update the Township of Elk Personnel Policies and Procedures Manual and Employee Handbook, herein attached; and

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Township Committee of the Township of Elk, County of Gloucester and the State of New Jersey, as follows:

1. Township of Elk Personnel Policies and Procedures and Employee Handbook, adopted on September 19, 2017 and amended on November 1, 2018, is hereby amended and updated.

2. This Resolution shall take effect immediately upon its final adoption.

The foregoing Resolution was fully adopted by the Township Committee of Elk Township at a Meeting held on March 5, 2020.

TOWNSHIP OF ELK

ATTEST:

CAROLYN D. K. SAMMONS, MAYOR

DEBORA PINE, TOWNSHIP CLERK

ROLL CALL VOTE				
COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
Hollywood				
Nicholson				
Poisker				
Rambo				
Sammons				

CERTIFICATION

I hereby certify that the above resolution is a true copy of a resolution adopted by the Township Committee of the Township of Elk, County of Gloucester, State of New Jersey, at a meeting held by the same on March 5, 2020 in the Elk Township Municipal Building, 680 Whig Lane, Monroeville, New Jersey.

DEBORA R. PINE, Township Clerk

Telephone and Mail Usage Policy:

Elk Township telephones are for official business and employees may make a personal call only to inform their family of unexpected overtime or other unexpected emergency situation. Charges for all other personal calls must be reimbursed to the Township of Elk. The use of hand-held cell phones while driving Elk Township vehicles or while driving on Elk Township business is prohibited.

The Township's mail system is to be used for official mail of the Township, not for personal use. Employees who use the Township's postage meter for personal mail will be subject to discipline in accordance with the Township's discipline policy.

COMPUTER OPERATIONS POLICY

The Township of Elk owns, operates, and maintains computer equipment including network systems, stand-alone personal computers (PC's), and dot matrix, line and laser printers, modems, and cables. The following Township departments have computer software specific to their daily operations and functions: Finance, Tax Collection, Municipal Clerk, Planning/Zoning, Zoning, Police, Public Works, Fire, Office of Emergency Management, Construction Code, and Municipal Court. The Township's E-mail, voice mail and the Internet are for official business only and use for non-business/personal purposes is prohibited. All E-Mail, voice mail and Internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

The Township respects the individual privacy of its employees. However, e-mail, voicemail, Internet, Township issued cellular devices, and computer networks are for official business only, and use for non-business purposes is prohibited. All e-mail, voice mail, and Internet messages are public records subject to possible disclosure to the public pursuant to the provisions of the Open Public Records Act.

a. Management's Right to Access Information

E-mail, voicemail and computer network systems have been installed by the Township to facilitate business communications. The contents of the systems are accessible at all times by the Township. These systems should be treated like other shared filing systems.

E-mail and voicemail messages, to the extent these systems are utilized, are the Township's records. The Township reserves the right to monitor, obtain, review and disclose all e-mail messages, computer files, voice mail, and Internet messages on the computer and communications systems of the Township as deemed necessary and appropriate and without prior notice. By using the Township's e-mail, computer systems, voice mail, and the Internet, each user agrees that the Township has unrestricted access and the right to disclose all information communicated or stored on the e-mail computer systems, voice mail, and the

Internet. The existence of passwords does not restrict the Township's ability or right to access electronic communications; however, the Township cannot require employees to provide the passwords to their personal accounts.

b. Care In Use of E-Mail, Voicemail, Internet and Computer Network Systems

Employees must not reveal or publicize confidential Township information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to, the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary, or sensitive information also includes criminal history information, confidential informant information, and intelligence and tactical operations files.

Employees must exercise a greater degree of caution in transmitting the Township's confidential information on the e-mail, voicemail, Internet, and computer network systems than they take with other means of communicating information, because of the ease with which such information can be redistributed and the public access to such information through the Open Public Records Act. Please make sure that all addressees are appropriate recipients of the information to be distributed via e-mail, voicemail, Internet, text message, or other electronic forms of communication, especially when distributing information to a list of recipients.

Except in emergency situations or as part of their officially assigned or regular or permitted duties, employees are prohibited from taking any photographs, pictures, digital images, or audio recordings of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incident or occurrence with any personal analog or digital device, camera, imaging device, audio recorder, or cellular telephone. This section also applies in off duty scenarios regarding any law enforcement related activities. Any photographs, images, or recordings taken with any personal device pursuant to or in violation of this section are considered evidence and are subject to applicable laws, code guidelines, or directives concerning storage, release, and disposal. Employees who have recorded any photographs, images, or recordings with any personal device shall notify their supervisors as soon as practical. For the purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance, or relief, and may include accidents, crimes, and flights from accidents or crimes.

Employees are prohibited from releasing or disclosing any photographs, pictures, or digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with a personal or Township analog or digital device, camera, or cellular phone to any person, entity, business, or media or Internet outlet whether on or off duty without the express written permission of the Township Manager.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the internet about the Township or on behalf of the Township, whether through

the use of the Township's computer networks or otherwise, may be issued unless it has first been approved by the Township Manager. Under no circumstances may information of a confidential, sensitive, or otherwise proprietary nature be placed or posted on the internet or otherwise disclosed to anyone outside the Township.

Because (authorized) postings placed on the internet through use of the Township's computer networks will display on the Township's return address, any information posted on the internet must reflect and adhere to all of the Township's standards and policies.

All users are personally accountable for messages that they originate or forward using the Township's computer networks. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any electronic communication is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) is prohibited.

c. Personal Use of E-Mail, Voicemail, Internet and Computer Network Systems

Because the Township provides e-mail, voicemail, Internet, cell phones, and computer network systems to assist employees in performing their jobs, employees should use them for official business. Employees are required to use the assigned Township email accounts for all Township business and correspondence. The use of private email accounts for any Township business or during business hours is strictly prohibited. The Township reserves the right to access and disclose as necessary all messages sent over its systems, without regard to content.

Since the contents of e-mail and voicemail may be accessed by the Township without prior notice to employees, and since the Township can monitor employees' use of its computer network systems, employees should not use any of the systems to transmit any messages they would not want to disclose to a third party. Employees that maintain personal web pages and web sites, including but not limited to Facebook, YouTube, Myspace, Twitter, etc., shall not post information on such sites that would constitute a violation of the personnel policies of the Township if expressed or published using any other medium or in any other manner. The posting of words, phrases, photographs, images, or any kind of information on a personal web site may be grounds for the imposition of disciplinary action against the employee if the words, phrases, photographs, images, or information adversely reflects on the employee's fitness for duty or constitutes a violation of the personnel policies of the Township. Moreover, employees should not use these systems for soliciting or proselytizing others for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related solicitations.

d. Forbidden Content of E-Mail, Voicemail, Internet and Computer Network Systems Communications

Employees may not use the e-mail, voicemail, Internet, computer network systems, or Township issued cell phone or any other Township issued electronic device in any way that may be seen as insulting, defamatory, obscene, harassing, disruptive, or offensive by other persons or as harmful to morale. Examples of forbidden transmissions or downloads include sexually-