

**MINUTES OF A REGULAR MEETING OF THE MAYOR AND BOROUGH  
COUNCIL OF THE BOROUGH OF AUDUBON PARK, IN THE COUNTY OF  
CAMDEN, NEW JERSEY, HELD JUNE 4, 2012 IN THE MUNICIPAL  
BUILDING AT 7:00 PM.**

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A regular meeting of the Mayor and Borough Council of the Borough of Audubon Park was convened in the Municipal Building, 20 Road C, 2<sup>nd</sup> Floor, Audubon Park, NJ on Monday, June 4, 2012, at 7:00 PM.

Mayor Pennock requested all stand for the flag salute.

Mayor Pennock announced that Chapter 231, Public Law 1975 requires adequate notice of this meeting be provided. This was done by placing Annual Notice in the Courier-Post and Retrospect Newspapers and by posting on the bulletin board in the Municipal Building.

ROLL CALL: Councilwoman DiPasquale, Councilwoman Hook, Councilwoman Jones, and Councilman Passon were present. Councilwoman Lewis (excused) and Councilman Delengowski (not excused) were absent. Eric Riso, Esquire was also present

Motion made by Councilman Passon to approve the minutes of the Regular Meeting held on Monday, May 7, 2012. Seconded by Councilwoman Jones. Roll call vote: Councilwoman DiPasquale-abstained, Councilwoman Hook-yes, Councilwoman Jones-yes, and Councilman Passon-yes.

Motion made by Councilwoman Jones to approve the minutes of the Working Session held on Monday, May 21, 2012. Seconded by Councilwoman Hook. Roll call vote: Councilwoman DiPasquale-yes, Councilwoman Hook-yes, Councilwoman Jones-yes, and Councilman Passon-abstained.

**ORDINANCES:**

**#2012-04 - AN ORDINANCE AUTHORIZING SALARIES TO BE PAID TO THE EMPLOYEES OF THE BOROUGH OF AUDUBON PARK, COUNTY OF CAMDEN, STATE OF NEW JERSEY, DESIGNATING THE VARIOUS POSITIONS, AMOUNTS OF SALARY AND TIME OF PAYMENT**

Motion made by Councilman Passon and seconded by Councilwoman Hook that the aforementioned ordinance introduced at this time be approved on the first reading and

remain on file with the Clerk for public inspection until the public hearing thereon and further consideration thereof which will be on August 6, 2012, in the Municipal Building. The Clerk was further directed to publish said ordinance together with the notice of such hearing in the manner required by law in the Retrospect Newspaper and also to post copies on the bulletin boards in the Municipal Building prior to the second reading and make copies available to the general public of the Borough who shall request same. Roll call vote: Councilwoman DiPasquale-yes, Councilwoman Hook-yes, Councilwoman Jones-yes, and Councilman Passon-yes.

**RESOLUTIONS:**

**RESOLUTION 2012:43**

**BILL RESOLUTION (PAYMENT OF CLAIMS)  
(June 4, 2012)**

**BE IT RESOLVED**, by the Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the claims for payment detailed in the attached voucher list are hereby approved.

**RESOLUTION #2012:44**

RESOLUTION OF THE BOROUGH OF AUDUBON  
PARK, COUNTY OF CAMDEN, AND STATE OF NEW  
JERSEY AMENDING PERSONNEL POLICIES AND  
PROCEDURES

**WHEREAS**, it is the policy of the Borough of Audubon Park to treat employees and prospective employees in a manner consistent with all applicable employment 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 Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act; the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

**WHEREAS**, the Mayor and Borough Council have determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that the Personnel Policies and Procedures Manual attached hereto is hereby adopted; and

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Borough Officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail; and

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Borough Council; and

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as “employment at will.”

**BE IT FURTHER RESOLVED** that the Mayor and all managerial/supervisory personnel are responsible for these employment practices. The Municipal Clerk and the Borough Solicitor shall assist the Mayor in the implementation of the policies and procedures in this manual.

**RESOLUTION #2012:45**  
**BOROUGH OF AUDUBON PARK**  
**COUNTY OF CAMDEN**

**A RESOLUTION TO AFFIRM THE BOROUGH OF AUDUBON PARK’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME IN CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS.**

**WHEREAS**, it is the policy of the Borough of Audubon Park 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 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 Mayor and Borough Council of the Borough of Audubon Park has determined that certain procedures need to be established to accomplish this policy;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden and State of New Jersey, that:

Section 1: No official, employee, appointee or volunteer of the Borough of Audubon Park by whatever title known, or any entity that is in any way a part of the Borough of Audubon Park 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 Audubon Park's business or using the facilities or property of the Borough of Audubon Park.

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

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 Audubon Park 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 Personnel Officer shall establish a system to monitor compliance and shall report at least annually to the governing body the results of monitoring.

Section 8: At least annually, the Municipal Clerk shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Audubon Park. This communication shall include a statement from the Governing Body expressing its unequivocal commitment to enforce this resolution. This summary shall be posted on the Borough of Audubon Park's website.

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 Audubon Park in order for the public to be made aware of this policy and the Borough of Audubon Park's commitment to the implementation and enforcement of this policy.

**RESOLUTION #2012:46  
BOROUGH OF AUDUBON PARK  
COUNTY OF CAMDEN**

SUBJECT: AUTHORIZED SIGNATURES UPON CHECKS FOR  
ACCOUNTS OF THE BOROUGH OF AUDUBON PARK

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Audubon Park, County of Camden, State of New Jersey, that all checks upon accounts of the Borough of Audubon Park in 1<sup>st</sup> Colonial National Bank shall require the following signatures, effective June 4, 2012.

Mayor, Lawrence E. Pennock

-and-

Margaret King, Treasurer

-and-

Dawn M. Pennock, Municipal Clerk

- or -

President of Council, Karen Lewis  
Debra Stasulli, Deputy Municipal Clerk

-or-

**BE IT FURTHER RESOLVED**, that the said 1<sup>st</sup> Colonial National Bank is hereby authorized and instructed to honor checks, executed as aforesaid, upon any of the checking accounts of the Borough of Audubon Park, until further notice, unless specifically otherwise authorized by Resolution of the Mayor and Borough Council.

Motion made by Councilman Passon to adopt Resolution 2012:43 through Resolution 2012:46. Seconded by Councilwoman DiPasquale. Roll call vote: Councilwoman DiPasquale-yes, Councilwoman Hook-yes, Councilwoman Jones-yes, and Councilman Passon-yes.

#### **OTHER BUSINESS:**

Mayor and Borough Council discussed the following items in detail:

- Location of speed bumps on Roads “A”, “B” & “C”
- Busing to Haviland and Mansion Avenue Schools

#### **REPORTS:**

Vital Statistics – May 2012 0-births, 1-deaths, and 0-marriages

Councilwoman Jones reported that there would be a public hearing in West Collingswood Heights on June 11<sup>th</sup> for the 2013 Application on Senior Citizens and Disabled Residents for Transportation System.

Councilman Passon reported that he would like to see I.D. cards issued to all members of council as well as business cards.

Mayor Pennock reported that Audubon Soccer sent a letter requesting the Soccer Field and also requesting the use of a second field within the Borough.

Motion made by Councilman Passon to allow Audubon Soccer to use the Soccer Field located at “A” & “B” Roads. Seconded by Councilwoman Hook. All ayes.

Mayor Pennock also reported that the coordinating meeting went well and the two entities worked together, crosswalks and street markings would be painted by Haddon Township, and requesting council cancel all meetings in July 2012.

Motion made by Councilwoman Jones to cancel the Council Meetings schedule in July 2012. Seconded by Councilwoman Hook-yes. Councilwoman DiPasquale-yes, Councilwoman Hook-yes, Councilwoman Jones-yes, and Councilman Passon-yes.

**OPEN TO THE PUBLIC AT 7:28 PM:**

Barbara Frantz, 3 Peacock Road – Ms. Frantz inquired as to whether SCUCS was going to put the fence back up between their area and the Borough of Audubon Park.

**CLOSED TO THE PUBLIC AT 7:30 PM**

Motion made by Councilman Passon to adjourn the meeting at 7:30 PM. Seconded by Councilwoman Hook. All ayes.