



VERNON TOWNSHIP COUNCIL MEETING AGENDA

FEBRUARY 24, 2025

7:00 PM REGULAR SESSION (OPEN TO THE PUBLIC)

1. CALL TO ORDER

2. STATEMENT: Adequate Notice of this Regular Meeting was provided to the public and the press on January 19, 2025 and was posted at the Municipal Building in accordance with the Open Public Meetings Act, N.J.S.A.10:4-7.

3. SALUTE THE FLAG

4. ROLL CALL

5. PRESENTATION LOSAP Program

6. MAYOR COMMENTS

7. PUBLIC COMMENT (For Current Agenda Items Only, Limited to 3 Minutes Per Person)

8. REVIEW OF BILLS LIST

9. CONSENT AGENDA

Resolution #25-72: Authorizing Change Order #1 of Contract for Proposed Improvements of Maple Grange Park Lower Parking Lot with Denville Line Painting, Inc.

Resolution #25-73: Resolution Authorizing the Hiring of an Energy Audit Solar Power Purchase Agreement Consultant Through the Competitive Contracting Process

Resolution #25-74: Approving a Solicitors Permit – Renewal by Anderson

Resolution #25-75: Resolution Authorizing Fireworks to be Displayed within the Township of Vernon in 2025

Resolution #25-76: A Resolution Renewing the Group Life & Accidental, Death & Dismemberment (AD&D) Policy for Eligible Employees Through the Standard Insurance Company

Resolution #25-77: Appointment of a Municipal Housing Liaison

Resolution #25-78: Refund for Totally Disabled Veteran (Amended Res. #24-297) Block 73 Lot 4 (Williams)

Resolution #25-79: Refund for Totally Disabled Veteran Block 73 Lot 4 (Williams)

Resolution #25-80: Refund for Totally Disabled Veteran Block 120 Lot 3 (Scarnecchia)

Resolution #25-81: Refund for Totally Disabled Veteran Block 448 Lot 13 (Craig)

Resolution #25-82: Refund for Totally Disabled Veteran Block 206 Lot 14 (Redacted)

Resolution #25-83: Resolution of the Township of Vernon, County of Sussex, State of New Jersey, Amending the Award of Bid 12R-2024 Fire Suppression Bid

Resolution #25-84: Resolution Adopting and Establishing a Police Department Rules and Regulations Policy

Resolution #25-85: Resolution Authorizing Leasing of Certain Vehicles for the Department of Public Works Through Soucewell National Cooperative #060618-EFM Through Enterprise Fleet Management Services Inc. (Quote No. 8390830, 8390894, 8411952, 8390827 and 863373)

Resolution #25-86: Approving a Charitable Solicitor's Permit: Vernon Emergency Medical Services, Inc.

10. ADOPTION/PUBLIC HEARING OF ORDINANCE

Ordinance #25-04: Ordinance Establishing the Salaries for Certain Officers and Employees of the Township of Vernon, County of Sussex, State of New Jersey

11. PUBLIC COMMENT (Limited to 5 Minutes On Any Topic)

12. COUNCIL COMMENTS

13. COUNCIL PRESIDENT COMMENTS

14. ADJOURNMENT



VERNON

EMERGENCY MEDICAL SERVICES

Station 1

164 Breakneck Road
Highland Lakes, NJ 07422

Station 2

3 Baldwin Drive
Vernon, NJ 07462

Station 3

1 Drew Mountain Road
Sussex, NJ 07461

February 11th 2025

EMS REPORT

Thank you, Township Administration, Mayor, Council, and Council President, for the opportunity to speak on behalf of Vernon Emergency Medical Services.

This evening, I am pleased to present key updates regarding the Length of Service Award Program (LOSAP) and our ongoing efforts in recruitment and retention.

At the time of LOSAP's initial implementation, projections indicated that approximately 30 members of our agency would opt in. To date, 32 members have enrolled, with over 50% qualifying to receive LOSAP benefits for 2024.

In that same timeframe, our newly established organization, Vernon Emergency Medical Services, has successfully onboarded 27 new members. Among them, four are certified EMTs, nine are currently enrolled in EMT school, and five have completed our advanced driver education course.

Additionally, since the introduction of LOSAP, the merger of Glenwood Pochuck Volunteer Ambulance Corps and Vernon Township Ambulance Squad has significantly enhanced EMS coverage throughout Vernon Township. Before the merger, Glenwood Pochuck operated with five crews during the week, while Vernon Township Ambulance Squad did not have an active crew presence. With the combined efforts of our newly unified agency, we have increased staffing levels, now operating up to 11 crews on Monday through Friday nights at our peak. Even during the off-season, when college students are away, we maintain a strong presence with eight active crews, ensuring reliable EMS coverage for our community.

This growth reflects our ongoing commitment to strengthening our agency, improving emergency medical services, and fostering a sustainable volunteer workforce.

Thank you for your time and continued support.

Thank you,

Kevin Duffy
Chief Operations Officer
908.998.0911 Ext. 100

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	4-01	133,459.35	0.00	0.00	133,459.35
CURRENT FUND	5-01	9,132,837.96	430.00	0.00	9,133,267.96
CAPITAL FUND	C-04	224,778.29	0.00	0.00	224,778.29
GRANT FUND	G-02	19,488.00	0.00	0.00	19,488.00
OTHER TRUST	T-14	157,265.23	0.00	0.00	157,265.23
RECREATION TRUST	T-16	271.81	0.00	0.00	271.81
Year Total:		157,537.04	0.00	0.00	157,537.04
Total of All Funds:		9,668,100.64	430.00	0.00	9,668,530.64

Range of Checking Accts: First to Last Range of Check Dates: 02/06/25 to 02/19/25
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING			
63209	02/11/25	ACMEM005 ACME MARKETS, INC		578	
25-00056		Senior Center Programs	34.73	charged to Senior Trust T-14-56-813-00	
63210	02/11/25	AIRGR005 AIRGROUP LLC		578	
25-00105		EMERGENCY-PARTS FOR BOILER	694.67		
25-00142		HV/AC SYS ANNUAL COMM SERV AGR	3,918.75		
			4,613.42		
63211	02/11/25	ALLIE020 ALLIED OIL		578	
24-00237		Municipal Gas Fuel	9,748.15		
25-00092		Municipal Gas & Diesel Fuel	21,912.69		
			31,660.84		
63212	02/11/25	AMAZO005 AMAZON.COM SERVICES LLC		578	
24-00135		SC Programs & Events	69.17		
24-00144		Rec Programs & Events	70.00		
25-00058		SC Programs	402.53		
25-00248			51.36		
			593.06		
63213	02/11/25	ASCAP005 A.S.C.A.P.		578	
25-00087		Renewal ASCAP Licensing	478.75		
63214	02/11/25	ASSOC020 Associated Appraisal Group Inc		578	
24-00389		2025 Reassessment Blanket	10,900.00		
63215	02/11/25	BERGE025 BERGEN COMMUNITY COLLEGE		578	
25-00122		Certified ACO course	989.00		
63216	02/11/25	BLOOD005 BLOODGOOD LAW ENFORCEMENT TRAI		578	
25-00319		Mastering Motor Vehicle Law	195.00		
63217	02/11/25	BRIGH010 BRIGHTSPEED		578	
24-00295		Blanket - Telephone Service	832.81		
25-00283		Municipal Phone Service	852.64		
			1,685.45		
63218	02/11/25	CABLE005 CABLEVISION LIGHTPATH NJ, LLC		578	
25-00083		Municipal Internet	1,084.00		
63219	02/11/25	CAMPB010 CAMPBELL SUPPLY CO, LLC,		578	
24-00179		FREIGHTLINER TRUCK PARTS	737.94		
25-00152		EMERG-PARTS TO REPAIR TRK #62	2,019.98		
25-00159		EMERG-PARTS TO REPAIR TRK #62	367.46		
			3,125.38		
63220	02/11/25	CANNI005 THE CANNING GROUP LLC		578	
25-00094		QPA Services	1,750.00		

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num	Contract
PO #		Description				
10-001		GENERAL/CENTRAL CHECKING	Continued			
63221	02/11/25	CINTA005 CINTAS CORPORATION NO 2			578	
25-00084		Municipal AED Maintenance	400.00			
63222	02/11/25	CONQU005 Conquest Construction Inc.			578	
24-01346		Release of Road Opening Escrow	93.25			
63223	02/11/25	COUNT045 COUNTY OF SUSSEX			578	
24-00137		SC Transportation	4,166.63			
63224	02/11/25	CREAT025 CREATIVE MANAGEMENT INC			578	
24-00238		Municipal Fuel Diesel	3,834.55			
63225	02/11/25	CRYST005 CRYSTAL MOUNTAIN SPRINGS			578	
24-00022		WATER COOLER SERVICE	218.72			
25-00124		WATER COOLER SERVICE	250.68			
25-00168		WATER COOLER SERVICE	247.78			
			<u>717.18</u>			
63226	02/11/25	CUSTO005 CUSTOM BANDAG INC			578	
24-00154		VARIOUS AUTOMOTIVE TIRES DPW	830.36			
63227	02/11/25	DEERE005 DEERE & COMPANY			578	
24-01007		NEW TRACTOR & REAR BLOWER	84,330.03			
63228	02/11/25	DO000005 WILLIAM J MARION, D.O.			578	
25-00075		DPW - CDL Physical	350.00			
63229	02/11/25	EDMUN005 EDMUNDS & ASSOCIATES, INC			578	
25-00359		SOFTWARE MAINTENANCE 2025	9,009.75			
63230	02/11/25	ELAVO005 ELAVON, INC			578	
24-00352		2024/Court/ Credit Card Fees	190.89			
63231	02/11/25	ELIZA005 ELIZABETHTOWN GAS CO			578	
24-00367		Blanket Municipal Gas Services	2,155.95			
63232	02/11/25	FASTE005 FASTENAL COMPANY			578	
24-00176		RE-STOCKING OF SAFETY VENDING	139.59			
24-00177		VARIOUS SHOP SUPPLIES	137.72			
			<u>277.31</u>			
63233	02/11/25	FINIS005 FINISH LINE INC			578	
24-00695		Rec Board New Members	236.00			
63234	02/11/25	FLEMI005 JOHN T FLEMING			578	
24-01365		Glenwood Mtn Road Section II	118,372.50			
63235	02/11/25	FLORI005 FLORIO, PERRUCCI,STEINHARDT &			578	
24-00354		2024 Twp Legal Labor Services	1,060.00			
63236	02/11/25	FWWEB005 F.W. WEBB COMPANY			578	
25-00157		EMERG-WATER LEAK/NO HEAT DPW	820.26			

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num	Contract
PO #		Description				
10-001		GENERAL/CENTRAL CHECKING	Continued			
63237	02/11/25	GAETA005 GAETA RECYCLING CO., INC			578	
25-00164		TRASH SERVICE/REMOVAL JAN 2025	1,927.02			
63238	02/11/25	GENER020 GENERAL DYNAMICS ORDNANCE & TA			578	
25-00029		Simunition Training	1,510.00			
63239	02/11/25	GIANA005 MARCY GIANATTASIO			578	
25-00006		Zoom Webinar 12/25/24-1/24/25	68.23			
25-00282		Zoom Webinar 1/25/25-2/24/25	68.23			
			136.46			
63240	02/11/25	GOLDT005 GOLD TYPE BUSINESS MACHINES			578	
25-00031		Info Cop License Renewal	3,937.50			
63241	02/11/25	GRANI005 GRANICUS, LLC			578	
25-00274		2024/2025 Rentals Contract	7,425.23			
63242	02/11/25	HAROL005 HAROLD E PELLOW AND ASSOC, INC		02/11/25 VOID	0	
63243	02/11/25	HAROL005 HAROLD E PELLOW AND ASSOC, INC			578	
25-00306		Engineering Services 2024	14,818.47			
63244	02/11/25	HARRA005 HARRAH'S ATLANTIC CITY OPERATI		02/19/25 VOID	578 (Void Reason: Rec not attending)	
25-00036		LEAD Conf.- S. Rovetto	276.00			
25-00189		Hotel NJRPA Conf Downtain	291.00			
			567.00			
63245	02/11/25	HENDE010 HENDERSON PRODUCTS, INC			578	
24-00132		PARTS TO REPAIR HENDERSON EQUI	1,159.30			
63246	02/11/25	HERAL005 NEW JERSEY HERALD			578	
24-00279		LUB Advertising	6.82			
24-00304		Admin - Legal Notices	32.24			
24-00391		2024 Legal Advertising	87.73			
			126.79			
63247	02/11/25	HHAUT005 H & H AUTO PARTS OF VERNON			578	
24-00061		PARTS TO REPAIR DPW VEHICLES	37.06			
25-00146		EMERG-DIESEL FUEL ANTI-GEL ADD	181.80			
			218.86			
63248	02/11/25	HIGHL025 HIGHLAND LAKES VOLUNTEER FIRE			578	
25-00308		Fire & Operation Reimbursemt	6,355.36			
63249	02/11/25	IDEMI005 IDEMIA IDENTITY & SECURITY USA			578	
25-00020		Desktop Live Scan and printer	2,805.00			
63250	02/11/25	INTEG010 INTEGRATED MICRO SYSTEMS, INC			578	
25-00077		Municipal Technology Contract	2,800.00			
63251	02/11/25	INTER060 INTERACTION INSIGHT CORP			578	
25-00032		Nice Voice Recorder	2,605.00			

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
63252	02/11/25	JACKD005 JACK DOHENY COMPANIES INC			578
25-00158		PARTS TO REPAIR SEWER JET TRK	200.90		
63253	02/11/25	JCALD005 J. CALDWELL & ASSOCIATES LLC			578
24-00276		Work Performed	420.00		
25-00280		Planner Affordable Housing	2,800.00		
			3,220.00		
63254	02/11/25	JCPL0005 JCP&L			578
24-00523		Municipal Electric Services	13,631.66		
63255	02/11/25	JOHNS020 JOHNNY ON THE SPOT DBA UNITED			578
25-00069		Porta Potty Rentals	836.30		
63256	02/11/25	KEANU005 KEAN UNIVERSITY			578
25-00028		Unmanned Aircraft Training	449.00		
63257	02/11/25	KINGM005 KING MOENCH HIRNIAK MEHTA&COLL			578
25-00281		Legal Retainer &Litigation2024	7,423.00		
63258	02/11/25	KUNZO005 APRIL A KUNZ-OLEKSY			578
24-00140		SC Exercise Programs	400.00		
25-00059		SC Exercise Classes	520.00		
			920.00	charged to Senior Trust T-14-56-813-00	
63259	02/11/25	LAKEW005 LAKE WALLKILL COMM			578
25-00381		2024 LIGHTING REIMBURSEMENT	265.67		
63260	02/11/25	LANDS015 NOTCHWOOD LANDSCAPE			578
24-00181		SNOW REMOVAL FOR BARRY LAKES	23,438.25		
25-00116		SNOW PLOWING BARRY LAKES	7,275.00		
			30,713.25		
63261	02/11/25	LAWSO005 LAWSOFT, INC			578
25-00320		Sonicwall TZ470	2,995.00		
63262	02/11/25	LEIDI005 CRAIG LEIDIG			578
25-00188		BOOT REIMBURSEMENT	150.00		
63263	02/11/25	LOEFF005 LOEFFEL'S WASTE OIL SERVICE LL			578
24-00020		USED OIL DISPOSAL	781.00		
63264	02/11/25	LUBEN005 LUBENET, LLC			578
24-00073		AUTO LUBRICANTS IN VES VEHICLE	3,623.75		
63265	02/11/25	MCAA0005 MCAA OF NJ			578
25-00329		2024/ February Meeting	40.00		
63266	02/11/25	MCAFE005 MC AFEE FIRE DEPT.			578
25-00054		Reimburse Monthly Dec 2024	43.47		

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
63267	02/11/25	MCELW010 McElwee & Quinn LLC			578
25-00303		bond anticipation	1,000.00		
63268	02/11/25	MCICO010 MCI COMMUNICATION SERVICES			578
25-00050		Municipal Phone Serv Long Dist	874.50		
25-00080		Municipal Phone Serv Long Dist	824.04		
			1,698.54		
63269	02/11/25	MILLS010 IRENE M MILLS			578
24-01557		Holiday Luncheon Supplies	82.27		
63270	02/11/25	MONTA015 MONTAGUE TOOL & SUPPLY			578
24-00054		PARKS SUPPLIES	472.00		
25-00149		EMERG-TARP CONWAY TOWER GEN BL	99.00		
			571.00		
63271	02/11/25	MORRI025 MORRIS CO FIRE/POLICE ACADEMY			578
24-00103		Education/Training	70.00		
63272	02/11/25	MORTO005 MORTON SALT, INC			578
25-00144		ROAD SALT	33,250.99		
63273	02/11/25	MOTOR010 MOTOROLA SOLUTIONS, INC.			578
25-00022		Redactive Software	995.00		
63274	02/11/25	MUNCO005 MUNCO OF NEW JERSEY			578
25-00021		MEMBERSHIP	75.00		
63275	02/11/25	MUNID005 MUNIDEX, INC			578
25-00206		Software License 2025	712.00		
63276	02/11/25	NEIL0005 HR DIRECT/G NEIL			578
25-00104		Personnel -Labor Poster Maint	379.96		
63277	02/11/25	NISIV005 NISIVOCCIA & COMPANY LLP			578
24-01207		NJIB Professional Services	6,000.00		
63278	02/11/25	NJDMV005 NJDMVC			578
25-00290		TO TITLE GPVAC RIG #81-54	60.00		
63279	02/11/25	NJMMA005 NJMMA			578
25-00330		NJMMA Membership - BA 2025	300.00		
63280	02/11/25	NJREC005 NJ RECREATION & PARK ASSOC			578
25-00185		2025 NJRPA Conf M Downtain	555.00		
63281	02/11/25	NJSTA010 NJ ST ASSOC OF POLICE CHIEFS			578
25-00016		Police Chiefs In Serv. Series	350.00		
25-00034		Young- Command & Leadership	30.00		
25-00133		2025 Membership Dues	275.00		

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
63281		NJ ST ASSOC OF POLICE CHIEFS	Continued		
25-00273		Public Information Officer	250.00		
			905.00		
63282	02/11/25	NJSTL005 NJ ST LEAGUE OF MUNICIPALITIES			578
25-00207		2025 Membership Dues	1,817.00		
25-00322		Ethics Webinar	75.00		
			1,892.00		
63283	02/11/25	NORTH015 NORTH EAST PARTS GROUP LLC			578
24-00058		PARTS TO REPAIR DPW VEHICLES	1,210.20		
63284	02/11/25	NORTH050 NORTHEAST COMMUNICATIONS INC			578
25-00106		EMERGENCY-REPROGRAM TWO WAY	675.00		
63285	02/11/25	NRGBU005 NRG BUSINESS MARKETING			578
25-00079		Utility Gas Co-Op ETown Gas	1,948.99		
63286	02/11/25	OFFIC005 NJ PLANNING OFFICIALS			578
25-00315		LUB Annual Membership	325.00		
63287	02/11/25	OTISE005 OTIS ELEVATOR COMPANY			578
25-00250		ELEVATOR SERVICE	200.00		
63288	02/11/25	PENTE005 PENTELEDATA LP			578
24-00383		Blanket - Muni Cable Services	507.80		
25-00074		Municipal Cabel Modem	507.80		
			1,015.60		
63289	02/11/25	PITNE005 PITNEY BOWES INC			578
25-00078		Office Equipment Maint Renewal	252.00		
63290	02/11/25	POCHU010 POCHUCK VALLEY FIRE DEPT.			578
25-00055		Reimburse Fire Dept	767.71		
63291	02/11/25	PRINC010 PRINCETON HYDRO LLC			578
24-00804		Lake/watershed Plan Phase II	19,330.00		
63292	02/11/25	RAYBR005 RAY BROSS SANITATION & CONSTRU			578
24-00188		SNOW REMOVAL HIGHLAND LAKES	40,875.00		
25-00114		SNOW PLOWING HIGHLAND LAKES	6,150.00		
25-00139		SNOW PLOWING HIGHLAND LKS	31,425.00		
			78,450.00		
63293	02/11/25	REDLI005 REDLINE GEAR CLEANING			578
24-01599		EMER- GEAR CLEANING	3,900.00		
63294	02/11/25	REGIS005 REGISTRARS ASSOC OF NJ			578
25-00175		Membership Renewal 2025	50.00		
63295	02/11/25	RICE0005 DOUGLAS RICE			578
25-00285		Timer Snowshoe Event	271.81	charged to Recreation Trust T-16-56-806-00	

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
63296	02/11/25	ROUTE005 ROUTE 23 AUTO MALL LLC			578
24-00068		PARTS TO REPAIR FORD VEHICLES	170.88		
63297	02/11/25	SCHEN010 SCHENCK PRICE SMITH & KING LLP			578
25-00053		Legal - Tax Appeal Services	864.68		
63298	02/11/25	SCIAL010 MATTHEW SCIALLA			578
25-00187		TOOL REIMBURSEMENT	750.00		
63299	02/11/25	SEBAC005 Sebaco LLC			578
24-01622		refund of inspection cost	140.00		
63300	02/11/25	SPACE005 SPACE WILD ANIMAL FARM INC			578
24-00025		DEER CARCASS REMOVAL	29.00		
63301	02/11/25	SPEID005 SPEIDEL & SONS CONTRACTING INC		02/11/25 VOID	0
63302	02/11/25	SPEID005 SPEIDEL & SONS CONTRACTING INC		02/11/25 VOID	0
63303	02/11/25	SPEID005 SPEIDEL & SONS CONTRACTING INC			578
24-00182		SNOW REMOVAL LAKE PANORAMA	9,330.00		
24-00183		SNOW REMOVAL LAKE WALLKILL	9,110.00		
24-00185		SNOW REMOVAL LAKE GLENWOOD	5,290.00		
25-00108		SNOW PLOWING LAKE WALLKILL	1,110.00		
25-00109		SNOW PLOWING LAKE WALLKILL	6,215.00		
25-00110		SNOW PLOWING LAKE PANORAMA	1,110.00		
25-00111		SNOW PLOWING LAKE PANORAMA	5,735.00		
25-00112		SNOW PLOWING LAKE GLENWOOD	1,110.00		
25-00113		SNOW PLOWING LAKE GLENWOOD	3,700.00		
25-00136		SNOW REMOVAL LK PANORAMA	555.00		
25-00137		SNOW PLOWING LK GLENWOOD	555.00		
25-00138		SNOW PLOWING LK WALLKILL	555.00		
			44,375.00		
63304	02/11/25	STAPL010 Staples Contract & Commercial			578
24-01589		Office Supplies	115.18		
63305	02/11/25	STATE125 STATEWIDE INSURANCE FUND			578
25-00270		Municipal Insurance 2025 #1	292,224.25		
63306	02/11/25	SUBUR005 SUBURBAN PROPANE ,L.P.			578
25-00086		Propane Tank Rent Mondamin	72.00		
63307	02/11/25	SUEZW005 VEOLIA WATER NEW JERSEY, INC.			578
24-00341		Blanket - Water Serv 21 Church	873.16		
63308	02/11/25	SUSSE020 SUSSEX CO ASSOC POLICE CHIEF			578
25-00019		2025 Membership Dues	1,200.00		
63309	02/11/25	SUSSE060 SUSSEX CO MUNICIPAL CLERK ASSN			578
25-00179		Membership Renewal 2025	150.00		

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10-001		GENERAL/CENTRAL CHECKING	Continued		
63310	02/11/25	SUSSE095 SUSSEX COUNTY M.U.A.			578
25-00341		1st Qtr Sewer User Fees 2025	650,125.75		
63311	02/11/25	SUSSE140 SUSSEX COUNTY TREASURER			578
25-00335		1st QTR County Purpose Tax 25	3,739,239.95		
25-00340		2024 added and omitted	24,473.37		
			<u>3,763,713.32</u>		
63312	02/11/25	SUSSE145 SUSSEX COUNTY TREASURER			578
25-00336		1st QTR Library Tax 25	290,112.76		
25-00339		2024 added and omitted	1,943.62		
			<u>292,056.38</u>		
63313	02/11/25	SUSSE150 SUSSEX COUNTY TREASURER			578
25-00337		1st QTR Open Space Tax 25	14,411.99		
25-00338		2024 added and omitted	110.76		
			<u>14,522.75</u>		
63314	02/11/25	SUSSE170 SUSSEX RURAL ELECTRIC CO-OP			578
24-00511		Blanket PO Municipal Electric	556.82		
63315	02/11/25	TARA0005 THE ANIMAL RIGHTS ALLIANCE, INC			578
24-00111		Animal Control- Spay/Neuter	875.00		
63316	02/11/25	TELEP005 WARWICK VALLEY TELEPHONE			578
24-00260		Municipal Phone Service	6,271.53		
25-00100		Municipal Phone Service	1,463.42		
			<u>7,734.95</u>		
63317	02/11/25	TOWNS015 TOWNSHIP OF RANDOLPH			578
25-00090		MEMBERSHIP FEE 2025 MCCPC	1,100.00		
63318	02/11/25	TREAS035 TREASURER, STATE OF NEW JERSEY			578
25-00235		Marriage Applications	850.00		
63319	02/11/25	URBAN005 DENISE URBANIAK			578
24-01201		Rec Board Events	190.00		
63320	02/11/25	USBAN025 U.S. BANK NATIONAL ASSOCIATION			578
25-00085		Ricoh Map Copier Lease 2025	428.56		
63321	02/11/25	VALLE030 VALLEY PHYSICIAN SERVICES, PC			578
25-00052		DPW Employee DOT Testing 2024	414.00		
63322	02/11/25	VERIZ005 VERIZON			578
24-00303		Municipal Phone Service	143.50		
63323	02/11/25	VERIZ010 VERIZON WIRELESS			578
24-00257		Blanket-Municipal Cell Phone	1,143.96		
25-00099		Municipal Cell Phone Service	1,136.01		
			<u>2,279.97</u>		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
10-001		GENERAL/CENTRAL CHECKING	Continued		
63324	02/11/25	VERIZ035 VERIZON CONNECT FLEET USA LLC			578
	24-00027	GPS SERVICE DPW	724.60		
	25-00026	Police GPS	65.80		
	25-00284	GPS SERVICE DPW	785.95		
			<u>1,576.35</u>		
63325	02/11/25	VERNO065 VERNON POLICE ATHLETIC LEAGUE			578
	25-00076	Recreation Shared Services	11,250.00		
63326	02/11/25	VERNO120 VERNON TWP BOARD OF EDUCATION			578
	25-00351	Jan Current Expenses & Debt 25	2,012,246.28		
63327	02/11/25	VERNO120 VERNON TWP BOARD OF EDUCATION			578
	25-00352	Feb current	1,997,258.20		
63328	02/11/25	VERNO130 VERNON TWP FIRE DEPARTMENT			578
	25-00051	Reimburse Oct 2024 Expenses	3,159.76		
	25-00186	Reimburse Nov 2024 Expenses	3,949.59		
	25-00287	Reimburse Dec 2024 Expenses	2,128.34		
			<u>9,237.69</u>		
63329	02/11/25	VERNO205 VERNON VALLEY AUTO BODY, INC			578
	24-01270	TO REPAIR PATROL CAR #319	3,005.92		
63330	02/11/25	WBMA005 W B MASON CO INC			578
	24-01391	office supplies	710.88		
63331	02/11/25	WEINE005 WEINER LAW GROUP LLP			578
	24-00277	Worked Performed	708.00		
63332	02/11/25	WELDO005 WELDON ASPHALT CO.			578
	24-00667	HOT ASPHALT	168.02		
63333	02/11/25	WELLS050 WELLS FARGO VENDOR FINANCIAL			578
	24-00244	Copier Lease Clerk Office	190.33		
63334	02/11/25	WELLS055 WELLS FARGO VENDOR FINANCIAL			578
	24-00245	Municipal Copier Lease (6)	1,546.47		
63335	02/11/25	WILMI005 wilmington Trust			578
	25-00366	2024 vernon twp 20a & 20b sink	1,000.00		
63336	02/11/25	WTHTE005 WTH TECHNOLOGY, INC			578
	25-00017	Think GIS 2025	1,386.00		
63337	02/19/25	HARRA005 HARRAH'S ATLANTIC CITY OPERATI			579
	25-00036	LEAD Conf.- S. Rovetto	276.00		

Check #	Check Date	Vendor	Reconciled/Void		Ref Num
PO #	Description		Amount Paid		Contract
10-001	GENERAL/CENTRAL CHECKING		Continued		
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	125	4	9,668,530.64	567.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	125	4	9,668,530.64	567.00
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	125	4	9,668,530.64	567.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	125	4	9,668,530.64	567.00

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		Current	Qtr To Date	Year To Date	
Taxable Wages					
Federal Income		418,820.39	1,180,652.10	1,180,652.10	
FICA - Social Security		455,934.80			
FICA - Medicare		455,934.80	1,293,069.99	1,293,069.99	
State Income		482,536.79	1,373,290.48	1,373,290.48	
State Unemployment		478,131.31	1,360,083.75	1,360,083.75	
State FLI / DIS		478,131.31	1,360,083.75	1,360,083.75	
Amount Your Account Will Be Debited:				187,656.81	
		Employer Share	Employee Share	Total	ADS
Federal Taxes					
Federal Income Tax			54,826.27	54,826.27	*
Social Security 6.200% / 6.200%		28,268.02	28,268.02	56,536.04	*
Medicare 1.450% / 1.450%		6,611.02	6,611.02	13,222.04	*
Total Federal Taxes		34,879.04	89,705.31	124,584.35	
NJ State Taxes					
NJ State Income Tax			21,715.34	21,715.34	*
NJ Unemployment / 0.425%			2,032.05	2,032.05	*
NJ Family Leave / 0.330%			1,577.83	1,577.83	*
Total NJ State Taxes			25,325.22	25,325.22	
Public Employees Retirement System					
PERS Pension			13,657.12	13,657.12	*
PERS Back Deduction			442.13	442.13	*
PERS Pension Loan			2,528.40	2,528.40	*
PERS Contributory Insurance			892.25	892.25	*
Total PERS Pension			17,519.90	17,519.90	
Police And Firemans Retirement System					
P&F Pension			16,965.73	16,965.73	*
P&F Pension Loan			2,995.94	2,995.94	*
P&F Pension Arrears			100.96	100.96	*
P&F Supplemental Annuity			118.92	118.92	*
Total P&F Pension			20,181.55	20,181.55	
DCRP Contribution					
DCRP Contribution		148.98	202.33	351.31	
Total DCRP Contribution		148.98	202.33	351.31	
Agency / Deductions					
Pension Shortage			42.93	42.93	*
C/I Shortage			2.86	2.86	*
Aflac Post Tax			201.22	201.22	
Trans Wo			510.00	510.00	
POL/FIRE			49.17	49.17	
Dues AFSCME D			603.84	603.84	
Dues UAW			332.80	332.80	
Valic 457			5,404.17	5,404.17	
Lincoln 457			400.00	400.00	
Dues PBA			800.00	800.00	
AFLAC Pre Tax			517.50	517.50	
Medical Pre Tax			24,610.74	24,610.74	
FSA Medical			1,373.75	1,373.75	
FSA DEP			100.00	100.00	

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	Employer Share	Employee Share	Total	ADS
Agency / Deductions Continued				
Total Agency / Deductions		34,948.98	34,948.98	
Net Pay				
Net Checks		11,783.31	11,783.31	
Net Deposits Checking		271,915.91	271,915.91	
Net Deposits Savings		1,974.74	1,974.74	
Partial Checking		5,650.00	5,650.00	
Partial Savings 1		1,250.00	1,250.00	
Partial Savings 2		100.00	100.00	
Total Net Pay		292,673.96	292,673.96	
Grand Totals				
Taxes, Pension, Agency, & Net Pay	35,028.02	480,557.25	515,585.27	
Payroll Funding				
Gross Payroll		480,557.25		
Total Payroll Funding	35,028.02	480,557.25	515,585.27	
Gross Earnings				
Regular		381,637.24	381,637.24	
Overtime		16,552.03	16,552.03	
Rec Sec		100.00	100.00	
Sgnt Pay		640.65	640.65	
Heavey Equpt Opertor		264.25	264.25	
Equiptment Operator		34.00	34.00	
Benefit		2,117.25	2,117.25	
Truck Driver		125.00	125.00	
Meals		2,010.00	2,010.00	
On Call		3,150.00	3,150.00	
Double Time		29,139.71	29,139.71	
Dispatch Lunch		572.38	572.38	
Sick Payout		23,535.96	23,535.96	
VC Payout		2,833.21	2,833.21	
Outside		13,656.37	13,656.37	
Wed Pay		100.00	100.00	
Vernon Disability		268.54	268.54	
Health Care Stipend		3,416.49	3,416.49	
Stipend		104.17	104.17	
Cell Phone		300.00	300.00	
Total Gross Earnings		480,557.25	480,557.25	
Taxable / Non Taxable / Other				
Group Life		1,979.54	1,979.54	
Total Txbl/Non Taxable/Other		1,979.54	1,979.54	
Deductions Summary				
Total Taxes	34,879.04	115,030.53	149,909.57	
Total Pension		37,701.45	37,701.45	
Total DCRP	148.98	202.33	351.31	
Total Agency		34,948.98	34,948.98	
Total Deductions	35,028.02	187,883.29	222,911.31	

TOWNSHIP OF VERNON

RESOLUTION #25-72

AUTHORIZING CHANGE ORDER #1 OF CONTRACT FOR PROPOSED IMPROVEMENTS OF MAPLE GRANGE PARK LOWER PARKING LOT WITH DENVILLE LINE PAINTING, INC.

WHEREAS, on September 25, 2023, by way of adoption of Resolution #23-237, the Council of the Township of Vernon awarded a contract to Denville Line Painting, Inc. for Line Striping the Maple Grange Park Lower Parking Lot which contract provided for an expenditure of \$5,600.00; and

WHEREAS, in a memo dated January 15, 2025, the Township Engineer states that the contract requires a Change Order #1 by the addition of three (3) supplemental items in the amount of \$2,808.35 and by the reduction of one (1) item in amount of \$2,912.00 decreasing contract amount by \$103.65; and

WHEREAS, the Township Engineer, in concurrence with the Mayor, recommends approving Change Order No. 1 resulting in the decreased contract amount of \$5,496.35.

NOW THEREFORE BE IT RESOLVED, by the Council of the Township of Vernon that it hereby approves the Township Engineer's recommendations and authorizes the Mayor to execute said Change Order No. 1 for said project resulting in the adjusted decreased contract amount of \$5,496.35; and

BE IT FURTHER RESOLVED that certified copies of this Resolution be forwarded to Denville Line Painting, Inc. and the Township Engineer.

CERTIFICATION

I hereby certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Regular Meeting held on February 24, 2025 at 7:00 p.m. in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

HAROLD E. PELLOW and ASSOCIATES, INC.

17 Plains Road
Augusta, NJ 07822-2009

CHANGE ORDER NO. 1**11/20/2024**

Project	MAPLE GRANGE PARK LOWER PARKING LOT RESURFACING - <u>LINE STRIPING</u>
Owner	TOWNSHIP OF VERNON, MUNICIPAL BUILDING, 21 CHURCH STREET, VERNON, NJ 07462
County	SUSSEX COUNTY
Contractor	DENVILLE LINE PAINTING, INC., 2 GREEN POND ROAD, ROCKAWAY, NJ 07866

In accordance with the project Supplementary Specification, the following are changes in the contract.

Location and Reason for Change (Attach additional sheets if required) -

Location: Maple Grange Park Lower Parking Lot, Vernon Township
Reason: All as-built quantities.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY (+/-)</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
SUPPLEMENTAL				
2S	TRAFFIC STRIPES, LONG LIFE, THERMOPLASTIC, 4" WIDE	2,285	LIN. FT. \$ 0.91	\$ 2,079.35
3S	TRAFFIC STRIPES, LATEX BLUE HANDICAP, 4" WIDE	276	LIN. FT. \$ 1.50	\$ 414.00
4S	TRAFFIC MARKINGS, LATEX BLUE HANDICAP	45	SQ. FT. \$ 7.00	\$ 315.00
Total SUPPLEMENTAL:				\$ 2,808.35
REDUCTION				
1	TRAFFIC MARKINGS, LONG LIFE, THERMOPLASTIC	416	SQ. FT. \$ 7.00	\$ 2,912.00
Total REDUCTION:				\$ 2,912.00

AMOUNT OF ORIGINAL CONTRACT: \$5,600.00

EXTRA: \$ -

ADJUSTED AMOUNT BASED ON
CHANGE ORDER NO. 1:

\$5,496.35

SUPPLEMENTAL: \$ 2,808.35

% CHANGE IN CONTRACT:

- 1.85%

REDUCTION: \$ 2,912.00

[(+) Increase or (-) Decrease]

TOTAL CHANGE: \$ (103.65)


(Engineer)

11/16/25
(Date)

(Presiding Officer)

(Contractor)

(Date)
12/19/24
(Date)



HAROLD E. PELLOW & ASSOCIATES, INC.

CONSULTING ENGINEERS • PLANNERS • LAND SURVEYORS
Established 1969

HAROLD E. PELLOW, PRESIDENT
2022 Distinguished Engineering Service Award
from the NJ Society of Professional Engineers
NJ - P.E. & L.S., NJ - P.P., NJ - C.M.E.

CORY L. STONER, EXEC. VICE PRESIDENT
NJ - P.E., NJ - P.P., NJ - C.M.E.

ANN PELLOW WAGNER
NJ - C.L.A., VA - C.L.A., PA - C.L.A.
(5/26/84 - 7/27/89)

MATTHEW J. MORRIS
NJ - L.L.A., NJ - P.P.

DAVID B. SIMMONS, JR., VICE PRESIDENT
NJ - P.E. & L.S., NJ - P.P., NJ - C.M.E.
NY - P.E. & L.S., PA - P.E. & L.S.

THOMAS G. KNUTELSKY, ASSOCIATE
NJ - P.E., NJ - P.P.

January 15, 2025

MEMORANDUM TO: Mr. Anthony Rossi, Vernon Township Mayor

FROM: Cory L. Stoner, P.E., C.M.E., Township Engineer

SUBJECT: FINAL PAPERWORK – Denville Line Painting, Inc.
Maple Grange Park Lower Parking Lot Resurfacing – Line Striping
Vernon Township, Sussex County
HPA No. 23-392

Dear Mayor,

Enclosed herewith please find the following final paperwork for Denville Line Painting, Inc. in reference to the above project:

1. Copy of Vernon Township Purchase Order No. 23-01262, Drawdown No. 1 & Final, in the amount of \$5,496.35 due Denville Line Painting, Inc. for work completed through August 8, 2024.
2. Estimate Certificate No. 1 & Final reflecting the final quantities.
3. Three (3) copies of Change Order No. 1 which reflect an adjusted contract amount of \$5,496.35. Kindly have an authorized Township representative sign and date all three copies on the line indicated *Presiding Officer*. Retain one copy for your file and **return the remaining two copies to this office**. We will forward one copy to Denville Line Painting, Inc. and retain one copy for our records.
4. Letter dated December 19, 2024 from Robert Romano of Denville Line Painting certifying that all subcontractors and material suppliers utilized on this project have been paid in full.

Please ensure that Denville Line Painting, Inc. has provided all up-to-date payroll certifications prior to issuing payment for this project.

Very truly yours,

Cory L. Stoner, P.E., C.M.E.
HAROLD E. PELLOW & ASSOCIATES, INC.
Vernon Township Engineer

CLS:mac
K:\PROJECTS\MUNICIPAL\VERNON\COUNCIL\23-392 - MAPLE GRANGE PARK LOWER PARKING LOT RESURFACING\LINE STRIPING\ROSSI.DOC

Enclosures

cc: Denville Line Painting, Inc.
17 PLAINS ROAD, AUGUSTA, NEW JERSEY 07822-2009 • TELEPHONE: 973-948-6463 • FAX: 973-948-2916
CERTIFICATE OF AUTHORIZATION NO. 24GA27959300

TOWNSHIP OF VERNON

RESOLUTION #25-73

**RESOLUTION AUTHORIZING THE HIRING
OF AN ENERGY AUDIT SOLAR POWER PURCHASE AGREEMENT
CONSULTANT THROUGH THE COMPETITIVE CONTRACTING PROCESS**

WHEREAS, the Township has a need to provide for an energy audit and solar power purchase agreement consultant to administer its procurement preparation for solar energy public bidding energy procurement program; and

WHEREAS such services are currently available to be provided through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1(m); and

WHEREAS the Township desires to evaluate such service offerings from Vendors within the procedures as set forth in the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. Seq.,) of Price and Other Factors; and

WHEREAS the Township desires to enter into a contract for up to a five (5) year contract that will satisfy the needs of the Township; and

WHEREAS, as per statute the process will be administered by the Qualified Purchasing Agent (N.J.S.A 40A:11-4.5(d)).

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Vernon, County of Sussex, State of New Jersey, as follows:

The Qualified Purchasing Agent is hereby authorized to commence the competitive contract/ procurement as allowable under the New Jersey Local Publics Contract Law for an energy audit and solar power purchase agreement consultant to administer its public bidding energy procurement program, allowing for a minimum of 20 days' notice after advertisement to receive responses, per Local Publics Contract Law.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

NOTICE TO BIDDERS

Notice is hereby given that on **March 13, 2025 at 11:00 a.m.** (Prevailing time), electronically sealed bids will be opened and conducted in electronic platform in accord with N.J.A.C. 5:34-1 et. Seq., on BidNet Direct at www.bidnetdirect.com//vernontownship at which time and place the sealed bids will be opened publicly and read for the following:

Bid # 1-2025 HVAC Maintenance and Service Bid

Bids shall be electronically uploaded, no physical bids shall be received, opened or honored.

NOTE:

it is the bidder's responsibility to ensure that the bid package is delivered by the bid opening date and time. Any bid document received after the deadline established by the Department of Purchasing will not be accepted, regardless of the method of delivery.

Contract documents may be obtained from the bid platform, for zoom opening information contact the Qualified Purchasing Agent at:

Sean P. Canning, QPA
scanning@TheCanningGroup.org

The Township of Vernon does not release the project estimate.

Bidders are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27.

Bid Tabulation:

Bid results will be posted on BidNet Direct at www.bidnetdirect.com//vernontownship within 24 hours of the bid opening.

February 18, 2025

Anthony Rossi, Mayor

TOWNSHIP OF VERNON

RESOLUTION #25-74

APPROVING A SOLICITOR PERMIT – Renewal by Anderson

WHEREAS, Andrew Warren has made an application for a Solicitor Permit for the purposes of scheduling free consultations for new windows or doors; and

WHEREAS, upon receipt of the application for a Solicitor Permit, by Andrew Warren of Renewal by Anderson, the Vernon Township Police Department investigated the applicant's moral character and found it to be satisfactory and in good order for the protection of the public good; and the necessary application has been filed and all documentation is in order;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Vernon that approval be granted for a Solicitor Permit for Andrew Warren of Renewal by Anderson.

BE IT FURTHER RESOLVED that the Township Clerk is hereby authorized to issue a Solicitor's Permit to the aforesaid applicant in accordance with Chapter 428 of the Code of the Township of Vernon.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

**Vernon Township Police Department
21 Church Street
Vernon, NJ 07462**



**Daniel Young
Chief of Police**

**973-764-6155
Fax: 973-764-2518**

February 13, 2025

Re: Andrew Warren

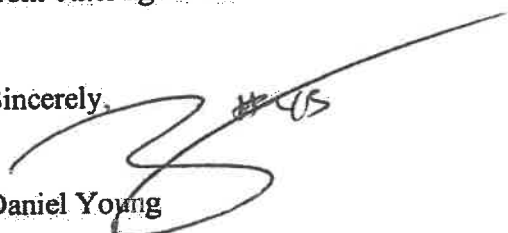
Solicitor Permit

Dear Ms. Gianattasio

We have checked the above named applicant for an arrest record in New Jersey and have found none. We are unable to do a national records check for this type of application.

Please feel free to contact me if any questions are raised or you have difficulty obtaining needed information from other agencies.

Sincerely,


Daniel Young
Chief of Police



RECEIVED

JAN 10 2025

Township Clerk

Vernon Township
Township Clerk's Office
21 Church Street
Vernon, NJ 07462
Tel: 973-764-4055, ext. 2234 • Fax: 973-764-6393
www.vernontwp.com

Solicitor License Application

Date of application:			
Application type/fee:		<input checked="" type="checkbox"/> New \$20.00 + \$125.00 <input type="checkbox"/> Renewal \$25.00	
		<input type="checkbox"/> Each Additional Vehicle \$50.00	
APPLICANT'S PERSONAL INFORMATION			
Last Name Warren		First Name Andrew	M.I. B
Permanent Home Address [REDACTED]		Maiden Name (if female)	
Local Address		Permanent Tel. Number [REDACTED]	
Driver's License # and State [REDACTED]		Social Security # [REDACTED]	Marital Status <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed
Date of Birth [REDACTED]	Place of Birth NJ	Height [REDACTED]	Weight [REDACTED]
		Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Eye Color [REDACTED]
			Hair Color [REDACTED]
Have you been convicted or pleaded guilty to any motor vehicle offenses in the last 10 years? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Have you been convicted of any crime, misdemeanor or violation of any municipal ordinance? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
If yes, please indicate the nature of the offense and the punishment or penalty assessed:			
You may attach a separate page to this application if you would like to make any statement with respect to any such conviction or guilty plea.			
Provide the name, address and telephone number for three references from Sussex County residents, other than family members, who can attest to your good character and business responsibility.			
Name		Address	
1. Brett Prisco		[REDACTED]	
2. Walter Diaz		[REDACTED]	
3. Jeremy Keitt		[REDACTED]	
Telephone			
EMPLOYER INFORMATION			
Name Renewal by Andersen		Telephone 908-497-1020	
Address 70 Jackson Dr, Ste A, Cranford, NJ 07016			
PREVIOUS SOLICITING ACTIVITY			
In which New Jersey municipalities have you solicited goods or services in the immediately preceding two years? Livingston, Randolph, Montville, East Brunswick & Raritan			

Solicitor License Application
Continued page 2 of 2

Vernon Township
21 Church Street • Vernon, NJ 07462
Tel: 973.764.4055, ext. 2234 • Fax: 973.764.6393
www.vernontwp.com

MERCHANDISE/SERVICES INFORMATION					
Provide a brief description of the goods to be sold, services to be performed or nature of any proposed canvassing: To schedule a free consultation for new windows or doors.					
Where are these goods manufactured/prepared/produced? 9900 Jamaica Avenue South, Cottage Grove, MN 55016					
Where are these goods currently located? 70 Jackson Dr, Ste A, Cranford, NJ 07016					
In the case of foodstuffs, please indicate the date a food handler's certificate was obtained: N/A					
What is your proposed method of delivery? If a vehicle is to be used, please complete the next section. No delivery. A crew will come out and do the installation.					
VEHICLE INFORMATION					
Year	Make	Model	Color	Size	License Plate #/State
Insurance Company			Insurance Policy #		

The following items must be included with this application:

1. Two photographs of the applicant, taken no more than sixty days prior to the date of application, at least two inches by three inches showing the head and shoulders of the applicant in a clear and distinguishing manner.
2. A photocopy of the applicant's valid driver's license.
3. A copy of the certificate of authority to collect sales tax issued by the state of New Jersey and sufficient proof to establish that said certificate of registration has been filed with the state of New Jersey, Director of Taxation.

Do not collect sales tax

I hereby certify that the information contained in this application is complete, accurate and truthful to the best of my knowledge and belief. I understand that if any statement made is willfully false or incomplete, I may be subject to penalties as provided by law and have this application denied.

I hereby acknowledge that the provisions of Chapter 428 of Vernon Township's code entitled "Peddling and Soliciting" are understood and that if I violate any of the provisions, I am subject to appropriate penalties and/or license revocation.

I consent to Vernon Township's obtaining copies of my driving record from the appropriate public agency and Criminal History Record Information from the New Jersey State Police, State Bureau of Identification.

Signature  Date 01/10/2025

FOR OFFICIAL USE ONLY			
FEE PAID	\$145.00	DATE REC'D	1/10/25
CHIEF OF POLICE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE 2-13-25	TOWNSHIP COUNCIL	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO R#:
LICENSE ISSUED	<input type="checkbox"/> YES <input type="checkbox"/> NO DATE:	LICENSE #	

TOWNSHIP OF VERNON

RESOLUTION #25-75

**RESOLUTION AUTHORIZING FIREWORKS TO BE DISPLAYED
WITHIN THE TOWNSHIP OF VERNON IN 2025**

WHEREAS, N.J.S.A.21:3-1et seq. Explosive and Fireworks, provides that a Municipal Governing Body must authorize the display of fireworks within its boundaries as a pre-condition to such display in accordance with the New Jersey Fire Prevention Code; and

WHEREAS, the following entities have notified the Township of potential fireworks displays in 2025 and provided tentative dates:

Highland Lakes Country Club – August 3, 2025

Mountain Creek Resort

July 4, 2025 with tentative rain date of July 5, 2025;

December 31, 2025 with a tentative rain date of January 1, 2026;

Tall Timbers – July 12, 2025 with rain date of July 19, 2025

WHEREAS, the Fire Marshal stated the permit application, fee and insurance requirements are to be submitted by the applicant at least 30 days prior to event for review.

NOW THEREFORE BE IT RESOLVED, that the Council of the Township of Vernon, in the County of Sussex, hereby authorizes the fireworks display with special effects, performed on dates listed above upon satisfaction of all statutory and departmental requirements.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

TOWNSHIP OF VERNON

RESOLUTION #25-76

A RESOLUTION RENEWING THE GROUP LIFE & ACCIDENTAL, DEATH & DISMEMBERMENT (AD&D) POLICY FOR ELIGIBLE EMPLOYEES THROUGH THE STANDARD INSURANCE COMPANY

WHEREAS, the Township of Vernon, hereinafter referred to as the Township, provides Group Life & Accidental Death & Dismemberment (AD&D) benefits coverage for eligible employees as part of the Township's Comprehensive Employee Benefits Program; and

WHEREAS, the Township's Health Benefits Consultant, as a matter of due diligence, engaged in active negotiations for the Renewal of these coverages, administered by The Standard insurance Company and,

WHEREAS, the Consultant was successful in securing a Renewal for each of the coverages noted, as follows and illustrated through the attached spreadsheet analysis:

- | | |
|--------|---|
| ▪ LIFE | Provides a 12-month rate with a Flat Renewal – \$0 increase over expiring. |
| ▪ AD&D | Provides a 12-month rate with a Flat Renewal – \$0 Increase over expiring. |
| ▪ | Provides for all coverages/benefits to remain unchanged from the expiring respective plans. |

NOW, THEREFORE BE IT RESOLVED, the Mayor and Council of the Township of Vernon, County of Sussex, State of New Jersey, hereby authorize the renewal of the Group Life & Accidental, Death & Dismemberment (AD&D) benefits coverage with The Standard Insurance Company for the period **February 1, 2025 through January 31, 2026**; and

BE IT FURTHER RESOLVED, the Governing Body does hereby authorize and affirm the implementation of this Renewal, which maintains the current plan design of benefits; thereby ensuring the moral and contractual obligation of the Township; and

BE IT FURTHER RESOLVED, the contract award for the Renewal Proposal is to a duly licensed and admitted Insurance Carrier within the State of NJ and therefore, such award is exempt from the requirements set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A.19:44A-20.5 et seq. and,

BE IT FURTHER RESOLVED, the Mayor and Township Administrator are hereby authorized and directed to execute the necessary Renewal documents in accordance with the existing terms and conditions of the Agreement with the Renewal rate provisions, as promulgated herewith; and

BE IT FURTHER RESOLVED, a certified copy of this Resolution shall be forwarded to PIA Security Programs, A Division of World Insurance Associates, LLC, 429 Hackensack Street, P.O. Box 818, Carlstadt NJ, Health Benefits Consultant to the Township, the Township Chief Financial Officer and Municipal Auditor.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Adopted this day: _____, **2025**

ATTEST:

Mayor

Municipal Clerk



TOWNSHIP OF VERNON
Sussex County, New Jersey



GROUP LIFE & ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE RENEWAL ANALYSIS									
Carrier	Coverage	Benefit	Age Based Reductions	Census	Rate Guarantee	Expiring		Renewal	
						Volume	Rate (Per \$1,000)	Monthly Premium	Monthly Premium
Standard	\$12,500 Actives \$10,000 Retirees	** Group Life	75% to Age 70 40% to Age 75	179 Employees	02/01/25 - 01/31/26	\$1,862,005	\$0.689	\$1,283	\$1,283
		Includes Travel Assistance							
	\$12,500 Actives \$10,000 Retirees	** AD&D	75% to Age 70 40% to Age 75	102 Employees	02/01/25 - 01/31/26	\$1,289,200	\$0.050	\$64	\$64
TOTAL ANNUALIZED PREMIUM:								\$16,164	\$16,164
**No Increase in Rate Over Expiring									

Marcy Gianattasio

From: Donelle Bright
Sent: Thursday, February 13, 2025 2:49 PM
To: Marcy Gianattasio
Cc: Business Administrator
Subject: FW: Township of Vernon - Group Life & AD&D Renewal - 2/1/2025
Attachments: Vernon - Life, AD&D Renewal Analysis 2.6.25.xlsx; Vernon Life AD&D RESO 2.7.25.doc

From: Lisa Sabato <lisasabato@worldinsurance.com>
Sent: Thursday, February 13, 2025 2:41 PM
To: Donelle Bright <dbright@vernontwp.com>
Cc: Business Administrator <businessadmin@vernontwp.com>; Frank Covelli <frankcovelli@worldinsurance.com>;
Renee Gear <reneegeear@worldinsurance.com>; Lisa Sabato <lisasabato@worldinsurance.com>
Subject: Township of Vernon - Group Life & AD&D Renewal - 2/1/2025

Good Afternoon Donelle -

We are pleased to report to you, we have secured a one-year Renewal for the Employee Life & Accidental Death & Dismemberment (AD&D) Benefit, administered through The Standard Insurance Company.

In other words, the Township will see the existing rates carry through for the next 12 months.

We have included our Worksheet illustrating the benefit and the financial impact to the Township. We have also included a sample RESO for consideration and action by the Governing Body at their next Public Meeting.

Upon favorable action, please provide us a certified copy of the adopted RESO and we will complete the Renewal, accordingly.

Thank you for your time and attention and as always, should you, the Mayor or any Member of the Governing Body have any questions, please do not hesitate to contact us.

Best regards,



Lisa Sabato

Senior Client Service Representative, Employee Benefits

World Insurance Associates LLC

429 Hackensack Street, PO Box 818 | Carlstadt, NJ 07072

p: 201-438-7500 x504
f: 732-399-7307
lisasabato@worldinsurance.com
www.worldinsurance.com



NOTICE: The information contained in this message is proprietary and/or confidential and may be privileged. If you are not the intended recipient of this communication, you are hereby notified to: (i) delete the message and all copies; (ii) not disclose, distribute or use the message in any manner; and (iii) notify the sender immediately. We do not sell or otherwise provide your personal information to third parties for any reason, except as required by law. If you would like to learn more about the ways in which we protect your personal information, please email privacy@worldinsurance.com to request a copy of our company privacy policy.

TOWNSHIP OF VERNON

RESOLUTION # 25-77

APPOINTMENT OF A MUNICIPAL HOUSING LIAISON

WHEREAS, Vernon Township was granted substantive certification of its Housing Element and Fair Share Plan by the Council of Affordable Housing (COAH), second round, on December 15, 2004; and

WHEREAS, on March 20, 2024, Governor Murphy signed into law an Amendment to the Fair Housing Act (N.J.S.A. 52:27D-301 et seq.) (hereinafter “Amended FHA”); and

WHEREAS, the Amended FHA requires the Department of Community Affairs (“DCA”) to produce non-binding estimates of fair share obligations on or before October 20, 2024; and

WHEREAS, the DCA issued a report on October 18, 2024 (“DCA Report”) wherein it reported its estimate of the obligation for all municipalities based upon its interpretation of the standards in the Amended FHA; and

WHEREAS, Vernon Township adopted Fourth Round obligations pursuant to the DCA report as refined by the Township for an obligation of 33 units and the Round 4 Prospective Need Obligation of 200 units via Resolution #25-49 and subsequently filed the same with the Dispute Resolution Program via a Declaratory Judgment action with the Superior Court; and

WHEREAS, pursuant to N.J.A.C. 5-94-7 and N.J.A.C. 5:80-26.1 et. seq., Vernon Township is required to appoint a Municipal Housing Administrator and liaison, as per Chapter 130 Section § 133-3 of the Vernon Township Code and Fair Housing Act Requirements, for the administration of Vernon Township’s affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5-80-26.1 et. seq.; and

NOW THEREFORE BE IT RESOLVED, by the governing body of Vernon Township in the County of Sussex, and the State of New Jersey that Jessica Caldwell, PP, AICP, is hereby appointed by the Governing Body of Vernon Township as the Municipal Housing Administrator and liaison for the administration of the affordable housing program, pursuant to and in accordance with Section § 133-3 of Chapter 130 of the Vernon Township Code.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

TOWNSHIP OF VERNON

RESOLUTION #25-78

**REFUND FOR TOTALLY DISABLED VETERAN (Amended Res. #24-297)
Block 73 Lot 4 (Williams)**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS
awarded Craig Williams a 100% permanent and totally disabled veteran: and,

WHEREAS, the law exempts said property from taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Township of
Vernon hereby authorizes the Tax Collector to refund 2024 property tax in the amount of
\$6,874.89 to Craig Williams.

FINALLY, BE IT RESOLVED, that a certified copy of this Resolution be
forwarded to the Township Tax Collector.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township
of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon
Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #25-79

**REFUND FOR TOTALLY DISABLED VETERAN
Block 73 Lot 4 (Williams)**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS awarded Craig Williams a 100% permanent and totally disabled veteran: and,

WHEREAS, the law exempts said property from taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of \$2,392.79 to Craig Williams.

FINALLY, BE IT RESOLVED, that a certified copy of this Resolution be forwarded to the Township Tax Collector.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MO-TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #25-80

**REFUND FOR TOTALLY DISABLED VETERAN
Block 120 Lot 3 (Scarnecchia)**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS
awarded Block 120 Lot 3 a 100% permanent and totally disabled veteran: and,

WHEREAS, the law exempts said property from taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Township of
Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of
\$1,559.55 to Thomas Scarnecchia.

FINALLY, BE IT RESOLVED, that a certified copy of this Resolution be
forwarded to the Township Tax Collector.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township
of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon
Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #25-81

**REFUND FOR TOTALLY DISABLED VETERAN
Block 448 Lot 13 (Craig)**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS
awarded Block 448 Lot 13 a 100% permanent and totally disabled veteran: and,

WHEREAS, the law exempts said property from taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Township of
Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of
\$1,731.89 to Jason Craig.

FINALLY, BE IT RESOLVED, that a certified copy of this Resolution be
forwarded to the Township Tax Collector.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township
of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon
Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #25-82

**REFUND FOR TOTALLY DISABLED VETERAN
Block 206 Lot 14 (Redacted)**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS awarded Block 206 Lot 14 a 100% permanent and totally disabled veteran: and,

WHEREAS, the law exempts said property from taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of \$2,186.89 to Block 206 Lot 14.

FINALLY, BE IT RESOLVED, that a certified copy of this Resolution be forwarded to the Township Tax Collector.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

TOWNSHIP OF VERNON

RESOLUTION #25-83

**RESOLUTION OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE
OF NEW JERSEY, AMENDING THE AWARD OF BID 12R-2024 FIRE
SUPPRESSION BID**

WHEREAS, the Township public advertised and sought bids for Bid 12R-2024 Fire Suppression Bid, in a fair and open manner, consistent with N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township awarded Bid 12R-2024 Fire Suppression Bid to Encore Fire Protection, in the amount of \$47,894.00; and

WHEREAS, the actual bid amount in response to bid 12R-2024 was \$75,000.00; and

WHEREAS, the resolution in preparation by the qualified purchasing agent in advertently inserted the incorrect number of bid; and

WHEREAS, this resolution amends prior resolution #R25-22 from the amount of \$47,894.00 to the correct amount of \$75,000.00.

NOW, THEREFORE BE IT RESOLVED, by the Vernon Township Council, that:

1. The bid submitted by Encore Fire Protection, 70 Bacon Street, Pawtucket, Rhode Island, 02860 is hereby amended from \$47,894.00 to the correct amount of \$75,000.00 fir bid 12R-2024.

The Mayor is hereby authorized to execute all contracts and agreements in furtherance of Bid 12R-2024 Fire Suppression Bid.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

TOWNSHIP OF VERNON

REOLUTION #25-22

**RESOLUTION OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE
OF NEW JERSEY, AWARDING BID 12R-2024 FIRE SUPPRESSION BID**

WHEREAS, the Township public advertised and sought bids for Bid 12R-2024 Fire Suppression Bid, in a fair and open manner, consistent with N.J.S.A. 19:44A-20.5; and

WHEREAS, the Township received and opened bids on December 11, 2024 at 10:30am, wherein the Township received one (1) bid, to wit:

NAME OF BIDDER	Encore Fire Protection
LUMP SUM	\$47,894.00

;and

WHEREAS, the bid submitted by Encore Fire Protection, 70 Bacon Street, Pawtucket, Rhode Island, 02860 was determined to be the lowest responsible bidder in accordance with N.J.S.A. 40A:11-4A.

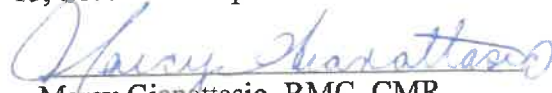
NOW, THEREFORE BE IT RESOLVED, by the Vernon Township Council, that:

1. The bid submitted by Encore Fire Protection, 70 Bacon Street, Pawtucket, Rhode Island, 02860 is hereby awarded in the amount of \$47,894.00.

The Mayor is hereby authorized to execute all contracts and agreements in furtherance of Bid 12R-2024 Fire Suppression Bid.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Reorganization Meeting held on January 15, 2025 at 6:00 pm in the Vernon Municipal Center.


Marcy Gianattasio, RMC, CMR
Municipal Clerk


VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.			X			
DeBenedetto, J.		X	X			
Higgins, W.	X		X			
Rizzuto P.			X			
Sparta, B.			X			

BID 6-2022

BID DATE

NUMBER OF VENDORS

		12R-2024 -FIRE SUPPRESSION BID	ORGANIZATION: Vernon Twp
		12/11/2024 at 10:30am	
		1	
NAME OF BIDDER	Encore Fire Protection		
ADDRESS	70 Bacon Street		
CITY, STATE, ZIP	Pawtucket, Rhode Island, 02860		
CONTACT			
TELEPHONE	5512374875		
EMAIL	governmentbids@encorefireprotection.com		
OWNERSHIP DISCLOSURE	x		
PWCRA	x		
NEW JERSEY BRC	x		
EXPERIENCE AND QUALIFICATIONS	x		
FEDERAL DEBAR	x		
NAME OF BIDDER	Encore Fire Protection		
LUMP SUM	\$75,000.00		

TOWNSHIP OF VERNON

RESOLUTION #25-84

RESOLUTION ADOPTING AND ESTABLISHING A POLICE DEPARTMENT RULES AND REGULATIONS POLICY

WHEREAS, the Township of Vernon Police Department has a Department Rules and Regulations Policy and it has determined that the adoption of a revised Rules and Regulations Policy is necessary as it plays a critical role in Police Department operations and the due process of officers for disciplinary matters; and

WHEREAS, the Township Administration has prepared a revised Vernon Township Police Department Rules and Regulations Policy and has determined that the revised policy would be in the best interests of the Township as a public employer; and

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Vernon, County of Sussex and State of New Jersey as follows:

1. The Township Council adopts and approves the attached Vernon Township Police Department Rules and Regulations Policy.
2. This resolution shall take effect immediately.

A copy of this Resolution will be placed on file with the Clerk of the Township.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their meeting regular held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Vernon Township Police Department	
EFFECTIVE DATE: January 17, 2011	
SUBJECT: RULES AND REGULATIONS	
ISSUED BY: Mayor Anthony Rossi	# OF PAGES: 24
DISTRIBUTION: February 24 th , 2025	REVIEW DATE: February 24 th , 2028
LAST REVISED: May 29, 2014; February 24 th , 2025	
ACCREDITATION STANDARDS: 1.1.1 26.1.1 26.1.4 26.1.6	
<p>The written directives developed by the Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims.</p> <p>Violations of written directives can only be the basis of a complaint by this department, and then only in an administrative disciplinary setting.</p>	

ESTABLISHMENT OF DEPARTMENT RULES AND REGULATIONS

Section 1 Police Department Authority - Powers - Duties

1.1.1 Legal authorization

The Police Department of the Township of Vernon (the "Department") has been established pursuant to N.J.S.A. 40A:14-118 and Chapter 94 of the Code of the Township of Vernon. In accordance with N.J.S.A. 40A:14-118, Chapter 94 of the Code of the Township of Vernon designates the Vernon Township Mayor as the Appropriate Authority responsible for adopting and promulgating Rules and Regulations for the government of the police force and the discipline of its members.

Section 2 Rules and Regulations Established

1.2.1 Rules and regulations

The appropriate authority of the Township of Vernon (the "Township") hereby adopts and promulgates the Department rules and regulations, known as the "VERNON TOWNSHIP POLICE DEPARTMENT RULES AND REGULATIONS"

Mayor of Vernon Township

Date

1.2.2 Right to amend or revoke

For the good of the service, in accord with New Jersey Statute 40A:14-118, the right is reserved by the appropriate authority, as the representative of the governing body, to amend or revoke any of the rules and regulations contained herein.

1.2.3 Previous rules, regulations, policies and procedures

All rules and regulations previously issued, and policies and procedures that conflict with the rules and regulations contained herein, are hereby revoked to the extent of any such inconsistency. All other rules, regulations, policies, procedures and general orders not in conflict with those contained in this manual shall remain in full force unless expressly revoked by competent authority.

Vernon Township Police Department

1.2.4 Application

- A. Department rules and regulations, policies and procedures and written directives are applicable to all police officers of the department and where appropriate, to all civilian employees of the department.
- B. An employee who violates any department rule, regulation or written directive, or who fails to perform the duties of one's rank or assignment, either willfully or through negligence or incompetence, is subject to disciplinary action.

1.2.5 Distribution

One copy of these Rules and Regulations shall be distributed to each member and employee of the police department.

1.2.6 Maintenance

Employees shall be responsible for maintaining a current copy of the rules and regulations contained in this manual, including all additions, revisions and amendments as may be issued.

1.2.7 Familiarization

Employees shall thoroughly familiarize themselves with the provisions of the rules and regulations and policies and procedures contained with the department manual. Ignorance of any of the provisions of this manual will not be a defense to a charge of a violation of the rules and regulations and policies and procedures.

Article II DEFINITIONS

Section 1

- 2.1.1 **Acting** - Assigned temporarily to serve in a position to which the member is not ordinarily assigned, usually in the higher position devolve upon the acting member.
- 2.1.2 **Annual Leave** - The combination of vacation, personal and compensatory leave granted to all employees annually in accordance with the Vernon Township Code and all applicable collective bargaining agreements.
- 2.1.3 **Appropriate Authority**-Mayor of Vernon Township.
- 2.1.4 **Authority**- The statutory or policy vested right to give commands, issue orders, enforce obedience, initiate action and make necessary decisions commensurate with rank or assignment as provided for in the Department rules, policies and procedures. Those so designated may delegate authority. Acts performed without proper authority or authorization shall be considered in violation of this manual, and those persons in violation shall be subject to disciplinary action.
- 2.1.5 **Bureau** - A unit immediately subordinate to a division.
- 2.1.6 **Chain of Command** - The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.
- 2.1.7 **Command Officer** - Police officers holding the rank of Lieutenant or above and assigned to a command position by the Chief of Police.
- 2.1.8 **Days Off**- Those days determined by the Chief of Police or designee on which a given employee is excused from duty.
- 2.1.9 **Department**- Vernon Township Police Department.
- 2.1.10 **Department Manual** - Collection of all lawfully issued rules, regulations, policies, procedures and general orders. Such manuals in force in the department are issued by authority of the Chief of Police. Compliance with the provisions of department manuals is required without exception.
- 2.1.11 **Detail** - A temporary assignment of personnel for a specialized activity.
- 2.1.12 **Detective**-A police officer, designated as a detective, assigned to conduct criminal and other

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investigations while in civilian clothes.

- 2.1.13 Division** - A functional unit having jurisdiction wide coverage whose commanding officer reports directly to the Chief of Police.
- 2.1.14 Employee** - All employees of the police department, whether sworn regular or special police officers or civilian employees.
- 2.1.15 Function** - The general activity of a subdivision of the department, e.g., the operations function, the administrative function, etc.
- 2.1.16 Gender** - The use of the masculine gender in any directive or manual includes the female gender, where applicable.
- 2.1.17 General Order** - Written directive designed to announce adoption or revision of policies and to direct procedure for the indefinite future.
- 2.1.18 Headquarters** - The section of the Municipal Complex that houses the headquarters staff and employees of this department.
- 2.1.19 Incompetence** - Incapable of satisfactory performance of police duties.
- 2.1.20 Informational Bulletins** - Published materials containing information regarding wanted persons, crime patterns, and other incidents calling for police attention.
- 2.1.21 Insubordination** - A course of conduct including but not limited to: failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also insubordination. Disrespectful, mutinous, insolent, or abusive language toward or concerning a superior officer.
- 2.1.22 Lawful Order** - Any written or spoken directive issued by a superior officer, supervisor or acting supervisor, to any subordinate or group of subordinates in the course of police duty, which is not in violation of any law, ordinance or departmental rule or regulation.
- 2.1.23 Leave of Absence** - The period of time during which a police officer is excused from active duty and during which time he receives no pay.
- 2.1.24 Manager** - Township Manager or Business Administrator of Vernon Township.
- 2.1.25 May** - Indicates that the action is expected and encouraged.
- 2.1.26 Member** - Any duly appointed police officer of the department.
- 2.1.27 Memoranda** - Written directive designed to facilitate and provide direction for the smooth operation of the department.
- 2.1.28 Military Leave** - The period of time during which an officer is excused from duty by reason of serving in the armed forces of the United States in an active capacity as provided by law.
- 2.1.29 Off Duty** - The status of a member during the period he is free from the performance of specified duties.
- 2.1.30 Officer** - Any duly appointed police officer of the department.
- 2.1.31 Officer-in-Charge** - Ranking member of the department on duty. Rank is determined by grade first, and by seniority in grade second. Any member up to and including the rank of captain in charge of a watch or detail.
- 2.1.32 Official Channels** - Through the hands of superior officers in the chain of command.
- 2.1.33 On Duty** - The status of a member during the period of the day when he is actively engaged in the performance of his duties. A police officer is subject to call at all times.
- 2.1.34 Order** - Any written or spoken directive issued by a superior officer to a subordinate or group of subordinates in the course of police duty.
- 2.1.35 Personnel Order** - Written directive designed to announce promotions, transfers, assignments and other personnel action to all department employees.
- 2.1.36 Platoon** - A subdivision of the patrol bureau comprised of two patrol squads assigned to a watch.
- 2.1.37 Plurality** - The singular includes the plural and the plural includes the singular.
- 2.1.38 Police Incident** - An occurrence or incident suggesting or requiring police action or service by members.
- 2.1.39 Police Vehicle** - All vehicles under the control of the department, whether marked or unmarked, with or without radio equipment.

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- 2.1.40 Policy** - Written directive that summarizes the department position on the responsibilities, direction or limitations of department authority in specific matters. A policy is a component of a general order.
- 2.1.41 Post- Assignment-** to a specified location, for a fixed period of time, to address a specific police purpose.
- 2.1.42 Probationary Patrolman** - Any member of the police department serving a satisfactory training and evaluation period prior to permanent appointment to the department.
- 2.1.43 Probationary Period-** Each member shall be required to serve a probationary period of one (1) year prior to permanent full-time appointment to the department.
- 2.1.44 Procedure-** Written directives that describe expected methods of operation. Procedures differ from policy in that they direct attention to the performance of a specific task within the guidelines of the policy. A procedure is a component of a general order.
- 2.1.45 Rules and Regulations** - Departmental legislation consisting of detailed directives binding upon employees of all ranks in terms of authority, responsibility and conduct.
- 2.1.46 Sector-** A geographical area administratively designated for purposes of investigation, supervision or patrol.
- 2.1.47 Senior Officer** - A member in any given rank with the longer service in that rank. Seniority in the department is established first by rank and second by time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the higher position on the recommendation list from which the appointments were made is deemed to be the senior. In situations requiring decision making or control, where the officers are of equal rank and the decision or control is required in their area of responsibility, the senior will make the decision and exercise control unless otherwise designated by a higher-ranking command or supervisory officer.
- 2.1.48 Shall/Will** - Indicates that the action referred to is mandatory.
- 2.1.49 Sick Leave** - The period of time during which an officer is excused from active duty by reason of illness or injury by a commanding officer or watch commander in the absence of a commanding officer.
- 2.1.50 Special Duty-** Police service, the nature of which requires the member to be reassigned from the performance of his regular duties to perform other duties as required from time to time by the Chief of Police.
- 2.1.51 Special Orders-** Written directive designed to give specific direction pertaining to assignments, scheduling and special details.
- 2.1.52 Special Police-** Persons vested with special police authority pursuant to N.J.S.A. 40A:14-146, but are not members of the department.
- 2.1.53 Squad-** A functional unit subordinate to a bureau or under the immediate direction of the Chief of Police. It may be commanded by any rank, depending on its size and the nature and importance of its function.
- 2.1.54 Staff Supervision-** An advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.
- 2.1.55 Subordinate-** A member lower in rank than his superior officer.
- 2.1.56 Superior Officer** -A person holding a higher supervisory or command rank or position.
- 2.1.57 Supervisory Officer-** Members of the department assigned to a position requiring exercise of immediate supervision over the activities of employees.
- 2.1.58 Suspension-** An act of temporarily denying an employee the privilege of performing his duties, and relieving him from the duty with or without pay for a period of time, in consequence of alleged dereliction of duty or violation of department rules and regulations.
- 2.1.59 Tense of Words** - The words used in the present tense include the future.
- 2.1.60 Township-** Township of Vernon, New Jersey.
- 2.1.61 Tour of Duty-** The period of time during which a member of the department is assigned to active

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duty.

- 2.1.62 Training Bulletin-** Materials published and designed to keep officers of this department abreast of current police techniques and procedures. The bulletins and their presentation act as a continuous training program and as a stimulus for further study. The information contained therein constitutes official department policy on the subject matter under consideration in the absence of instructions to the contrary.
- 2.1.63 Unit-** Any number of members and/or employees of the department regularly grouped together under one head to accomplish a police purpose.
- 2.1.64 Watch-** The specified time period that a particular platoon of officers is scheduled for duty.
- 2.1.65 Watch Commander-** The ranking patrol bureau officer assigned to duty on the watch.
- 2.1.66 Written Directive -** Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, personnel orders, memoranda, and instructional materials.
- 2.1.67 Zone-** A subdivision of the township with fixed boundaries containing more than one sector.

ARTICLE III GENERAL RULES AND REGULATIONS

Section 1 Code of Ethics

- 3.1.1** Law enforcement is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which compel a police officer to discharge his responsibility in full measure.

A police officer's life is one of self-sacrificing service to a high ideal, based upon his recognition of the responsibilities entrusted to him and the belief that law enforcement is an honorable vocation. He fully accepts his responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public and in private living. He accepts the obligation to report facts truthfully and to testify without bias or display of emotion, and to consider all information coming to his knowledge by virtue of his position as a sacred trust, to be used for official purposes only. He gives his loyal and faithful attention to the identification and apprehension of criminals, being equally alert to protect the innocent and prosecute the guilty. He performs the functions of his office without fear, favor, or prejudice and does not engage in unlawful or improper practices.

He does not disclose to unauthorized persons any information concerning pending matters which might be prejudicial to the interests of the State, Vernon Township, or the department.

He does not seek to benefit personally by any confidential information which has come to him by virtue of his assignment. He is respectful and courteous to all citizens. He is faithful and loyal to his organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their respective in matters of mutual interest and obligation.

Rigid adherence to the principles set out above is mandatory for anyone accepting a position in the Police Department. Acceptance of these principles should not be perfunctory; it should be weighed carefully. Citizens are quick to criticize any misconduct of members of the department; the community places a trust in police officers and expects them to so conduct themselves as to merit this trust. Members should be proud to hold a position that demands so much.

There must be a moral philosophy and strong appreciation of the need for service in any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public.

Each member of the Police Department shall conform to the Law Enforcement Code of Ethics, as contained herein.

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Section 2 Professional Conduct and Responsibilities

3.2.1 Loyalty- (Class 3 offense)

Loyalty to the department and to associates is an important factor in department morale and efficiency. Employees shall maintain a loyalty to the department and their associates as is consistent with the law and personal ethics.

3.2.2 Assistance- (Class 2 offense)

All members are required to take appropriate action toward aiding a fellow police officer exposed to danger or in a situation where danger might be impending.

3.2.3 Coordination - (Class 3 offense)

Employees shall endeavor to assist members of this and other bona fide law enforcement agencies in the pursuit of official law enforcement agency objectives consistent with these rules and regulations.

3.2.4 Truthfulness - (Class 1 Offense)

All employees are required to be truthful at all times whether testifying under oath or when not under oath and while reporting and answering questions posed by superior officers and/or internal affairs investigators.

3.2.5 Abuse of authority- (Class 1 Offense)

Willful misuse of police powers by any member for the purpose of violating the rights of any person is prohibited.

3.2.6 Conduct unbecoming a police officer (Class 2 offense)

Due to the nature of police work, the need for organizational cohesion and cooperation, the awesome power and public trust granted police officers, the autonomy they often work under and the credibility needed to sustain effective law enforcement; police officers must be held to the highest standard in order for a police department to carry out its law enforcement mission.

Accordingly, police officers shall conduct themselves at all times, both on and off duty, with high ethical standards, so as not to bring discredit upon themselves as police officers or upon the Police Department. Conduct unbecoming a police officer is grounds for disciplinary action and shall be defined as any improper conduct which tends to weaken public respect or confidence in the police department or which adversely impacts the confidence amongst fellow officers. This conduct includes but is not limited to:

- Unlawful, disorderly, immoral, deceitful, dishonest or unethical conduct by a police officer that adversely affects the morale, efficiency or good order of the police department or damages the reputation of the officer or department.
- Cowardly or other dishonorable conduct by a police officer that injures or puts at risk any person or which tends to lower public confidence in the officer or police department or the mutual confidence among police officers.
- Slander, false reporting or any means of retaliation by a police officer against any department employee for their official acts.
- The willful violation of the code of conduct as set forth in the Police Department manual including the Law Enforcement Code of Ethics.

3.2.7 Conduct unbecoming an employee in the public service (Class 2 offense)

Civilian employees shall conduct themselves at all times, both on and off duty, with high ethical standards so as not to bring discredit upon themselves as employees of the Police Department or upon the department itself.

- Unlawful, disorderly, immoral, deceitful, dishonest or unethical conduct by a civilian employee that adversely affects the morale, efficiency or good order of the police department, or that damages the reputation or credibility of the police department, is conduct unbecoming an employee in the public service and shall constitute grounds for disciplinary action.
- Slander, false reporting or any means of retaliation by an employee against any employee for

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their official acts is conduct unbecoming an employee in the public service and shall constitute grounds for disciplinary action.

Section 3 Duty Responsibilities

3.3.1 Responsibilities - (Class 3 offense)

Members of the department are always subject to duty and they shall at all times respond to the lawful orders of superior officers and other proper authorities, as well as calls for police assistance from citizens. Proper police action must be taken whenever required. The administrative delegation of the enforcement of certain laws and ordinances to particular subdivisions of the department does not relieve members of other subdivisions from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are required to take proper action outside the scope of their specialized assignment when necessary.

3.3.2 Insubordination - (Class 2 Offense)

Employees shall promptly obey all lawful orders issued by supervisors and superior officers. Employees shall not ridicule a superior officer or an order of a supervisor or superior officer whether in or out of the officer's presence. Employees shall not use disrespectful, mutinous, insolent or abusive language toward or about a supervisor or superior officer.

3.3.3 Neglect of duty - (Class 2 Offense)

Employees shall faithfully and diligently carry out all of the duties and fulfill all of the obligations of their office. Failure to take appropriate action on the occasion of a crime, disorder, or other action or condition deserving of police attention or any other omission by an employee which represents an abandonment of one's duties, obligations or assignment is neglect of duty and will subject that employee to discipline.

Action off Duty

While off duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department policy.

3.3.4 Questions about assignment - (Class 5 offense)

Members and employees in doubt as to the nature or detail of an assignment/ order shall seek such information from their supervisors by going through the chain of command.

3.3.5 Knowledge of laws and regulations • (Class 4 offense)

Member shall familiarize themselves with their current assignment and are required to establish and maintain a working knowledge of all laws and ordinances in force in the Township of Vernon, as well as all rules, regulations, policies, procedures and general orders of the department. In the event of improper action or a breach of discipline, it will be presumed that the affected member was familiar with the law, ordinance, rule, regulation, policy, procedure, or order in question.

3.3.6 Performance of duty- (Class 3 offense)

Employees shall give suitable attention to the performance of duty and shall perform their duties as required or directed by law, departmental rule, regulation, policy, procedure or lawful order of a superior officer. All lawful duties required by competent authority shall be performed as promptly as directed, notwithstanding the employee's general assignment of duties and responsibilities.

3.3.7 Action off duty- (Class 3 offense)

While off duty, members shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department policy.

3.3.8 Obedience to laws, regulations and orders - (Penalty based on gravity of offense/violation)

Employees shall obey all laws, ordinances, rules and regulations, policies and procedures, general orders, written directives and verbal orders of superiors of the department as applicable.

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3.3.9 Reporting violations of laws, rules, policies and procedures, etc. - (Class 3 offense)

Employees knowing of others violating laws, ordinances, provisions of the department manual or lawful orders, shall immediately report same in writing to the Chief of Police via official channels. If the employee believes the information is of such gravity that it must be brought to the immediate personal attention of the Chief of Police, official channels may be bypassed.

3.3.10 Conduct toward superior and subordinate officers and associates - (Class 4 offense)

Employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and particularly in the presence of other members, employees or the public, employees shall demonstrate a positive attitude and refrain from using sarcastic remarks of any kind. All officers of the department shall address superior officers by rank.

3.3.11 Criticism of official acts or orders - (Class 3 offense)

Employees shall not criticize any lawful official actions, instructions, or orders of any department member in a manner which is defamatory, obscene, sarcastic, unlawful or which tends to impair the efficient operation, image, authority or reputation of the department or any supervisor within the department.

3.3.12 Excessive Force- (Penalty based on gravity of offense/violation)

Employees shall comply with department use of force policies and procedures as well as the Attorney General use of force guidelines.

3.3.13 Improper Arrest- (Penalty based on gravity of offense/violation)

Employees shall comply with all laws and department policy regarding the restraint of a person's liberty.

3.3.14 Improper entry- (Class 4 offense)

Employees must ensure that the entry into a building or onto property is proper and that excessive force is not used against property to gain entry.

3.3.15 Improper search - (Penalty based on gravity of offense/violation)

Employees with use good faith when conducting searches to insure they are proper and do not violate established agency policy and procedures or violate anyone's civil rights.

3.3.16 Manner of issuing orders

1. Orders from a superior officer to a subordinate shall be in clear and understandable language, and issued in pursuit of departmental business. **(Class 5 offense)**
2. When conveying policies, procedures, directives, orders, etc. supervisors shall adopt a positive approach and impart the information in a manner most likely to gain acceptance and compliance. **(Class 4 offense)**

3.3.17 Unlawful orders- (Class 2 offense)

No command or supervisory officer shall knowingly issue any order that is in violation of any law or ordinance.

3.3.18 Obedience to unlawful orders - (Penalty based on gravity of the offense/violation)

Obedience to an unlawful order is never a defense to an unlawful action. Therefore, no employee shall obey an order that is contrary to federal or state law, or local ordinance. Responsibility for refusing to obey rests with the employee. The employee shall be strictly required to justify his action.

3.3.19 Improper orders-(Class 5 offense)

No supervisor shall knowingly issue any order that is in violation of a provision of the department manual.

3.3.20 Obedience to unjust and improper orders

Employees who are given orders they feel to be unjust or contrary to a provision of the department manual, must first obey the order to the best of their ability and then may proceed to an appeal as provided below. Failure to follow the order prior to appeal may result in a charge of insubordination.

3.3.21 Conflicting orders- (Class 5 offense)

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Upon receipt of an order conflicting with any previous order or instruction, the affected employee will advise the person issuing the second order of this fact. Responsibility for countermanding the original order or instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the department or public.

3.3.22 Reports and appeals- (Class 5 offense)

An employee receiving an unlawful or improper order, shall, at first opportunity, report in writing to the Chief of Police through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time.

3.3.23 Soliciting gifts, gratuities, fees, loans, etc. - (Class 3 offense)

Employees shall not under any circumstances, directly or indirectly, solicit any gift, gratuity, loan, discount or other fee for their own personal gain where there is any connection between the solicitation and their department membership or employment.

3.3.24 Acceptance of gifts, gratuities, fees, loans, etc. - (Class 2 offense)

Pursuant to the provisions of N.J.S.A. 2C:27-6, employees shall not accept any gift, gratuity, fee, loan or other thing of value, the acceptance of which might tend to influence, directly or indirectly, the actions of said employee or other employee in any matter of police business; or which might tend to cast an adverse reflection on the department or any employee thereof.

- No employee of the department shall receive any gift or gratuity from other members or employee's junior in rank. the acceptance of which might tend to influence, directly or indirectly, the actions of said employee or other employee in any matter of police business; without the expressed permission of the Chief of Police.
- Any employee who is found to have accepted money or any other thing of value to influence his actions in connection with his employment will be subject to termination of employment.

3.3.25 Rewards-(Class 4 offense)

Employees shall not accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty, except lawful salary and that which might be authorized by law.

3.3.26 Other transactions - (Class 4 offense)

Employees are prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his department employment, except as may be specifically authorized by the Chief of Police.

3.3.27 Disposition of unauthorized gifts, gratuities, etc. - (Class 4 offense)

Any unauthorized gift, gratuity, loan, fee, reward or other thing falling into any of these categories coming into the possession of any employee shall be forwarded to the office of the Chief of Police together with a written report explaining the circumstances relevant thereto.

3.3.28 Debts - incurring and payment - (Class 5 offense)

- A. No employee shall borrow or lend any money or otherwise become indebted to any other employee.
- B. Employees shall not solicit other employees to co-sign or endorse any promissory note or loan.
- C. No employee shall offer to act as a co-signer or endorser of any promissory note or other loan for another employee.
- D. Paragraphs a-c does not apply to transactions among employees related to each other or significant others.
- E. Employees shall promptly pay all just debts and legal liabilities incurred by them.

3.3.29 Personal preferment- soliciting- (Class 4 offense)

Employees shall not seek influence or intervention with the Vernon Township Manager, Mayor, or any member of the governing body in relation to promotions, assignments, disposition of pending

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charges, or findings in a departmental trial or related matter. This shall not preclude, however, the right of an employee to be represented by legal counsel or a union representative.

3.3.30 Withholding information - (Class 2 offense)

Employees shall not, at any time, withhold any information concerning criminal activity or fail to take appropriate action in response to such information.

3.3.31 Harassment- (Class 3 offense)

Employees are prohibited from any acts that would constitute harassment, sexual or otherwise, as defined in department policy.

3.3.32 Chain of command - (Class 4 offense)

All employees must be aware of their relative position with the department, to whom they are immediately responsible, and persons accountable to them. All employees shall follow the established chain of command when dealing with supervisors and shall keep their supervisors informed of their activities.

- Command officers are entitled to freely discuss matters of policy and operations at the command and supervisory level.
- Command officers may discuss department matters with any employee at any level within the department in order to maintain rapport and interaction so needed and vital to a successful organization.

3.3.33 Gossip (Class 3 offense)

Employees shall respect the private lives of other employees and not engage in conversations or communications about activities that are designed to slander or demean their co-workers. Gossip and fabricated stories concerning both job-related and non-job-related activities of co-workers will be reason for disciplinary action: as such activities tend to impair the efficient operation and harmonious work environment of the department.

3.3.34 Circulating false information (Class 3 offense)

Employees shall not make false or misleading statements about department activities! including, but not limited to, policies, investigations, disciplinary actions and personnel decisions: when such statements are intended to or may tend to adversely affect the morale or good order of the department, or undermine the authority of any supervisory officer.

3.3.35 Reasonable caution in performance of duty (Class 3 offense)

Employees shall exercise reasonable and prudent judgment and care in the performance of duty so as to minimize the risk of injury and/ or damage to all persons and/ or property.

3.3.36 Supervision of subordinates-(Class 3 offense)

Department supervisors shall properly monitor, instruct, counsel, supervise, direct, and discipline the personnel assigned to their command and enforce all department rules¹ regulations! policies, procedures, directives and orders issued by competent authority.

- Supervisors are required to promptly report any unsatisfactory performance or violations through official channels.
- Supervisors are responsible for attempting to create a positive attitude amongst their subordinates and in so doing must endorse the policies, directives and decisions of their superiors.

3.3.37 Performance of Duty

All employees shall promptly perform their duties as requires or directed by law, department rule, policy or directive, or by lawful order of a superior officer.

3.3.38 Chief of Police

Pursuant to N.J.S.A. 40A.14-118 and municipal ordinance, the Chief of Police shall be the head of the Police Department and shall be directly responsible to the appropriate authority for its efficiency and day to day operations. Pursuant to policies established by the appropriate authority, the Chief of Police shall: Administer and enforce the Rules and Regulations of the Police Department and any special emergency directives for the disposition and discipline of the Department and its members and offers; Have, exercise and discharge the

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functions, powers and duties of the Police Department; Prescribe the duties and assignments of all members and officers; Delegate such authority as may be deemed necessary for the efficient operation of the Police Department to be exercised under the Chief's direction and control;

Section 4 General conduct

3.4.1 Prohibited activity on duty

Employees who are on duty are prohibited from engaging in activities which are not directly related to the lawful performance of their official duties, including, but not limited to:

- A. Sleeping. **(Class 2 offense)**
- B. Conducting private meetings. **(Class 2 offense)**
- C. Gambling, unless to further a police purpose (with the consent of the Chief of Police). **(Class 2 offense)**
- D. Sexual activity of any kind. **(Class 2 offense)**
- E. Conducting non-police related activities or business. **(Class 4 offense)**
- F. Recreational reading (except on meal breaks), loafing, idling. **(Class 5 offense)**
- G. Pursuing personal relationships:
 - 1. Without coercion created by an officer's official authority- **(Class 4 offense)**
 - 2. With coercion created by an officer's official authority- **(Class 1 offense)**
- H. Leaving the township without supervisory approval - **(Class 3 offense)**

3.4.2 Alcoholic beverages and drugs

- A. Employees shall not report for duty under the influence of intoxicants to any degree nor shall they have the odor of an alcoholic beverage emanating from their person. This condition shall cause the employee to be unfit for duty. Superior officers shall not assign to duty any employee in an unfit condition due to the use or odor of intoxicants and shall immediately relieve of duty and service weapon any member found on duty in such condition. **(Class 2 offense)**
- B. Employees shall not drink any kind of intoxicating beverage at any time while on duty unless absolutely necessary in the performance of duty and will not render the employee unfit; and then only with the prior expressed permission of the Chief of Police or his designee. **(Class 2 offense)**
- C. Employees shall refrain from drinking or ingesting any intoxicating substance for a period of at least either (8) hours or that which is necessary to ensure absence of alcohol in the blood, to any degree, prior to reporting for duty. **(Class 3 offense)**
- D. Employees shall refrain from drinking alcoholic beverages for a period of time necessary to ensure absence of an odor of alcoholic beverages on their person, prior to reporting for duty. **(Class 4 offense)**
- E. Any member who has a reasonable suspicion to believe that a fellow member of this department is under the influence of intoxicating liquor or drugs must immediately report such fact to his/her immediate supervisor. **(Class 2 offense)**
- F. Employees shall not bring or keep any intoxicating beverage or drugs on department premises, except, when necessary, in the performance of a police objective and then it shall be properly identified and stored according to department policy. **(Class 3 offense)**
- G. Intoxicating beverages shall not at any time be consumed at the Township Municipal Complex. **(Class 3 offense)**
- H. Employees shall not have intoxicants on their person while on duty or in uniform, or in any police building or vehicle, except for evidential or other authorized purposes. **(Class 3 offense)**
- I. Off duty employees will not consume alcoholic beverages to the extent: **(Class 4 offense)**
 - It results in inappropriate/offensive behavior tending to discredit themselves or the

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- department.
- It renders them unable/unfit to report for their next regular tour of duty (i.e., illness, impairment, or apparent indication of recent alcohol use).
- J. Employees shall not drink or be under the influence of alcoholic beverages while in the department uniform or any part thereof. **(Class 3 offense)**
- K. If so ordered by a supervisory officer in furtherance of an investigation having a bearing on an officer's employment or fitness for duty/continued employment, a member must submit to a blood test, a breath test, or any other test to determine the percentage of alcohol in the blood.
- L. No liquor license shall be held by any police officer, or by any profit corporation or association in which any such member is interested, directly or indirectly. **(Class 2 offense)**
- M. No law or regulation promulgated by the Department of Alcoholic Beverage Control, however, prohibits members of the department from being employed, other than in the Township for which they serve as police officers, by a business licensed to sell alcoholic beverages in this State.
- Members shall not be employed by any business licensed to sell alcoholic beverages in the Township. **(Class 2 offense)**
- N. Members so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverage:
- Have in his possession any firearm, or **(Class 3 offense)**
 - Wear or display any uniform, badge or insignia, which would identify him as a police officer. **(Class 3 offense)**
- O. No member so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment. **(Class 4 offense)**
- P. No member shall enter a licensed liquor establishment while on duty, unless on official business or upon prior authorization of the Chief of Police or his designee. Members shall not enter a licensed liquor establishment while off duty and in any part of the uniform, or while operating any township owned vehicle. **(Class 3 offense)**
- Q. All members shall fully comply with the departmental drug testing policy and procedures as set forth in written directive. **(Class 1 offense)**
- R. Medication **(Class 3 offense)**
1. Employees shall not take any medication that might diminish their alertness or impair their senses prior to or after reporting for duty, unless otherwise directed by a physician.
 2. When employees are required to take any prescription or non-prescription medication that might diminish their alertness or impair their senses, the employee shall notify their supervisor as to the medication required, its properties, the dosage and the period during which the employee is required to take the medication. It shall be the responsibility of the employee to make the notification prior to the employee being assigned to duty. This information so provided shall remain confidential.
 3. Supervisors shall not assign to duty or allow to remain on duty, any employee whose fitness for duty is questionable due to the use of medication.
- S. Sworn law enforcement officers will be ordered to submit to a drug test when there is reasonable suspicion to believe that the officer is illegally using drugs. A drug test that indicates a positive result for illegal drugs for any sworn law enforcement officer will result in:
- a) the officer's termination from employment;
 - b) inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and
 - c) the officer being permanently barred from future law enforcement employment in New Jersey. **(Class 1 offense)**
- T. The Vernon Police Department may establish a random drug testing program. All sworn members of the agency are eligible for random drug testing, regardless of rank or

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assignment.

- U. Any officer who refuses to submit to a random drug test or a drug test based on reasonable suspicion after being lawfully ordered to do so are subject to the same penalties as those officers who test positive for the illegal use of drugs. A sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test. **(Class 1 offense)**

3.4.3 Loitering- (Class 5 offense)

All employees on duty or in uniform shall not enter taverns, theatres, or other public places, without legitimate cause, except to perform a police task. Loitering and unnecessary prolonged conversation in such locations is forbidden.

3.4.4 Relief - (Class 3 offense)

All employees are to remain at their assignment and on duty until properly relieved by another employee or until dismissed by competent authority.

3.4.5 Reporting-(Class 5 offense)

Employees shall promptly and accurately prepare and submit such reports as are required by the performance of their duties or by competent authority.

3.4.6 False reports -(Class 1 offense)

Employees shall not knowingly submit written or oral communications that are fabricated, factually inaccurate or intentionally misleading and that could lead to an investigation or prosecution of any person for a crime, offense or violation of departmental rule, regulation, policy, procedure, etc.

3.4.7 Reporting for duty- (Class 3 offense)

Employees shall report for duty, properly uniformed and equipped, on the date, time and place specified. Employees failing to report at the date, time and place specified without the consent of competent authority, shall be considered "absent without leave".

3.4.8 Physical fitness for duty-(Class 5 offense)

All members of the department shall maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.

3.4.9 Tobacco use while on duty- (Class 5 offense)

Members shall not use tobacco products on duty while interacting with the public.

3.4.10 Driver's license - (Class 2 offense)

- A. Employees required to operate department vehicles in the performance of duty shall maintain a valid New Jersey driver's license.
- B. Whenever a driver's license is revoked or suspended the employee shall immediately notify his/her immediate supervisor giving full particulars.

3.4.11 Crimes/offenses involving moral turpitude- (Class 1 offense)

Any employee who commits a 1st, 2nd or 3rd degree crime, or any offense involving moral turpitude that touches his position as a police officer shall be considered unfit for continued employment.

3.4.12 Surreptitiously Recording Members of the Department- (Class 2 offense)

No employee shall surreptitiously video and/or audio record any other member of the department without authorization of the Chief of Police or County Prosecutor during an official investigation.

3.4.13 Communications, correspondence, restrictions

Employees shall not use department letterheads for private correspondence. Employees shall also only send correspondence out of the department under the direction of the appropriate Supervisor

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Section 5 Investigations

3.5.1 Investigations - (Class 3 offense)

All employees involved in any official department investigation of any matter will fully comply with the policies and procedures of the department governing same.

3.5.2 Confidentiality

- A. Employees shall keep confidential any business of the department that is not a matter of public concern and shall not impart confidential information to anyone except those for whom it is intended, or as directed by their supervisor - **(Class 2 offense)**
- B. Employees shall keep confidential information that is not considered public information pertaining to department events, operations, arrests or other activities without authorization of the Chief of Police or his designee- **(Class 3 offense)**
- C. Employees shall not make known to any person, any department order which they might receive, unless so required by the nature of their assignment. **(Class 4 offense)**

3.5.3 Reports

- A. Employees shall not exhibit or divulge the contents of any department record, including but not limited to all police reports, images, photographs, audio recording to any person, except on approval of the Chief of Police, or under due process of law, or as directed by department procedure. **(Class 2 offense)**
- B. Employees shall not destroy or permanently remove from its proper location any official record/police report without proper authorization. **(Class 2 offense)**
- C. Employees may copy or remove official records/reports from police headquarters in accordance with the procedures established by the department. **(Class 3 offense)**
- D. No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the Department.

3.5.4 Cooperation - (Class 2 offense)

Employees are required to fully answer all questions, file reports, or render material or relevant statements, in any authorized departmental investigation when such questions and statements are directly related to job responsibilities or a legitimate departmental interest.

3.5.5 Unauthorized investigations • (Class 2 offense)

Employees will not self-assign any investigation {criminal, internal, civil or private}/other law enforcement action not part of their regular assigned duties without obtaining permission from their supervisor, unless the situation requires immediate law enforcement action. In those cases, a written report will be completed as soon as is practical thereafter.

Section 6 Compromising Criminal Cases

3.6.1 Interference with legal process- (Class 2 offense)

Employees shall not attempt to interfere with the legal process, except through official departmental channels in situations where a manifest injustice might otherwise occur, nor participate in or be concerned with any activity which might interfere with the process of law.

3.6.2 Traffic cases - (Class 2 offense)

Employees shall not attempt to have any traffic summons or notice to appear stricken from the calendar, except in connection with legitimate criminal justice interests and then done in conformance with established court procedures. In any instance where it becomes necessary to void a traffic or criminal summons or warrant, officers will follow the procedure set forth in the departmental manual.

3.6.3 Assisting criminals

- A. Employees shall not directly or indirectly assist persons to escape arrest or punishment for

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any unlawful activity. **(Class 2 offense)**

- B. Employees shall not directly or indirectly assist persons to dispose of or secrete evidence of unlawful activity or money, merchandise, or other property unlawfully obtained. **(Class 1 offense)**

Section 7 Prisoners

3.7.1 Assisting escape -(Class 1 offense)

Employees shall not communicate any information that may aid a person to escape custody or arrest, nor shall they directly or materially aid a person to escape custody or arrest.

3.7.2 Recommending an attorney or bail bond broker- (Class 3 offense)

Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any attorney or bail bond broker to any person coming to their attention as a result of police business. Any person requesting this information shall be referred to the telephone directory.

3.7.3 Acting as bailer prohibited - (Class 2 offense)

Employees cannot act as bailer for any person in custody, except relatives, or in any case where any fee, gratuity or reward is solicited or accepted.

Section 8 Conduct toward the public

3.8.1 Courtesy - (Class 5 offense)

Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of the provocation to do otherwise. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

3.8.2 Professional demeanor – (Class 5 offense)

Employees shall avoid giving the appearance they are evading the performance of their duty or are disinterested in problems of persons who may be transferred for service. Employees will not belittle a seemingly trivial request, complaint, or piece of information.

3.8.3 Identification as a police officer -(Class 5 offense)

Except where impractical or where identity is obvious, members shall identify themselves by displaying the official badge or identification card prior to taking any police action.

3.8.4 Request for identification - (Class 5 offense)

Upon request, employees are required to provide their name and badge numbers, if applicable, in a courteous manner.

3.8.5 Differential Treatment - (Class 3 offense)

A. Employees shall not exhibit bias or favoritism toward any person because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence, nor shall they allow their personal interests to interfere with objectivity concerning police matters.

B. Unwarranted interference by officers under the color of law in the private business of others when not in the interest of justice is strictly prohibited.

3.8.6 Use of derogatory terms - (Class 3 offense)

Employees shall not use language that is derogatory to anyone because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence.

3.8.7 Availability while on duty- (Class 4 offense)

Employees while on duty shall not conceal themselves except for some police purpose. They shall be immediately and readily available to the public during duty hours.

3.8.8 Response to calls -(Class 3 offense)

Members shall respond without unnecessary delay to all calls for police assistance from citizens and other members. Members shall answer all calls directed to them unless otherwise directed by

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competent authority.

3.8.9 Public statements- (Class 2 offense)

Employees shall not make public statements concerning the actions, plans, policies, or affairs of the department which may impair or disrupt the operation of the department or which are obscene, unlawful, defamatory, or otherwise prohibited by written directive or rule and regulation.

3.8.10 Affiliation with certain organizations prohibited - (Class 3 offense)

Employees shall not join, nor shall they affiliate themselves with any organizations whose constitution embraces provisions that might in any way prevent the proper and efficient functioning of the department. This prohibition does not apply to the active military or naval service of the United States or of this state, in time of war or an emergency, or during any period of training, or pursuant to or in connection with the operations of any selective service system". (Source: N.J.S.A. 38:23-4).

3.8.11 Affiliation with radical groups - (Class 3 offense)

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates the violation of law, or which professes hatred, prejudice, or oppression against any racial or religious group or political entity.

3.8.12 Publicity- (Class 5 offense)

Employees shall not seek personal publicity in the course of their employment.

3.8.13 Commercial testimonials - (Class 4 offense)

Employees shall not permit their names or photographs to be used to endorse any product or service that is in any way connected to law enforcement without the permission of the Chief of Police. They shall not allow their names or photographs to be used in any commercial testimonial that alludes to their position or employment with the department without prior authorization from the Chief of Police.

Section 9 Political Activities

3.9.1 Political activities prohibited - (Class 2 offense)

Members shall not actively engage in political campaigns and activities, while in uniform or on duty. Employees shall not directly or indirectly use or attempt to use their official position to influence the political activity of another.

3.9.2 Off duty political activities- (Class 3 offense)

Members may engage in off duty political activities except when such activities will harm or impair the operation or discipline of the department. At no time will they do so in uniform or with any part thereof.

3.9.3 Election to public office - (Class 2 offense)

Members shall not be candidates for or hold office in elective public positions or political organizations within or inclusive of Vernon Township unless authorized to do so by the county prosecutor.

3.9.4 Soliciting prohibited - (Class 2 offense)

Employees shall not solicit contributions for political purposes while on duty, nor shall they interfere with or use the influence of their office for political reasons.

3.9.5 Contributions

Employees may contribute funds or any other thing of value to candidates for public office subject to the provisions of law governing such contributions.

3.9.6 Polling duties - (Class 3 offense)

Members shall not engage in any polling duties while on-duty. Any member working at a polling place while off duty shall not have an exposed firearm or exhibit ANY evidence of his employment as a police officer.

3.9.7 Displaying of political material - (Class 3 offense)

Employees shall not display any political material on any government property or on their person

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while on duty or in uniform.

Section 10 Judicial Appearances and Testimony

3.10.1 Testifying for the defense - (Class 3 offense)

Any employee subpoenaed or requested to testify for the defense in any legal proceeding or against the township or department in any hearing or trial shall notify the Chief of Police immediately upon receipt of the subpoena or request.

3.10.2 Contact with the defense- (Class 3 offense)

Any employee contacted by the defense in any legal or administrative proceeding brought by the township, or plaintiff in any legal or administrative proceeding brought against the township, shall immediately notify the Chief of Police.

3.10.3 Civil action - expert witnesses - (Class 4 offense)

Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the county prosecutor.

3.10.4 Civil process -(Class 5 offense)

Employees shall not serve civil process or assist in civil cases unless such service is approved by their immediate supervisor.

3.10.5 Court appearances; subpoenas- (Class 3 offense)

Employee shall honor all lawfully issued subpoenas and shall promptly appear for all scheduled judicial proceedings when notified by subpoena or other established departmental procedure.

3.10.6 Department Investigations

Employees are required to answer questions, file reports, or render material and relevant statements, in a departmental investigation when such questions and statements are directly related to job responsibilities. Employees shall be advised of, and permitted to invoke, all applicable constitutional and statutory rights, including consultation with their designated representative.

Section 11 Personnel Regulations

3.11.1 Hours of duty

Employees shall have regular hours assigned to them for active duty, and when not so engaged, they shall be considered off duty. Employees are subject to be recalled to duty as needed.

- Department members shall remain responsive to their supervisor and are subject to assignment during meal breaks.
- Training sessions are considered a duty assignment and members attending training are subject to assignment as deemed necessary.

3.11.2 Sick leave/workman's compensation - (Class 2 offense)

Employees will not pretend illness or injury, falsely report themselves to be injured or ill, or otherwise deceive or attempt to deceive a supervisor or the township physician as to their health.

3.11.3 Absences without leave for five consecutive days - (Class 1 offense)

Except as otherwise provided by law, any permanent member or officer of this police department who shall be absent from duty without just cause or leave of absence for a continuous period of five days shall cease to be a member of this police department. (Reference: N.J.S.A. 40A:14-122).

3.11.4 Compensation for damages - (Class 4 offense)

Employees who have sustained injury while on or off duty and who have received salary from the township while injured shall notify the Chief of Police in writing of any intent to seek, sue, solicit, or accept compensation as damages for such injury. This notice shall be filed before any action is

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taken. It shall include the facts of the claim and the name of the respondent.

3.11.5 Fitness for Duty

The Chief of Police shall have the authority, in conjunction with his responsibility for the disposition and discipline of the department, to require psychological and medical examinations for any employee for the purpose of determining the employee's fitness for duty.

3.11.6 Resignation

All resignations of employees must be tendered in writing and bear the signature of the person resigning. Employees shall provide the Chief of Police with no less than two (2) weeks written notice. Once tendered, the township has the right to rely on the resignation and it will be considered non-rescindable unless approved by the Township Business Administrator.

Section 12 Uniforms, appearance, and identification.

3.12.1 Regulation Uniforms Required

All police officers and uniformed civilians shall maintain uniforms prescribed in department policy and procedure. Uniforms shall be kept neat, clean and well-pressed at all times.

3.12.2 Manner of Dress on Duty

Employees shall wear the uniform or civilian clothing on duty as prescribed by department policy and procedure for the employee's current assignment.

3.12.3 Wearing Jewelry on Duty

Police officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle or which can inflict injury or retard the mobility of the officer. This provision shall not prohibit non-uniform officers on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department policy.

3.12.4 Personal Appearance

Employees, while on duty, shall be neat and clean in person, with uniform or clothes clean and pressed. This provision shall not prohibit non-uniform officers on duty from dressing appropriately for the conditions of their current assignment in accordance with department policy.

3.12.5 Wearing or Carrying Identification

Employees shall wear or carry their department identification at all times, provided that it is practical under the circumstances.

3.12.6 Identification as Police Officer

Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

Section 13 Department equipment and property

3.13.1 Equipment On Duty.

Employees shall carry all equipment on duty as prescribed in department policy and procedure based on their assignment.

3.13.2 Equipment Off Duty

Employees shall carry equipment off duty as prescribed in department policy and procedure based on their assignment.

3.13.3 Firearms

Employees shall follow department policy and procedure on the care and handling of firearms.

3.13.4 Department Property and Equipment

Employees are responsible for the proper care of department property and equipment assigned to them.

3.13.5 Use of Department Property and Equipment

Employees shall not use any department property or equipment for personal business or

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pleasure.

3.13.6 Damaged or Inoperative Property or Equipment

Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

3.13.6 Care of Department Buildings

Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the appropriate supervisor.

3.13.7 Notices

Employees shall not mark, alter or deface any posted notice of the department. Notices or announcements shall not be posted on bulletin boards without permission of the appropriate supervisor, except those areas designated for use by the collective bargaining units.

3.13.8 Use of Department Vehicles

Employees shall not use any department vehicle without the permission of a supervisor. Department vehicles shall never be used for personal business or pleasure except as provided for in department policy.

3.13.9 Operation of Department Vehicles

When operating department vehicles, employees shall not violate traffic laws except in cases of emergency and then only in conformity with state law and department policy and procedure regarding same.

3.13.10 Transporting Citizens

Citizens will be transported in department vehicles only in conformance with department policy.

3.13.11 Reporting Accidents

Accidents involving department personnel, property, equipment and vehicles must be reported in accordance with department policy and procedure.

3.13.12 Inspection

Departmental property and equipment is and remains the property of the department and is subject to entry and inspection without notice.

3.13.13 Liability

If department property is damaged or lost as a result of misuse or negligence by an employee, that employee will be held liable to reimburse the department for the damage or loss and is subject to disciplinary action.

ARTICLE IV DISCIPLINARY CODE

Section 1 Departmental Discipline

4.1.1 Purpose

The department has established this disciplinary process as a means of achieving the below listed objectives through the reasonable and consistent application of discipline to address breaches of the code of conduct:

- A. Insure the highest professional standards for law enforcement within the agency.
- B. Providing citizens with a fair and effective avenue for redress of their legitimate grievances against law enforcement officers.
- C. Protect employees from false charges of misconduct or wrongdoing and provide accused officers with due process safeguards.
- D. Monitoring officers' compliance with laws, ordinances, and departmental rules, regulations, policies, procedures, directives and orders.
- E. Identifying problem areas in which increased training or direction is necessary.

4.1.2 Factors

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Disciplinary action shall be imposed to accomplish the purposes of the disciplinary process and shall take into account all of the aggravating and mitigating factors of the case, including, but not limited to:

- A. Nature of the offense.
- B. The disciplinary record of the accused officer.
- C. The need to deter the accused officer or other officers from similar conduct.
- D. The harm or potential for harm resulting from the conduct.

4.1.3 Disciplinary action

Department employees, regardless of rank, shall be subject to disciplinary action, according to the nature of the offense, for violating their oath and trust by committing an offense punishable under the laws or statutes of the United States, the State of New Jersey or the Township Municipal Code, or failure, either willfully or through neglect or incompetence, to perform the duties of their rank or assignment; or for violation of any rule, procedure or written directive of the department; or for failure to obey any lawful instruction, order or command of a superior officer. Disciplinary action in all cases will be decided on the merits of each case and in conformity with controlling state law.

4.1.4 Penalties

The department shall establish a scale of penalties that may be assessed against any employee of the department as disciplinary action:

- A. Minor Discipline- employee not entitled to a hearing
 - 1. Training
 - 2. Counseling
 - 3. Oral reprimand
 - 4. Written reprimand
- B. Major Discipline - employee entitled to hearing before the Appropriate Authority
 - 1. Surrender of leave time in lieu of other action
 - 2. Monetary fine
 - 3. Suspension with pay
 - 4. Suspension without pay
 - 5. Loss of promotion opportunity
 - 6. Demotion
 - 7. Termination

4.1.5 Causes for removal

Any one of the following may be cause for removal from the service, although removals may be made for sufficient causes other than those listed:

- A. Neglect of duty.
- B. Incompetence or inefficiency.
- C. Incapacity due to mental or physical disability.
- D. Insubordination or serious breach of discipline.
- E. Intoxication while on duty.
- F. Illegal drug usage.
- G. Chronic or excessive absenteeism.
- H. Disorderly or immoral conduct.
- I. Willful violation of any of the provisions of the rules and regulations or other statutes relative to the employment of public employees.
- J. The conviction of any criminal act.
- K. Negligent or willful damage to public property or waste of public supplies.
- L. Conduct unbecoming an employee in the public service.
- M. Conduct unbecoming a police officer.
- N. The use or attempted use of one's authority or official influence to control or modify the

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political action of any person.

O. Lying, misrepresentations, falsifications in written/oral reporting or official inquiry.

4.1.6 Repeated violations- (Class 1 offense)

Repeated violations (4 or more violations) of the rules and regulations, policies, procedures, directives or orders shall be indicative of an employee's disregard of the obligations of all employees and shall be cause for up to dismissal. This shall apply regardless of the severity of the offense and reckoning period, and regardless of whether the violations are of the same type.

4.1.7 Relationship of penalties to offense

The information contained herein is intended to guide the Appropriate Authority in administering fair and uniform punishment for violations of the rules and regulations of the department. The suggested penalties shall in no way limit the penalty that the Appropriate Authority may elect to impose.

4.1.8 Classes of offenses - recommended penalties

A. **Class 1 Offense** - Violation of any rule designated as a Class 1 Offense may result in disciplinary action as follows:

1st offense - dismissal

B. **Class 2 Offense** - Violation of any rule designated as a Class 2 Offense may result in disciplinary action as follows:

1st offense - 3 day suspension to dismissal

2nd offense - 10 day suspension to dismissal

3rd or subsequent offense - dismissal

C. **Class 3 Offense** - Violation of any rule designated as a Class 3 Offense may result in disciplinary action as follows:

1st offense - reprimand to 6-month suspension

2nd offense - 3 day suspension to dismissal

3rd or subsequent offense – 20 day suspension to dismissal

D. **Class 4 Offense** - Violation of any rule designated as a Class 4 Offense may result in disciplinary action as follows:

1st offense - reprimand to 30-day suspension

2nd offense - reprimand to 6 months suspension

3rd or subsequent offense - 10-day suspension to dismissal

E. **Class 5 Offense** - Violation of any rule designated as a Class 5 Offense may result in disciplinary action as follows:

1st offense - reprimand to 5 day suspension

2nd offense - reprimand to 30 day suspension

3rd or subsequent offense - 5 day suspension to dismissal

4.1.9 Authority to impose major discipline

The Appropriate Authority may suspend with or without pay, demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, violation of the rules and regulations or for other sufficient cause.

Section 2 Disciplinary Procedure

4.2.1 Establishing a violation

Existence of facts establishing a violation of a law, ordinance, or rule is all that is necessary to support any allegation of such violation as a basis for disciplinary action. Nothing in this manual prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein if such conduct is otherwise without lawful purpose and violates some law, ordinance, or rule governing the officer's conduct at the time it occurred or is otherwise such an egregious or blatant act that would be universally recognized as misconduct.

4.2.2 Discipline by supervisory personnel

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Supervisory personnel may take the following disciplinary measures:

- A. Counseling
- B. Oral reprimand.
- C. Written reprimand (subject to the approval of the Chief of Police).
- D. Emergency suspension until the next business day.
- E. Written recommendations for other penalties.

4.2.3 Emergency suspensions

- A. Any superior officer may immediately suspend an employee from duty if they determine one of the following exist:
 - 1. The employee is unfit for duty; or
 - 2. The employee is a hazard to any person if permitted to remain on the job; or
 - 3. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
 - 4. The member has been formally charged with a crime of the first, second or third degree, or a crime of the fourth degree on the job or directly related to the job.
- B. In accordance with N.J.S.A. 40A:14-149.1 Notwithstanding any other law to the contrary, whenever any municipal police officer is charged under the law of this State, another state, or the United States, with an offense, said police officer may be suspended from performing his duties, with pay, until the case against said officer is disposed of at trial, until the complaint is dismissed, or until the prosecution is terminated; provided , however, that if a grand jury returns an indictment against said officer , or said officer is charged with an offense which is a high misdemeanor or which involves moral turpitude or dishonesty, said officer may be suspended from his duties, without pay, until the case against him is disposed of at trial, until the complaint is dismissed or until the prosecution is terminated. The Chief of Police shall immediately submit a report explaining such action to the Township Business Administrator.

4.2.4 Emergency inter-departmental disciplinary action

When the improper conduct of a member or employee of one division\bureau\unit is of such nature that immediate or emergency disciplinary action is required of a command or supervisory officer of another division\bureau\unit, such action may be taken at once within the following limitations:

- A. Oral reprimand.
- B. Emergency suspension until the next business day.

4.2.5 Inter-departmental oral reprimand

When the commanding or supervisory officer of one division orally reprimands a member or employee of another division, he shall notify the supervisor of the member or employee so disciplined as soon as possible. He shall also submit a written report of this action and the reason therefore to his commanding officer and also the commanding officer of the member or employee.

4.2.6 Follow-up on emergency suspensions

A member or employee receiving an emergency suspension shall be required to report to the Chief of Police on the next business day at a time scheduled by the Chief of Police. The commanding or supervisory officer imposing or recommending the suspension shall also report to the Chief of Police at the same time.

4.2.7 Reports of disciplinary action taken or recommended

Whenever any disciplinary action is taken or recommended (except for oral reprimands), a written report must be submitted immediately to the Chief of Police containing the following information:

- A. The name, rank, badge number, and present assignment of the person being disciplined.
- B. The date, time and location of the incident.
- C. The section number and name of the violated rule.
- D. A complete statement of the facts of the misconduct.

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- E. The punishment imposed or recommended.
- F. The written signature, badge number, and rank of the preparing officer and his position in relation to the member or employee being disciplined.

4.2.8 Endorsement and forwarding of disciplinary reports

Each level in the chain of command must review, sign and forward reports bearing on disciplinary matters. Such endorsement may be one of approval, disapproval, or modification. No employee shall alter or cause to be altered or withdrawn any disciplinary report. Disciplinary reports in transit through the chain of command shall not be delayed, but must be reviewed, endorsed, and forwarded as soon as possible. Disciplinary reports shall be filed in accordance with current departmental procedures.

4.2.9 Informing the person being disciplined

The member being disciplined shall be so informed of the charges, in writing, as provided by N.J.S.A. 40A:14-147 and section 4.4.1 of these rules and regulations. The member shall be granted all procedural rights and safeguards as provided by law.

4.2.10 Misconduct observed by police personnel

Whenever any commanding officer or supervisory officer observes or is informed of the misconduct of another member or employee, which indicates the need for disciplinary action, he shall take authorized and necessary action and render a complete written report of the incident and his actions to his commanding officer.

4.2.11 Investigator's authority

Investigators assigned to an investigation are the direct representative of the Chief of Police and, as such, shall receive the cooperation of all employees of the department while conducting their investigations. The sole responsibility of the investigator shall be the gathering of all the facts regarding the allegations. In doing so, he must remain objective and thorough when submitting his report. His opinions, conclusions, or personality shall not be interjected into the case. By adhering to the foregoing principles, the case can be concluded with optimum fairness for all persons concerned.

Section 3 Departmental Disciplinary Hearings

4.3.1 Charges

When an internal investigation establishes probable cause that a member is guilty of violating a department rule or regulation, penalty for which entitles the member to a hearing as provided for in section 4.4.1, a **Preliminary Notice of Disciplinary Action** shall be prepared and personally served upon the respective member. The charges shall contain:

- A. The name, address and title of the member against whom the action is being instituted.
- B. The rule, regulation, law or ordinance violated; or a description of other misconduct being charged.
- C. Specification of the alleged facts upon which the charges are based.
- D. The time, date and place at which the hearing is scheduled to be held.
- E. The signature of the proper authority and his official title.

4.3.2 Hearings

- A. The disciplinary hearing shall be scheduled during the business day, but no sooner than ten (10) days and no later than thirty (30) days after said notice is personally served upon said member, subject of course to the granting of reasonable requests for postponements.
- B. Where a disciplinary hearing has been postponed pending the determination of criminal or quasi-criminal charges filed on the basis of the same factual situation which gave rise to the departmental charges, said departmental hearing must be held within thirty (30) days after the department receives notice of such disposition. The duty to advise the department that said judicial determination has been made is that of the respective member.
- C. Personal service is actual service upon any employee as well as actual service upon any

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member of the employee's household over eighteen (18) years of age residing in the residence of said employee.

- D. All disciplinary hearings shall be closed to the public unless the defendant officer requests an open hearing. In such case, the department reserves the right to petition the hearing officer to conduct a closed hearing if a legitimate reason exists for such request.
- E. Every member formally charged with a violation of department rules and regulations shall have the opportunity to testify in his own defense, produce relevant evidence in support of his defense, produce competent witnesses to testify to relevant matters in support of his defense and cross-examine any witness who has testified against him.
- F. The Chief of Police may prosecute the complaint himself or request the Township to appoint a qualified representative to present the case.
- G. The Appropriate Authority or his designee shall be the hearing officer charged with the responsibility of conducting the necessary hearings with respect to the aforementioned charges. The Township Mayor may appoint a qualified representative to serve as hearing officer to prepare findings of fact and recommendations as to violations and quantum and type of punishment, if any.
- H. In order that all parties may be afforded a fair and equal opportunity to be heard and that the hearing officer may be completely informed in the matter and enabled to render a proper determination based on all the facts and applicable laws and rules, all hearings shall be conducted in an informal manner, without reference to any formal rules or procedure.
- I. The hearing officer may, at his/her discretion, clear the hearing room of all persons, including witnesses not under examination or testifying. When the evidence pertains to scandalous or indecent conduct of any sort, or is such that its public disclosure would not be in the best interest of the public and might do irreparable harm to any person or persons not a party to the hearing, the hearing officer may exclude all persons not having a direct interest in the matter being heard.
- J. The hearing officer shall admit all testimony having reasonable, probative value, but shall exclude immaterial, irrelevant or unduly cumulative testimony.
- K. The hearing officer shall give effect to the rules of privilege as provided by law, but no person shall be excused from testifying or presenting evidence on the ground of possible self-incrimination with regard to an administrative disciplinary matter.
- L. The member is presumed innocent and the burden of proof is upon the department to prove the member's guilt by a preponderance of the credible evidence presented during said hearing.
- M. All hearings may (in the discretion of the respective hearing officer) be recorded by:
 - 1. A certified shorthand report; or
 - 2. Stenographers, duly sworn to make an accurate stenographic recording of the proceeding; or
 - 3. Sound recording device to be operated under the supervision and direction of the hearing officer.
- N. After considering all the evidence in support and in defense of the particular charge of misconduct, the respective hearing officer shall consider same and render his verdict as soon as practical thereafter.
- O. Although the verdict may be verbal at the time of the hearing, the determination must be reflected upon a final notice of disciplinary action that must be personally served upon the respective member as soon as practical after the termination of said disciplinary hearing.

4.3.3 Major Discipline Appeals

- A. Discipline taken against a permanent civil service employee or a civil service employee during a working test period which results in a removal from employment, a demotion or a suspension or fine for more than five working days (major discipline N.J.A.C. 4A:2-2.1 through 2.12) can be appealed.
- B. Once a final notice of disciplinary action form has been received; the employee must complete

Vernon Township Police Department

a major discipline appeal form and submit it to the Civil Service Commission within 20 days.

- C. The Civil Service Commission will send the appeal to the Office of Administrative Law for a Hearing. The Administrative Law Judge will write a recommended decision to the Civil Service Commission. After it reviews the recommendation, as well as exceptions and cross-exceptions of the interested parties it will make a final decision on the case; it may affirm, reverse or modify such conviction.

4.3.4 Minor Discipline Appeals

- A. Any member of the department who has been disciplined and it resulted in a fine or suspension for five or less working days may appeal the decision.
- B. Once the employee has received notice of the disciplinary action; an appeal must be filed with the Chief of Police by the Employee or his/her collective bargaining unit within 10 days.
- C. The Grievance procedure outlined in the collective bargaining unit will be the mechanism used to appeal this decision.

Section 4 Members Rights during Departmental Investigations and Disciplinary Hearings

4.4.1 Hearing

Each member is entitled to a hearing before the Appropriate Authority or his designee, for any charge that exposes the employee to discipline as follows:

- A. Surrender of leave time
- B. Monetary fine
- C. Suspension with pay
- D. Suspension without pay
- E. Loss of promotion opportunity
- F. Demotion
- G. Termination

4.4.2 Confidentiality

Other than the official findings and attendant penalties, every internal investigation and subsequent departmental hearing shall be considered privileged and confidential information and same shall not be made public and/or released to any non-governmental agency.

4.4.3 Scope of interviews

Investigations shall be limited to matters of legitimate concern to the police department. Those issues include:

- A. Violation of any federal or state statute or local ordinance.
- B. Violation of any rule, regulation, policy, procedure, written directive or order of the police department.
- C. Activities, circumstances, conditions or events that:
 - 1. Threaten the safety of the public or the employees of the department;
 - 2. Threaten efficiency, discipline or good order of the department;
 - 3. Damage the reputation or integrity of the police department;
 - 4. Diminish the ability of the police department to carry out its public safety function.
- D. The fitness of continued employment of any employee.
- E. The performance of official duties of any employee of the police department.
- F. The conduct of any employee that may form the basis for disciplinary action.

4.4.4 Conduct of interviews

- A. All employees have a duty to answer all questions truthfully and completely.
 - 1. Truthfulness is the key to the proper function of any police department. Officers must know that during any official inquiry they are not at liberty to decide when they will tell the truth. Officers must be truthful at all times. When an officer willfully lies in an official inquiry, he:

Vernon Township Police Department

- a. Frustrates the investigative effort that he is obligated to assist.
 - b. Destroys his own credibility, which is an essential tool for the completion of his duties.
 - c. Damages the credibility of the department and the law enforcement community as a whole.
 - d. Frustrates the law enforcement function that he is sworn to uphold.
2. Integrity is the most critical of all minimum requirements to function effectively as a police officer. When it is lost, the ability to carry out the duties of a police officer are lost with it. **For these reasons the standard penalty for lying in any official inquiry will be termination.** An officer may not be subject to dismissal for a specific act of misconduct, however, if he lies about it they surely will.

(Employees may not lie for any reason. "Our legal system provides methods for challenging the government's right to ask questions - lying is not one of them". Lachance v. Erickson. United States Supreme Court)

- B. No questioning or investigative effort shall be initiated arbitrarily for personal or other reasons that are unrelated to the maintenance of departmental efficiency or integrity.
- C. During the course of an investigation, employees have a duty to voluntarily disclose any relevant information that may assist in proving or disproving an allegation under investigation.

4.4.5 Due process

Although the department can utilize any form of investigative procedure pursuant to an internal investigation that is fair and reasonably calculated to achieve its objective, the nature or utilization of same must not violate the basic concepts and substantive due process of law.

4.4.6 Coercion

Although cooperation of an employee is demanded under threat of disciplinary action (including job forfeiture), said employee shall not be questioned or subjected to investigative efforts under circumstances that would render such statements void as being coerced.

4.4.7 Advisement of member

A. Exclusive of the normal reporting duties incidental to the performance of official duties, a member subjected to questioning shall be advised of the following:

- Whether he is being questioned or required to submit to investigative efforts as a suspect or a witness.
- The identity of his interrogator as well as the identity of all persons present at the time of the interrogation.
- The nature of the investigation and facts sufficient to apprise the member of the existing allegations.

B. Nothing in this section shall prohibit any supervisory officer from questioning an employee in an emergent situation when such questioning appears immediately necessary to ensure the public safety or to preserve the order of the police department.

C. Nothing in this or any other section shall be deemed as justification for an employee providing false information.

4.4.8 Time limitations

Consistent with state statute and township code, a formal charge must be filed against a member within a reasonable time after which the existence of the alleged or suspected misconduct is made known.

4.4.9 Representation

Employees are entitled to have a representative of their choice in attendance during an internal affairs interview. The investigator shall allow any employee a reasonable amount of time for the desired representative to attend. The representative shall be an observer only and may not actively participate in the interview.

4.4.10 Polygraph

Vernon Township Police Department

No employee shall be ordered or asked to submit to a polygraph (lie detector) test for any reason. Such test may be given, however, if requested by the employee.

4.4.11 Settlement agreement

Nothing shall prohibit a member from directly negotiating a settlement agreement with the Chief of Police or Appropriate Authority concerning the disposition of a disciplinary matter. If a settlement is reached concerning the disposition of a pending disciplinary matter, a Stipulation and Agreement as to Disciplinary Action form shall be fully executed by the effected member, Chief of Police and Appropriate Authority.

TOWNSHIP OF VERNON

RESOLUTION #25-85

**RESOLUTION AUTHORIZING LEASING OF CERTAIN VEHICLES FOR THE
DEPARTMENT OF PUBLIC WORKS THROUGH SOURCEWELL
NATIONAL COOPERATIVE #060618-EFM THROUGH ENTERPRISE
FLEET MANAGEMENT SERVICES INC.
(Quote No. 8390830, 8390894, 8411952, 8390827, and 863373)**

BE IT RESOLVED, by the Council of the Township of Vernon, Sussex County, State of New Jersey as follows:

WHEREAS, the governing body of Vernon Township approved in Resolution 19-164 authorizing leasing of certain vehicles through Sourcewell National Cooperative #060618-EFM through Enterprise Fleet Management Services, Inc., and this is an extension of that resolution; and

-

WHEREAS, in accordance with the requirements of the Local Public Contract Law P.L. 2011, C.139 (the "Law" or "Chapter 139" and N.J.S.A.52:34-6.2 the regulations promulgated there under in Local Finance Notice LFN 2012-10, the following purchase without competitive bids from vendor with a National Cooperative Contract is hereby approved for municipalities, and;

WHEREAS, the Township of Vernon has the need to procure certain vehicles through lease program for Township services in accord with the Local Publics Contract Law N.J.S.A. 40A:11-1 et. Seq., and;

WHEREAS, the Township of Vernon has previously acted in accord with New Jersey public procurement statutes and regulations as promulgated by formally joining a recognized and compliant national cooperative, being the Sourcewell National Cooperative, and;

WHEREAS, the regulations as set forth within Local Finance Notice LFN 2012-10 have been fully complied with, and;

WHEREAS, the equipment and corresponding Sourcewell National Cooperative contract is #060618-EFM for Enterprise Fleet Management Services Inc.; and

WHEREAS, the cost savings determination as required under LFN 2012-10 is the cost of contract as there is currently no cooperative lease program in effect under the New Jersey Division of Purchase and Property; and

WHEREAS, the quoted cost under the Sourcewell National contract is \$352,795.80 (Quote No. 8390830, 8390894, 8411952, 8390827, and 863373); and

WHEREAS, that the governing body of Vernon Township pursuant to NJAC 5:30-5.5(b) (the certification of available funds), states that the Chief Finance Officer shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

NOW THEREFORE BE IT RESOLVED THAT, the Business Administrator is hereby directed to effectuate the contract with Enterprise Fleet Management Services Inc. under Sourcewell contract #060618-EFM in accord with the provisions of the tenets as established within 40A:11-1 et. Seq.,

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Prepared For: Township Of Vernon - DPW
Ribello, PeterDate 02/06/2025
AE/AM MKC/SSI

Unit

Year 2025 Make Chevrolet Model Silverado 2500HD

Series Custom 4x4 Crew Cab 6.75 ft. box 159 in. WB

Vehicle Order Type In-Stock Term 60 State NJ Customer# 609429

\$ 56,759.10	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>NJ</u>
\$ 159.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 600.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$ 0.00	Taxes

\$ 57,359.10	Total Capitalized Amount (Delivered Price)
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\$ 860.39	Depreciation Reserve @ <u>1.5000%</u>
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\$ 295.68	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
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\$ 1,156.07	Total Monthly Rental Excluding Additional Services
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Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
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	Liability Limit <u>\$0.00</u>
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\$ 0.00	Physical Damage Management
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\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
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	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>
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\$ 0.00	Additional Services SubTotal
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\$ 0.00	Tax <u>0.0000%</u> State <u>NJ</u>
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\$ 1,156.07	Total Monthly Rental Including Additional Services
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\$ 5,735.70	Reduced Book Value at <u>60</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Black

Interior Color (0 I) Jet Black w/Cloth Seat Trim

Lic. Plate Type Unknown

GVWR 0

Comp/Coll Deductible 0 / 0OverMileage Charge \$ 0.00 Per Mile# Tires 0 Loaner Vehicle Not Included

Quote based on estimated annual mileage of 20,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE Township Of Vernon - DPW

BY

TITLE

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Prepared For: Township Of Vernon - DPW
Ribello, PeterDate 01/22/2025
AE/AM MKC/SSI

Unit

Year 2025 Make Ford Model F-450 Chassis

Series XL 4x2 SD Crew Cab 179 in. WB DRW

Vehicle Order Type Ordered Term 60 State NJ Customer# 609429

Number of Units 1

\$ 59,334.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>NJ</u>
\$ 159.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 175.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$ 0.00	Taxes

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	(0 I) Medium Dark Slate w/HD Vinyl 40/20/40 S
Lic. Plate Type	Unknown
GVWR	0

\$ 59,509.00	Total Capitalized Amount (Delivered Price)
\$ 892.64	Depreciation Reserve @ <u>1.5000%</u>
\$ 278.59	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 1,171.23	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
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Comp/Coll Deductible 0 / 0

\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

OverMileage Charge \$ 0.00 Per Mile# Tires 0

Loaner Vehicle Not Included

\$ 0.00	Additional Services SubTotal
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\$ 0.00	Tax <u>0.0000%</u> State <u>NJ</u>
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\$ 1,171.23	Total Monthly Rental Including Additional Services
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\$ 5,950.60	Reduced Book Value at <u>60</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 20,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE Township Of Vernon - DPW

BY TITLE CFO

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Prepared For: Township Of Vernon - DPW
Ribello, PeterDate 01/22/2025
AE/AM MKC/SSI

Unit

Year 2025 Make Ford Model F-450 Chassis

Series XL 4x4 SD Crew Cab 179 in. WB DRW

Vehicle Order Type Ordered Term 48 State NJ Customer# 609429

Number of Units 1

\$ 62,741.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax 0.0000% State NJ
\$ 159.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 175.00	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$ 0.00	Taxes

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	(0 I) Medium Dark Slate w/HD Vinyl 40/20/40 S
Lic. Plate Type	Unknown
GVWR	0

\$ 62,916.00	Total Capitalized Amount (Delivered Price)
\$ 943.74	Depreciation Reserve @ 1.5000%
\$ 331.35	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 1,275.09	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit \$0.00

\$ 0.00	Physical Damage Management
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Comp/Coll Deductible 0 / 0

\$ 0.00	Full Maintenance Program ³ Contract Miles 0
	Incl: # Brake Sets (1 set = 1 Axle) 0

OverMileage Charge \$ 0.00 Per Mile

Tires 0 Loaner Vehicle Not Included

\$ 0.00	Additional Services SubTotal
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\$ 0.00	Tax 0.0000% State NJ
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\$ 1,275.09	Total Monthly Rental Including Additional Services
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\$ 17,616.48	Reduced Book Value at 48 Months
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\$ 400.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 25,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE Township Of Vernon - DPW

BY TITLE CFO

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Prepared For: Township Of Vernon - DPW
Ribello, Peter

Date 01/22/2025
AE/AM MKC/SSI

Unit #

Year 2025 Make Ford Model F-350

Series XL 4x4 SD Regular Cab 8 ft. box 142 in. WB SRW

Vehicle Order Type Ordered Term 60 State NJ Customer# 609429

Number of Units 1

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Oxford White / Painted Grille

Interior Color (0 I) Medium Dark Slate w/Cloth 40/20/40 Spli

Lic. Plate Type Unknown

GVWR 0

\$ 56,028.00 Capitalized Price of Vehicle¹

\$0.00 * Sales Tax 0.0000% State NJ

\$ 159.00 * Initial License Fee

\$ 0.00 Registration Fee

\$ 175.00 Other: (See Page 2)

\$ 0.00 Capitalized Price Reduction

\$ 0.00 Gain Applied From Prior Unit

\$ 0.00 * Security Deposit

\$0.00 Taxes

\$ 56,203.00 Total Capitalized Amount (Delivered Price)

\$ 843.05 Depreciation Reserve @ 1.5000%

\$ 263.26 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²

\$ 1,106.31 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00 Physical Damage Management

Comp/Coll Deductible 0 / 0

\$ 0.00 Full Maintenance Program³ Contract Miles 0

OverMileage Charge \$ 0.00 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0

Tires 0

Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00 Tax 0.0000% State NJ

\$ 1,106.31 Total Monthly Rental Including Additional Services

\$ 5,620.00 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 20,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE Township Of Vernon - DPW
BY

TITLE CFO

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Prepared For: Township Of Vernon - DPW
Ribello, Peter

Date 01/22/2025
AE/AM MKC/SSI

Unit #

Year 2025 Make Ford Model F-450 Chassis

Series XL 4x2 SD Crew Cab 179 in. WB DRW

Vehicle Order Type Ordered Term 60 State NJ Customer# 609429

Number of Units 1

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Oxford White

Interior Color (0 I) Medium Dark Slate w/HD Vinyl 40/20/40 S

Lic. Plate Type Unknown

GVWR 0

\$ 59,334.00 Capitalized Price of Vehicle¹
\$ 0.00 * Sales Tax 0.0000% State NJ
\$ 159.00 * Initial License Fee
\$ 0.00 Registration Fee
\$ 175.00 Other: (See Page 2)
\$ 0.00 Capitalized Price Reduction
\$ 0.00 Gain Applied From Prior Unit
\$ 0.00 * Security Deposit
\$ 0.00 Taxes

\$ 59,509.00 Total Capitalized Amount (Delivered Price)

\$ 892.64 Depreciation Reserve @ 1.5000%

\$ 278.59 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²

\$ 1,171.23 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00 Physical Damage Management

Comp/Coll Deductible 0 / 0

\$ 0.00 Full Maintenance Program³ Contract Miles 0

OverMileage Charge \$ 0.00 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0

Tires 0

Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00 Tax 0.0000% State NJ

\$ 1,171.23 Total Monthly Rental Including Additional Services

\$ 5,950.60 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 20,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE Township Of Vernon - DPW

BY TITLE CFO

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

TOWNSHIP OF VERNON

RESOLUTION #25-86

APPROVING A CHARITABLE SOLICITOR'S PERMIT: VERNON EMERGENCY MEDICAL SERVICES INC.

WHEREAS, Vernon Emergency Medical Services Inc. has made application for a Charitable Roadside Solicitor's Permit for the purposes of soliciting funds on April 26th and April 27, 2025 8:00 am to 6:00 pm (alternate weather dates May 3rd and May 4th 2025); and

WHEREAS, in accordance with Ordinance 18-12, the Vernon Township Police Department has reviewed the necessary application found that all documentation is in order.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Vernon that approval be granted for a Charitable Roadside Solicitor's Permit for Vernon Emergency Medical Services Inc., Route 94 and Route 515; subject to the approval of the County of Sussex and State of New Jersey as needed.

BE IT FURTHER RESOLVED that the Township Clerk is hereby authorized to issue a Charitable Roadside Solicitor's Permit to the aforesaid applicant in accordance with Chapter 428 of the Code of the Township of Vernon upon receipt of the approval from the County of Sussex.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on February 24, 2025 at 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, RMC, CMR
Municipal Clerk

VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						



Vernon Township
 Township Clerk's Office
 21 Church Street
 Vernon, NJ 07462
 Tel: 973.764.4055, ext. 2234 • Fax: 973.764.6393
 www.vernontwp.com

Charitable Solicitation Permit Application

Date of application: 2/18/2025	
Application type: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal	
ORGANIZATION INFORMATION	
Name of Organization Represented Vernon Emergency Medical Services Inc	Tel. Number [REDACTED]
Address PO Box 911 Vernon, NJ 07462	
Name of individual directly in charge of conducting the solicitation: Tyler Mueller	
Address of individual directly in charge of conducting the solicitation: [REDACTED]	
SOLICITATION INFORMATION	
Purpose of Solicitation To raise funds so that we can continue our mission of professional compassionate community care for the residents of Vernon Township and the surrounding communities.	
Estimated amount of funds proposed to be raised: \$5000	
Specific statement showing the need for the solicitation: Vernon Emergency Medical Services is a non profit 501c3 organization that provides emergency medical services for free to the residents of Vernon Township and surrounding communities. We rely on donations from the township as well as community to support our operations.	
Provide a brief outline of the method to be used on conducting the solicitation: Road side coin drive at the intersection of County Route 515 and State Route 94 as per attached traffic plan.	
SOLICITOR(S) INFORMATION	
Provide the name and address of every individual who will be making the proposed solicitation (attach more paper if necessary)	
Name	Address
1. Members of the organization	3 Baldwin Drive Vernon, NJ 07462
2.	
3.	
4.	

Charitable Solicitation Permit Application
Continued page 2 of 2

Vernon Township
21 Church Street • Vernon, NJ 07462
Tel: 973.764.4055, ext. 2234 • Fax: 973.764.6393
www.vernontwp.com

DATE/TIME/DURATION INFORMATION

Provide the time and dates when the solicitation will be made, including the beginning and ending dates of the solicitation:

April 26th and 27th 2025 Estimated timeframe of 8am to 6pm

Alternate weather dates May 3rd and 4th.

WAGE, FEE, COMMISSION, EXPENSE INFORMATION

Provide the amount of any wages, fees, commissions, or expenses to be paid to any person or organization for conducting the solicitation and the names and addresses of all such persons:

None

Provide a full statement to the effect that if the permit is approved, it will not be used or represented in any way as an endorsement of the proposed solicitation by the township or by any of its officers or departments:

If this permit is approved it will not be used or represented in any way as an endorsement of the proposed solicitation by the township or by any of its officers or departments.

Please provide a copy of the ruling from the Internal Revenue Service in which it determined that your organization is a charitable organization under the rules of the Internal Revenue Code so that donations made to your organization are tax deductible. If such determination has not been applied for, indicate whether your organization intends to seek such recognition.

I hereby certify that the information contained in this application is complete, accurate and truthful to the best of my knowledge and belief. I understand that if any statement made is willfully false or incomplete, I may be subject to penalties as provided by law and have this application denied.

I hereby acknowledge that the provisions of Chapter 428 of Vernon Township's code entitled "Peddling and Soliciting" are understood and that if I violate any of the provisions, I am subject to appropriate penalties and/or license revocation.

I consent to Vernon Township's obtaining copies of my driving record from the appropriate public agency and Criminal History Record Information from the New Jersey State Police, State Bureau of Identification.

Signature of Authorized Applicant

Print Name/Title

Tyler Hueller
CFO

Date

2/18/25

FOR OFFICIAL USE ONLY

DATE REC'D	2/18/25		
CHIEF OF POLICE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DATE: 2/18/25	TOWNSHIP COUNCIL <input type="checkbox"/> YES <input type="checkbox"/> NO R#:
PERMIT ISSUED	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE:	PERMIT #

TOWNSHIP OF VERNON

ORDINANCE #25-04

ORDINANCE ESTABLISHING THE SALARIES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE OF NEW JERSEY

BE IT ORDAINED, by the Township Council of the Township of Vernon, County of Sussex, State of New Jersey, as follows:

Section 1. The salary ranges for hereinafter listed Township Officers, employees, and positions shall be and are hereby fixed for the year, commencing January 1, 2025 and shall be the same until a new salary ordinance is adopted by the governing body.

FULL TIME:	Minimum	Maximum
General Administration:		
Business Administrator	100,000	150,000
Confidential Aide to the Mayor	55,000	90,000
Tax Assessor	100,000	140,000
Clerk's Office:		
Municipal Clerk	85,000	130,000
Finance and Tax:		
Chief Financial Officer	100,000	140,000
Tax Collector	75,000	115,000
Construction and Land Use:		
*Construction Code Official	105,000	145,000
*Sub Code Official-All	80,000	115,000
Land Use Department Head	65,000	100,000
Zoning Code Enforcement Officer	60,000	90,000
Public Works		
*DPW-Department Head	90,000	150,000
*Assistant Director of Public Works	85,000	105,000
*General Road Supervisor	80,000	100,000
*Assistant Supervisor	75,000	100,000
*Director of Automotive Services	80,000	100,000
Municipal Court		
Municipal Court Administrator	70,000	105,000
Judge of Municipal Court	25,000	50,000
Police:		
*Chief of Police	165,000	215,000

Fire Prevention:

Fire Marshal	65,000	95,000
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Community Affairs/Senior Citizens:

Director of Community Affairs	70,000	100,000
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**Work week is 40 hours*

PART-TIME:**Municipal Offices:**

	Minimum	Maximum
Deputy Registrar	\$2,500	\$5,000
Keyboarding Clerk (All Depts.)	NJ Minimum Wage	\$30 per hour

Construction and Land Use:

Sub Code Officials/Inspectors (All)	\$25 per hour	\$55 per hour
Code Enforcement Officer (Zoning)	\$25 per hour	\$45 per hour

Public Works

Laborer/Driver- Winter Seasonal	NJ Minimum Wage	\$30 per hour
Laborer- General	NJ Minimum Wage	\$25 per hour
Garage Attendant	NJ Minimum Wage	\$28 per hour

Police

Public Safety Trainee	\$18 per hour	\$25 per hour
Public Safety Tele-communicator	\$18 per hour	\$25 per hour
Police Special I	\$25 per hour	\$35 per hour
Police Special II	\$25 per hour	\$35 per hour

OEM Coordinator	\$1,500	\$12,000
OEM Deputy Coordinator	\$1,000	\$3,000

Fire Prevention Specialist	\$18 per hour	\$30 per hour
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Animal Control

Assistant Animal Control Officer	\$15 per hour	\$25 per hour
Animal Attendant	NJ Minimum Wage	\$20 per hour

Senior Citizens

Food Service Worker	NJ Minimum Wage	\$18 per hour
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Municipal Court

Court Administrator (PT Fill-in)	\$30 per hour	\$45 per hour
Court Security Guard	\$25 per hour	\$40 per hour

Section II: All ordinances of the Township of Vernon which are inconsistent with the provisions of the Ordinance are hereby repealed to the extent of each inconsistency.

If any chapter, article, division, section, subsection, paragraph, sentence, clause, or provision of the Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect all remaining portions of this Ordinance.

Section III. The Ordinance shall take effect twenty (20) days after final passage, approval and publication after adoption by the Township Council and shall be retroactive to January 1, 2025.

CERTIFICATION

This is to certify that the above Ordinance was introduced and passed on first reading at the Meeting of the Township Council held on February 10, 2025, and the same came up for final passage and was adopted at the Meeting of the Township Council held on February 24, 2025 at which time all persons interested were given an opportunity to be heard. The above ordinance will be in full force and effect in the Township of Vernon according to law.

Marcy Gianattasio, Clerk
Township of Vernon

Anthony Rossi, Mayor

Township of Vernon

INTRODUCED: February 10, 2025

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.			X			X
Higgins, W.		X	X			
Sparta, B.	X		X			
Rizzuto, P.			X			

ADOPTED:

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

TOWNSHIP OF VERNON

ORDINANCE #22-13

**ORDINANCE ESTABLISHING THE SALARIES FOR
CERTAIN OFFICERS AND EMPLOYEES OF
THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

BE IT ORDAINED, by the Township Council of the Township of Vernon, County of Sussex, State of New Jersey, as follows:

Section 1. The salary ranges for hereinafter listed Township Officers, employees, and positions shall be and are hereby fixed for the year, commencing January 1, 2022 and shall be the same until a new salary ordinance is adopted by the governing body.

FULL TIME:	Minimum	Maximum
General Administration:		
Business Administrator	90,000	140,000
Confidential Aide to the Mayor	55,000	75,000
Tax Assessor	75,000	105,000
Clerk's Office:		
Municipal Clerk	70,000	100,000
Finance and Tax:		
Chief Financial Officer	90,000	120,000
Tax Collector	65,000	95,000
Construction and Land Use:		
*Construction Code Official	90,000	120,000
*Sub Code Official-All	70,000	98,000
Land Use Department Head	50,000	85,000
Zoning Code Enforcement Officer	50,000	75,000
Public Works		
*DPW-Department Head	90,000	120,000
*Assistant Supervisor	70,000	85,000
*Supervising Mechanic	70,000	85,000
Municipal Court		
Municipal Court Administrator	60,000	90,000
Judge of Municipal Court	25,000	45,000
Police:		
Chief of Police	165,000	195,000
Fire Prevention:		
Fire Marshal	55,000	85,000

Community Affairs/Senior Citizens:

Director of Community Affairs	60,000	90,000
Nutrition Site Manager	30,000	45,000

**Work week is 40 hours*

PART-TIME:**Municipal Offices:**

	Minimum	Maximum
OEM Coordinator	\$1,500/year	\$7,500/year
OEM Deputy Coordinator	\$1,000/year	\$3,000/year
Deputy Registrar	\$4,500/year	
Keyboarding Clerk (All Depts.)	NJ Minimum Wage	\$25 per hour

Construction and Land Use:

Sub Code Officials/Inspectors (All)	\$20 per hour	\$45 per hour
Code Enforcement Officer (Zoning)	\$20/ hour	\$40 per hour

Animal Control

Assistant Animal Control Officer	\$15 per hour	\$25 per hour
Animal Attendant	NJ Minimum Wage	\$15 per hour

Public Safety

Fire Prevention Specialist	\$16 per hour	\$25 per hour
Court Security Guard	\$20 per hour	\$25 per hour

Public Works

Laborer- General	NJ Minimum Wage	\$20 per hour
Laborer- Summer Seasonal	NJ Minimum Wage	\$20 per hour
Laborer/Driver- Winter Seasonal	NJ Minimum Wage	\$25 per hour
Garage Attendant	NJ Minimum Wage	\$25 per hour

Police

Public Safety Trainee	\$15 per hour	\$20 per hour
Public Safety Tele-communicator	\$15 per hour	\$25 per hour
Police Special I	\$20 per hour	\$25 per hour
Police Special II	\$25 per hour	\$30 per hour

Senior Citizens

Food Service Worker	NJ Minimum Wage	\$18 per hour
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Section II: All ordinances of the Township of Vernon which are inconsistent with the provisions of the Ordinance are hereby repealed to the extent of each inconsistency.

If any chapter, article, division, section, subsection, paragraph, sentence, clause, or provision of the Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect all remaining portions of this Ordinance.

Section III. The Ordinance shall take effect twenty (20) days after final passage, approval and publication after adoption by the Township Council and shall be retroactive to January 1, 2022.

CERTIFICATION

This is to certify that the above Ordinance was introduced and passed on first reading at the Meeting of the Township Council held on June 13, 2022 and the same came up for final passage and was adopted at the Regular Meeting of the Township Council held on June 27, 2022 at which time all persons interested were given an opportunity to be heard. The above ordinance will be in full force and effect in the Township of Vernon according to law.


Marcy Gianattasio, Clerk


Howard Burrell, Mayor

Township of Vernon

INTRODUCED: June 13, 2022

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.	X		X			
Furrey, M.			X			
Lynch, B.		X	X			
Shortway, H.			X			
Rizzuto, P.			X			

ADOPTED: June 27, 2022

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.			X			
Furrey, M.		X	X			
Lynch, B.	X		X			
Shortway, H.			X			
Rizzuto, P.			X			