



VERNON TOWNSHIP COUNCIL MEETING AGENDA

SEPTEMBER 22, 2025

6:00 PM EXECUTIVE SESSION

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. ROLL CALL

4. EXECUTIVE SESSION – Resolution #25-266– Resolution to Enter into Executive Session
Personnel

AT 7:00 PM

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. MAYOR COMMENTS

6. PRESENTATION

Police 50th Anniversary Recognition
Swearing in of New Officers and Promotions

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

8. REVIEW OF BILLS LIST

9. CONSENT AGENDA

Resolution #25-259: Resolution Authorizing the Option for Employees of the Township of Vernon to Waive Health Insurance Benefits

Resolution #25-260: Authorizing the Cancellation of Outstanding Checks Over Six Months Old to Municipal Cash Balances

Resolution #25-261: Authorizing the Award of Contract for Professional Services

Resolution #25-262: Approval Weldon Asphalt Co. Through Union County Cooperative Purchasing

Resolution #25-263: Refund for Totally Disabled Veteran (Block 202 Lot 39)

Resolution #25-264: Refund for Totally Disabled Veteran (Block 610 Lot 5) – Revised

Resolution #25-265: Refund for Totally Disabled Veteran (382 Lot 17) - Revised

10. INTRODUCTION OF ORDINANCES

Ordinance #25-14: An Ordinance to Establish a New Chapter in the Code of Vernon Township, Part 1 Administrative Legislation Chapter 2 Entitled “Restricted Areas to Safeguard the Public and Confidential or Exempt Records from Disclosure”

Ordinance #25-15: Ordinance Amending the Salaries for Certain Officers and Employees of the Township of Vernon, County of Sussex, State of New Jersey

11. PUBLIC HEARING/ADOPTION OF ORDINANCE

Ordinance #25-13: An Ordinance of the Township of Vernon Amending Chapter 250, Article II “Fees and Escrows Enumerated”, § 250-11, of the Revised General Ordinances of the Township of Vernon

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

13. COUNCIL COMMENTS

14. COUNCIL PRESIDENT COMMENTS

15. ADJOURNMENT

VERNON TOWNSHIP

RESOLUTION #25-266

RESOLUTION TO ENTER INTO AN EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

- ☐ Matters made confidential by state, federal law or rule by court
- ☐ Matters in which the release of information would impair the right to receive funds from the Government
- ☐ Matters involving individual privacy
- ☐ Collective bargaining
- ☐ Purchase, lease or acquisition of real property with public funds, setting of bank rates, investment of public funds if disclosure would harm the public interest
- ☐ Public safety
- ☐ Attorney-Client privilege
- ☐ Pending, ongoing or anticipated litigation or negotiation contracts (Legends)
- ☒ Personnel matters
- ☐ Civil penalty or loss of license

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED that the public be excluded from this meeting.

CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Meeting held on September 22, 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.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

TOWNSHIP OF VERNON

RESOLUTION #25-259

Resolution Authorizing the Option for Employees of the Township of Vernon to Waive Health Insurance Benefits

WHEREAS, the Township of Vernon (hereinafter “Township”) is continually seeking to reduce expenditures where appropriate; and

WHEREAS, the Township provides health benefit coverage to all regular full-time employees; and

WHEREAS, N.J.S.A. 40A:10-17.1 authorizes municipalities to permit employees to waive health care coverage when such employees are covered for health care under the coverage of a spouse; and

WHEREAS, pursuant to statute, the Township may pay to the waiving employee an amount equal to not more than 25% or \$5,000.00, whichever is less, of the amount saved by the Township when coverage is waived; and

WHEREAS, the Township desires to implement such a cost efficiency measure for the year 2026; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the Township of Vernon hereby implements the following provisions of N.J.S.A. 40A:10-17.1:

1. Any employee who elects to waive health care coverage pursuant to this Resolution shall be paid a sum equal to 25% or \$5,000.00, whichever is less, of the health care premium savings received by the Township. Payment of sums required under this Resolution shall be made to the Employee on a monthly basis, each payment being one twelfth of the total sum due.
2. An employee shall be eligible for such waiver and payment only upon compliance with, and under the terms of, the provisions of N.J.S.A. 40A:10-17.1.
3. An employee shall be eligible to, or required to, resume coverage pursuant to the provisions of N.J.S.A. 40A:10-17.1.
4. This Resolution shall take effect immediately upon adoption according to law.

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 September 22, 2025 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, Municipal Clerk

VERNON TOWNSHIP COUNCIL

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

	Premium	EE %	Total EMPLR Cost	ANNUAL WAIVER
\$	11,700.00	30%	\$ 8,190.00	\$ 2,047.50
\$	11,856.00	27%	\$ 8,654.88	\$ 2,163.72
\$	44,688.00	29%	\$ 31,728.48	\$ 5,000.00
\$	11,700.00	20%	\$ 9,360.00	\$ 2,340.00
\$	12,171.84	27%	\$ 8,885.44	\$ 2,221.36
\$	12,171.84	14%	\$ 10,467.78	\$ 2,616.95
\$	12,171.84	20%	\$ 9,737.47	\$ 2,434.37
\$	16,008.00	33%	\$ 10,725.36	\$ 2,681.34
\$	12,171.84	20%	\$ 9,737.47	\$ 2,434.37
\$	44,688.00	24%	\$ 33,962.88	\$ 5,000.00
\$	44,688.00	35%	\$ 29,047.20	
\$	16,544.40	33%	\$ 11,084.75	\$ 2,771.19
\$	46,153.68	35%	\$ 29,999.89	
\$	33,019.08	35%	\$ 21,462.40	
\$	33,096.00	35%	\$ 21,512.40	\$ 5,378.10
\$	32,028.00	35%	\$ 20,818.20	\$ 5,000.00
\$	12,171.84	33%	\$ 8,155.13	
\$	44,688.00	35%	\$ 29,047.20	\$ 5,000.00
\$	33,096.00	35%	\$ 21,512.40	
		TOTAL LIABILITY	\$ 334,089.34	\$ 47,088.89
			ANNUAL SAVINGS	\$ 287,000.46

TOWNSHIP OF VERNON

RESOLUTION #25-260

AUTHORIZING THE CANCELLATION OF OUTSTANDING CHECKS OVER SIX MONTHS OLD TO MUNICIPAL CASH BALANCES

WHEREAS, the Chief Financial Officer has determined that the following Township checks have been outstanding for a period in excess of six months:

CENTRAL CHECKING ACCOUNT ENDING IN 3102:

63158	1/24/25	161.39 Morpho USA Inc	\$161.39
63576	3/19/25	762.00 Weiner Law Group	\$762.00
TOTAL			\$923.39

THEREFORE, be it resolved that the above outstanding checks be restored to the Township cash balances.

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 September 22, 2025 7:00 pm in the Vernon Municipal Center.

Marcy Gianattasio, 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 #25-261

AUTHORIZING THE AWARD OF CONTRACT FOR PROFESSIONAL SERVICES

WHEREAS, there is a need for Professional Services to the Township of Vernon for Financial Operations;

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law; and

WHEREAS, the procurement was conducted in a required disclosure manner in accordance with N.J.S.A. 19:44A-20.5; and

WHEREAS, the vendor has provided for a business entity disclosure contribution form and a political contribution disclosure form, indicating the vendor has not made any reportable contributions and will not during the term of this contract; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, the Township of Vernon is desirous to enter into an agreement with these professionals as a required disclosure contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., as amended, requires that this Resolution be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Vernon that they hereby authorize and approve the award of contracts of a Professional Service Contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:20-1 et seq. to provide Services in accordance with the attached Contracts for Professional Services pursuant to a non-fair and open contract to the following:

1. Financial Operation Services
Line Item 501-21-30-20 not to exceed \$12,000.

BE IT FURTHER RESOLVED, that the award of contract shall be contingent upon the completion and receipt of the following:

- (a) A fully-executed professional services contract detailing the scope of services, established fees for said professional services, mandatory Equal Opportunity Language and Affirmative Action Certificate; and
- (b) Receipt of all statutorily mandated "pay to play" political contribution forms pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- (c) New Jersey Business Registration Certificate; and
- (d) Upon the aforementioned professional being a member in good standing in his respective profession.

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk are hereby authorized and directed to execute, seal and deliver the attached Contracts for Professional Services on behalf of

and in the name of the Township of Vernon and that the Municipal Clerk shall publish the award of contract as required by law with ten (10) days of passage of this Resolution.

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 September 22, 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
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DeBenedetto, J.						
Higgins, W.						
Rizzuto P.						
Sparta, B.						



September 5, 2025

Vernon Township
Attn: Tina Kraus, Business Administrator
21 Church Street
Vernon, New Jersey 07462

Dear Ms. Kraus:

We are pleased to offer the Township of Vernon our services to provide necessary Financial Services to assist you in maintaining operations in the finance office.

We are extremely proud of the fact that our team of professionals are current in their fields at the highest levels. Our team's experience spans that of auditor, certified municipal finance officer (CMFO), certified county finance officer (CCFO), certified tax collector (CTC), qualified purchasing agent (QPA), municipal manager, municipal administrator, Rutgers instructor and more. Our team of professionals will provide the necessary financial services for the Township of Vernon in an efficient and effective manner to ensure that your operations continue without interruption. While our entire team may not be assigned to you, we work collectively as a team and share our knowledge and experience with each other to ensure the best service delivery.

Our team of professionals will provide the necessary services for the Township to ensure compliance with applicable statutes, administrative code or other regulations required by the town or the State of New Jersey.

Donelle Bright will oversee and coordinate this engagement. Donelle has a broad knowledge of both governmental accounting and management. Donelle has access to the rest of our team if the need arises to require more assistance with this assignment.

Our Base Service includes managing the ongoing current operations of the Finance Department. This will include but is not limited to the following:

- Maintaining the General Ledger
- Review and reconcile payroll postings
- Coordinate and direct efforts of the town's Auditor as appropriate
- Reconciliation of general ledger accounts to the Tax Collector's records
- Review and reconciliation of various disbursement and related interfunds
- Daily processing of revenues and expenditures

Use of existing staff will allow us to make our involvement more efficient and cost effective for the town. Donelle will ensure that the town's finance department operations continue as needed.



The all-inclusive hourly fee for our services is as follows:

\$165/hour

We look forward to the opportunity to provide service as a value-added part of Vernon Township's management team.

We strongly believe in a partnership with the clients we serve and look to fully incorporate your input and considerations in all our actions.

Respectfully,

A handwritten signature in black ink, appearing to read "Jon Rheinhardt", is written over a horizontal line.

Jon Rheinhardt, Managing Partner
CCFO, CMFO, RPPO, QPA, CTC, MPA

TOWNSHIP OF VERNON

RESOLUTION #25-262

Approval Weldon Asphalt Co. Through Union County Cooperative Purchasing

WHEREAS, the Township of Vernon has a need for asphalt supply for repair and maintenance of its public roadways; and,

WHEREAS, The Township of Vernon is a member of the Union County Cooperative Purchasing system; and

WHEREAS, the Union County Cooperative Purchasing system (UCCP-64-2024) has been organized and formed in accord with New Jersey Law and Administrative codes of N.J.A.C. 5:34-7.3; and,

WHEREAS, the Union County Cooperative Purchasing system offers as a competitively bid and price contract Union County Co-op FOB

WHEREAS, the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq.);

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Vernon, in the County of Sussex as follows:

The Union County Cooperative system contract for Weldon Asphalt Co. Contract number Union County Co-op Road Materials Bid, is hereby approved for use by the Department of Public Works.

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 September 22, 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 #25-263

**REFUND FOR TOTALLY DISABLED VETERAN
(Block 202 Lot 39)**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS
awarded Reno Schwind 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
\$1612.47 to Reno Schwind.

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 regular meeting held on September 22, 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 #25-264

**REFUND FOR TOTALLY DISABLED VETERAN
(Block 610 Lot 5) - Revised**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS awarded Fred Amerspek 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 \$5,860.93 to Fred Amerspek.

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 regular meeting held on September 22, 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 #25-265

**REFUND FOR TOTALLY DISABLED VETERAN
(Block 382 Lot 17) - Revised**

WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS
awarded Tyrus Hicks 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
\$2,042.81 to Tyrus Hicks.

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 regular meeting held on September 22, 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

ORDINANCE #25-14

AN ORDINANCE TO ESTABLISH A NEW CHAPTER IN THE CODE OF VERNON TOWNSHIP, PART I ADMINISTRATIVE LEGISLATION CHAPTER 2 ENTITLED, "RESTRICTED AREAS TO SAFEGUARD THE PUBLIC AND CONFIDENTIAL OR EXEMPT RECORDS FROM DISCLOSURE"

WHEREAS, Vernon Township recognizes the importance of the rights guaranteed under the First Amendment of the United States Constitution and Article I, Section 6, of the New Jersey Constitution; and

WHEREAS, Vernon Township acknowledges that as a matter of public policy, the rights afforded by the First Amendment of the United States Constitution and Article I, Section 6, of the New Jersey Constitution are not unlimited; and

WHEREAS, the rights afforded by the First Amendment of the United States Constitution and Article I, Section 6, of the New Jersey Constitution are subject to reasonable time, place, and manner restrictions; and

WHEREAS, Vernon Township officials and employees have a responsibility to maintain safety and safeguard public records that consist of confidential information; and

WHEREAS, to adequately comply with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, and to comply with the statutorily defined responsibilities, the maintenance and custody of specific records are required; and

WHEREAS, municipal officials assigned this responsibility include, but are not limited to the Municipal Clerk, Police Chief, Chief Financial Officer, Tax Collector, Tax Assessor, Municipal Court Administrator, Municipal Prosecutor, Public Defender, Municipal Court Judge, Construction Official, Superintendent of Public Works, Fire Official, Board of Health Secretary/Registrar, DPW Director, Township Administrator, Fire Chief, Recreation Director, Senior Center Director and Mayor; and

WHEREAS, the responsibility for public safety and the maintenance and safeguarding of the public and records, reports, documents and information in municipal offices may not be available for immediate public view since they may contain personal information, phone numbers, social security numbers, dates of birth and other confidential information; and

WHEREAS, securing these records maintains the integrity of this information and when an Open Public Records Act request is received, it is determined that a requestor is entitled to the records, the records can be released individually and redacted as required by law; and

WHEREAS, it is not expected that municipal employees will physically intervene to protect a record or resident, and by creating secure areas with clear signage will help deter people from risk to their person or collecting records which they are not entitled to receive without following the process required by the Open Public Records Act.

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

SECTION 1. Part I, Administrative Legislation, of the Revised Ordinances of Vernon Township is hereby amended and supplemented by the addition of the following:

Chapter 2. Restricted Areas to Safeguard the Public and Confidential or Exempt Records from Disclosure (§2-1 - §2-3)

§2-1 Restricted Areas.

For the exception of public reception spaces: (1) the Municipal and Township Police Department office areas and police operational areas in Vernon Township Municipal Hall, 21 Church St., Vernon New Jersey; (2) the Department of Public Works building and garage area, 21 Church St., Vernon New Jersey; (3) Fire Department offices and operational areas at, 535 Route 515, Vernon New Jersey, 813 Canistear Road, Vernon New Jersey, Highland Lakes, 88 Route 94, Vernon New Jersey, McAfee, and 13 Lake Wallkill Road, Sussex New Jersey; (4) the Senior Center offices, 21 Church St., Vernon New Jersey; have been secured and such areas and offices are not open to the public for the purpose of protecting documents, digital data and other written, copied or printed materials that are not subject to the Open Public Records Act, which may include, but are not limited to, personally identifiable information that is protected by the Statutes of the State of New Jersey and the Federal laws of the United States.

§2-2 Signage.

Vernon Township shall be required to post signs outside of offices or operational areas which read the following, but not limited, to the following wording: "Restricted Area", "Authorized Employees Only", "Recording or Photography is Strictly Prohibited", and "Violators are Subject to Criminal Prosecution". Any variation of the above language shall all include, "Violators are Subject to Criminal Prosecution".

§2-3 Violations.

Persons that trespass at these posted, protected offices and areas may be subject to prosecution under N.J.S.A. 2C-18-3.

SECTION 2. All Ordinances of Vernon Township which are inconsistent with the provisions of this Ordinance are hereby repealed as to the extent of such inconsistency.

SECTION 3. If any section, subsection, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by any Court of competent jurisdiction, such a decision shall not affect the remaining portions of this Ordinance.

SECTION 4. This Ordinance shall take effect as provided by law.

ATTEST:

TOWNSHIP OF VERNON

March Gianattasio, RMC
Township Clerk

By _____
Anthony L. Rossi
MAYOR

INTRODUCED:

ADOPTED:

APPROVED:

TOWNSHIP OF VERNON

ORDINANCE #25-15

**ORDINANCE AMENDING 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 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	175,000
Finance and Tax:		
Chief Financial Officer	100,000	180,000

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.

TOWNSHIP OF VERNON

ORDINANCE #25-13

**AN ORDINANCE OF THE TOWNSHIP OF VERNON
AMENDING CHAPTER 250, ARTICLE II "FEES AND
ESCROWS ENUMERATED", § 250-11, OF THE REVISED
GENERAL ORDINANCES OF THE TOWNSHIP OF
VERNON.**

WHEREAS, Vernon Township Police Department ("Department") expends significant time and resources in responding to requests for copies of body-worn camera footage; and

WHEREAS, the Department has prepared on numerous occasions copies of camera footage for requestors who do not follow through with collecting their requested records, preventing the Department from collecting a fee for the time and effort spent producing the copied footage.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Township Council of the Township of Vernon, County of Sussex, and State of New Jersey, that certain sections of the Township Code be amended and added as follows:

SECTION 1. Chapter 250, Article II, of the Revised General Ordinances of the Township of Vernon, is hereby amended as follows:

§250-11. Fees assessed for government record requests through Open Public Records Act.

New Jersey has adopted the Open Public Records Act, "OPRA," N.J.S. A. 47: 1A- 1, which has as its general purpose making government records more available to the public than they have been in the past. Through N.J.S. A. 47: 1A- 5, OPRA permits municipalities to require the payment of fees and special service charges as a prerequisite to the production of records. In accordance with OPRA, when a request for records is made via OPRA, the following fees shall be assessed:

A. Except as otherwise provided by law or regulation, the following fees shall be assessed for the duplication of a government record embodied in the form of printed matter:

1) per page for letter-sized pages and smaller: \$ 0. 05.

2) per page for legal-sized pages and larger: \$ 0. 07.

3) records supplied in another medium, such as CDs, DVDs, thumb drives, large maps and plans, and other materials shall be charged at the actual cost of duplication, the "actual cost" is the specific fee the agency paid to purchase the materials.

B. Except as provided in Subsection E of this section, electronic copies of records *i.e.*, records sent via email and fax, shall be provided free of charge, provided the Township is able to provide the requested materials electronically.

C. Mailing costs to ship copied records to requestors will be based on their selected shipping means (U.S. Postal Service, FedEx, or UPS) and be the direct costs for shipping.

D. The Township should assess a special service charge when the nature, format, manner of collation, or volume of records to be collected, redacted and produced involves extraordinary time and effort. See N.J.S.A. 47: 1A- 5(c). In accordance with OPRA, special service charges shall be based upon the actual direct cost of providing the records, including the cost of materials, technology, and labor. The Township shall provide a requestor an estimate of the special service charge prior to incurring the charge. The Township may request a deposit from the requestor prior to processing any OPRA special service charge.

E. Camera Footage— When body- worn camera/ police vehicle footage is requested from Vernon Police Department, the footage generally requires review for possible redaction.

1) for every one (1) hour of camera footage requested, it shall be assumed that three (3) hours were required to review the footage for redaction purposes.

2) requests for camera footage will be charged a fee of actual direct cost meaning hourly rate of the lowest level employee capable of fulfilling the request (no fringe benefits).

3) camera footage review fees shall be billable in half-hour increments.

4) requests for body-worn / vehicle camera footage with run-times of less than one-half (.5) hours shall be provided free of charge.

5) prior to reviewing and production of recorded camera footage, the requestor shall be provided with an estimated charge for production of the footage. For the review and production to proceed, the requestor shall provide Vernon Township Police with a deposit in the amount of fifty (50%) percent of the estimated charge.

SECTION 2. All other Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency.

SECTION 3. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed valid and effective.

SECTION 4. This Ordinance shall take effect upon its passage and publication according to law.

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 September 8, 2025, and the same came up for final passage and was adopted at the Meeting of the Township Council held on September 22, 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: September 8, 2025

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

ADOPTED:

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