



**BOROUGH OF SADDLE RIVER
REGULAR MEETING
MAYOR AND COUNCIL**

AGENDA

**December 15, 2025
7:00 PM**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC NOTICE

Clerk to read: "This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting was included in a list of meetings sent to the Record-Herald News and Ridgewood News on January 6, 2025 and advertised in said newspapers on January 10, 2025. Also posted on the bulletin board in the Municipal Building and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk."

Notification of fire exits

4. PLEDGE OF ALLEGIANCE

5. REPORTS FROM MAYOR AND BOROUGH OFFICIALS

- MAYOR ALBERT J. KURPIS
- BOROUGH ADMINISTRATOR
- BOROUGH ENGINEER
- BOROUGH ATTORNEY
- BOROUGH CLERK

6. OPEN TO PUBLIC COMMENT

Anyone wishing to address the governing body please give your name (spelling the last name) and address. Please speak in an audible tone and address your comments to the Chair. There will be a three minute time limit per speaker, unless reduced because of the volume of business on the agenda. Please note, public comment is your time. Out of respect and fairness to all, there will be no interruptions or questions answered during your time. No time shall be ceded to anyone else and no time shall be saved for later use. Any responses may be given during the governing body's comments later in the meeting, or as directed by the Chair.

7. APPROVAL OF MINUTES

December 8, 2025 - Special Meeting

Minutes

8. PAYMENT OF BILLS

BE IT RESOLVED that the bill list attached hereto and made part of this resolution has been approved by the proper personnel, purchase orders were available for review by Council prior to the meeting, was audited by the CFO and has been found to be correct; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River hereby approve the bill list for payment.

- MOTION
- SECOND
- ROLL CALL

Resolution 201-25

9. ADOPTION OF ORDINANCE 25-1105

Title read by Clerk

AN ORDINANCE TO AMEND SECTION 113 OF THE BOROUGH CODE OF THE BOROUGH OF SADDLE RIVER ENTITLED "FIRE PREVENTION"

- COMMENTS FROM GOVERNING BODY
- PUBLIC COMMENT
- MOTION TO ADOPT ORDINANCE
- SECOND
- ROLL CALL

STATEMENT: Ordinance 25-1105 has been approved upon second reading and will be published in the December 19, 2025 edition of the Record.

Ordinance 25-1105

10. ADOPTION OF ORDINANCE 25-1106

Title read by Clerk

AN ORDINANCE TO AMEND, REVISE, AND SUPPLEMENT CHAPTER 166 OF THE BOROUGH CODE, ENTITLED "PROPERTY MAINTENANCE" TO ADD ARTICLE III, "LEAD-BASED PAINT TESTING"

- COMMENTS FROM GOVERNING BODY
- PUBLIC COMMENT
- MOTION TO ADOPT ORDINANCE

- SECOND
- ROLL CALL

STATEMENT: Ordinance 25-1106 has been approved upon second reading and will be published in the December 19, 2025 edition of the Record.

Ordinance 25-1106

11. ADOPTION OF ORDINANCE 25-1107

Title read by Clerk

AN ORDINANCE OF THE BOROUGH OF SADDLE RIVER, COUNTY OF BERGEN AND STATE OF NEW JERSEY TO AUTHORIZE A FIRST AMENDMENT TO LEASE AGREEMENT WITH T-MOBILE USA TOWER LLC

- COMMENTS FROM GOVERNING BODY
- PUBLIC COMMENT
- MOTION TO ADOPT ORDINANCE
- SECOND
- ROLL CALL

STATEMENT: Ordinance 25-1107 has been approved upon second reading and will be published in the December 19, 2025 edition of the Record.

Ordinance 25-1107

12. CONSENT AGENDA

All matters listed hereunder are considered routine in nature and will be enacted in one motion. Any Council Member may request that an item be removed for separate consideration.

13. CONSENT RESOLUTIONS

202-25 Tax Refund for Block 1105 Lot 1

203-25 Adopting 1) Employee Handbook and Personnel Policies and Procedures Manual and 2) Volunteer Handbook

204-25 Authorize TYCO Animal Control Services

205-25 Authorized Services Contract with GTBM

206-25 Renew Shared Service Agreement with Old Tappan to Provide DPW Mechanic Services

207-25 Approve January 2026 Meeting Dates

Consent Resolutions

14. DOES ANY MEMBER OF THE GOVERNING BODY WISH TO PULL RESOLUTION(S) FOR SEPARATE CONSIDERATION?

15. VOTE ON CONSENT RESOLUTIONS

- MOTION
- SECOND
- ROLL CALL

16. NON CONSENT RESOLUTIONS

208-25 RESOLUTION AUTHORIZING THE EXECUTION OF AN ADDENDUM TO THE SHARED SERVICE AGREEMENT WITH TOWNSHIP OF WASHINGTON THAT RELATES TO MUNICIPAL COURT SUPPORT SERVICES

- DISCUSSION AMONG GOVERNING BODY
- MOTION
- SECOND
- ROLL CALL

209-25 RESOLUTION AUTHORIZING A SEWER AGREEMENT BETWEEN THE BOROUGH OF SADDLE RIVER AND SADDLE RIVER URBAN RENEWAL, LLC

- DISCUSSION AMONG GOVERNING BODY
- MOTION
- SECOND
- ROLL CALL

210-25 RESOLUTION AUTHORIZING THE EXECUTION OF A CERTIFICATE OF COMPLETION REGARDING THE RESIDENCES AT CHOCTAW TRAIL, BLOCK 1601, LOT 9.01 IN THE BOROUGH OF SADDLE RIVER

- DISCUSSION AMONG GOVERNING BODY
- MOTION
- SECOND
- ROLL CALL

Non Consent Resolutions

17. COUNCIL/COMMITTEE REPORTS

Council President David Hekemian

- Planning Board
- Personnel
- Committee
- Public Safety - Police

Councilman Duncan Carpenter

- Zoning Board of Adjustment
- Finance
- Wildlife Management

Councilman Christopher DiGirolamo

- Affordable Housing
- Ordinance Review
- Public Safety - Fire
- Re-organization
- Special Events

Councilman Jon Kurpis

- Parks and Recreation
- Landmarks
- OEM/EMS

Councilman Jeff Liva

- Construction and Zoning Enforcement
- Bishop House/Marker House
- Board of Health
- Environmental Commission
- Board of Education

Councilman Ravi Sachdev

- Beautification
- Public Relations
- Water

Budget Reports

18. UNFINISHED AND NEW BUSINESS

19. CLOSED SESSION

Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer:

- Saddle River Day School

Resolution

20. NEW BUSINESS FROM CLOSED SESSION

21. ADJOURNMENT

**RESOLUTION #201-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

APPROVAL OF BILLS

BE IT RESOLVED that the bill list attached hereto and made part of this resolution has been approved by the proper personnel, purchase orders were available for review by Council prior to the meeting, was audited by the CFO and has been found to be correct; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River hereby approve the bill list for payment.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

BILL LIST
BOROUGH OF SADDLE RIVER
MAYOR & COUNCIL
BILL'S LIST 11-18-25 TO 12-15-25

Vendor	PO #	Amount	Description	Account	Invoice
ACE REPROGRAPHIC	251502	49.44	PD NOV 2025 COPIER CHARGES	01-2010-25-2402-036	inv#142438 d-11/10/25 pd
ACE REPROGRAPHIC	251512	103.53	NOVEMBER 2025 ADMIN/FD COPIER CHRGS	01-2010-20-1002-023	inv#142502 d-11/11/25
ACE REPROGRAPHIC	251512	25.70	NOVEMBER 2025 ADMIN/FD COPIER CHRGS	01-2010-25-2652-023	inv#142502 d-11/11/25
ACTION DATA	251509	3,073.28	OCT 2025 PAYROLL & 3RD QTR 2025	01-2010-20-1302-028	inv#94102 d-10/13#94442 d-11/03 #94309d10/22/
ACTION DATA	251608	1,343.50	NOVEMBER 2025 PAYROLL W/E 11/15 & 11/30/2025	01-2010-20-1302-028	inv#94595 d-11/17/25 inv#94747 d-12/01/25
AGE'S AUTO, LLC	251446	1,857.52	PD VEHICLE MAINTENANCE CAR#310	01-2010-26-3152-240	inv#38231 d-10/24/25
AMAZON CAPITAL	251491	8.49	VARIOUS SUPPLIES FIN/TAX/CLERK/GENERAL	01-2010-20-1002-036	#117I-h6p9-3mch/1q7t-rk9I-3k7c/1h79-9ngj-yqvh
AMAZON CAPITAL	251491	19.44	VARIOUS SUPPLIES FIN/TAX/CLERK/GENERAL	01-2010-20-1202-036	#117I-h6p9-3mch/1q7t-rk9I-3k7c/1h79-9ngj-yqvh
AMAZON CAPITAL	251491	190.30	VARIOUS SUPPLIES FIN/TAX/CLERK/GENERAL	01-2010-20-1302-036	#117I-h6p9-3mch/1q7t-rk9I-3k7c/1h79-9ngj-yqvh
AMAZON CAPITAL	251491	290.30	VARIOUS SUPPLIES FIN/TAX/CLERK/GENERAL	01-2010-20-1452-036	#117I-h6p9-3mch/1q7t-rk9I-3k7c/1h79-9ngj-yqvh
AMAZON CAPITAL	251516	1,257.86	PD NEW VEHICLE SAFETY EQUIPMENT	01-2010-25-2402-056	inv#1qll-cnkt-jyt7 d-11/07/25
AMAZON CAPITAL	251522	243.03	SOCKETS AND FILTERS	01-2010-26-2902-101	inv#1ljw-1kf7-t6lj d-11/11/25
AMAZON CAPITAL	251527	97.71	PD VEHICLE TREATMENT	01-2010-25-2402-050	inv#1rhl-fqkn-3q4w d-11/09/25
AMAZON CAPITAL	251531	52.99	SUPPLIES FOR CLERK	01-2010-20-1202-036	inv#11mf-mdty-llkp d-11/14/25
AMAZON CAPITAL	251579	88.57	PD VEHICLE EQUIPMENT	01-2010-25-2402-050	inv#indt-3d6m-g76n d-11/17/25
AMERICANWEAR, INC.	250805	374.64	NOVEMBER 2025 UNIFORMS & MATS	01-2010-26-3102-101	#10384707/86924/89144/91372 d-11/5,13,20,27/2
AT&T	250840	35.26	NOVEMBER 2025 TELECOMMUNICATION BLANKE	01-2010-31-4402-076	bill d-11/19/25 acct#030 187 5382 001
BCMCA	251572	50.00	BCMCA HOLIDAY LUNCH MTG L. DE PAZ BSR	01-2010-20-1002-101	12/11/25 l. de paz b. s. r.
BDR SUPPLY INC.	251495	57.54	FD/4 CYCLE FUEL SNOW & LAWN	01-2030-25-2652-056	inv#290259 d-09/22/25
BDR SUPPLY INC.	251524	96.42	TIRE REPLACEMENT ON KUBOTA	01-2010-26-2902-050	inv#326686 d-11/03/25
BELLAQUA, INC.	251340	340.00	PD UPGRADED WATER COOLER	01-2010-25-2402-036	inv#142049 d-10/17/25 pd
BERGEN MUNICIPAL	251540	115,381.32	DECEMBER 2025 BMED BILLING	01-2010-23-2202-092	group #1427
BOROUGH OF	251506	57,940.66	2025 SEWER CHARGES BOROLINE RD	01-2010-31-4552-137	boroline rd 2025 sewer chrgs
BOROUGH OF SADDLE	251606	100.00	DEMO PERMIT FEE BARN REMOVAL	01-2010-26-3102-101	from perillo building to exxon property s. r.
BOROUGH OF SADDLE	0	210,800.00	TRF FIRE HYDRANT FM 2025 BUDGET TO WATER OPER	01-2010-25-2653-073	
BOROUGH OF	251507	8,640.05	2ND 1/2 2025 SEWER CHRGS WALDWICK	01-2010-31-4552-135	stratford ct, sherbrooke ct, windsor ct
BRAEN STONE	251424	354.98	ASPHALT FOR POTHOLE REPAIR	01-2010-26-2902-104	inv#221415 d-09/20/25
BRAEN STONE	251519	309.59	ASPHALT FOR POTHOLE REPAIR	01-2010-26-2902-104	inv#223303 d-10/18/25
BRAEN STONE	251584	220.07	ASPHALT FOR POTHOLE REPAIR	01-2010-26-2902-104	inv#224159 d-10/31/25
INO ASSOCIATES,	250808	1,833.33	NOVEMBER 2025 PROFESSIONAL GRANT	01-2010-20-1002-101	inv#8370 d-11/30/25

Vendor	PO #	Amount	Description	Account	Invoice
			WRITING BLAN		
CAMPBELL	251462	1,158.67	FD/VEHICLE MAINTENANCE #1141	01-2010-26-3152-255	inv#r112006552:01 d-10/30/25
CAMPBELL	251576	37,612.33	FD VEHICLE REPAIRS #1131	01-2010-26-3152-255	inv#r101014990:01 d-08/05/25
CAROL A. TYLER	251500	485.00	OCTOBER 2025 ANIMAL CONTROL SVCS	01-2010-27-3402-500	october 2025 animal control
CATALIS PUBLIC	251601	440.00	RECOVERING DATA PROF SERVICES	01-2010-20-1002-156	inv#308364211 d-11/30/25
CHRISTOPHER YONNES	251422	600.00	SEPT RT.17 MAINTENANCE	01-2010-26-3102-029	inv#43705 d-09/30/25
CISION US INC.	251541	1,585.00	WALSH FAMILY BRDG PHOTO & NTNL	01-2010-30-4202-101	inv#invus6011991059 d-10/29/25
			NEWSLN		
COMMUNICATIONS ENG	250839	46.35	NOVEMBER 2025 BRIVO DOOR READER	01-2010-26-3102-101	inv#11023 d-12/03/25
			BLANKET		
COMPTIME, INC.	251547	733.72	SPECIAL EVENTS-TREE LIGHTING	01-2010-30-4202-102	inv#02-34121 d-11/26/25
			POSTCARDS		
DOWNES TREE	250702	2,130.00	5 & 6 2025 COMP 1 YEAR LAWN CARE PRGM	01-2010-26-3102-029	invdow49270/49272/274/271/49273/49855/49269
			BLNKT		
DOWNES TREE	251481	3,375.00	TRICKER POND TREE REMOVALS	01-2010-26-2902-132	inv#invdow49293 d-10/23/25
DOWNES TREE	251520	250.00	ACKERMAN TREE CLEAN UP	01-2010-26-2902-132	inv#invdow49357 d-10/24/25
DOWNES TREE	251582	1,925.00	EMERGENCY CALL OUT -CRR/OAK	01-2010-26-2902-132	inv#invdow49960 d-11/10/25
DR. ALBERT J. KURPIS	251550	2,383.08	2025 NJLM REIMBURSEMENT	01-2010-20-1002-041	11/19/25 dinner
DTS TRUCKING, LLC	251583	800.00	SWEEPING DUMPSTER	01-2010-26-2902-106	inv#invdts68541 d-09/16/25
FAIRLEIGH DICKINSON	251526	1,800.00	PD TRAINING	01-2010-25-2402-042	inv#947 d-11/11/25 lt. ed riedel
FILEBANK, INC.	250957	177.40	DECEMBER 2025 BLANKET MONTHLY FILE	01-2010-20-1202-036	inv#0135940 d-11/15/25
			STORAGE		
FIVE STAR PAINTING OF	251431	4,150.00	PD/FD WASH & PAINT GARAGE DOORS	01-2010-26-3102-024	inv#4684 d-11/11/25
FORCE TERMITE &	250806	320.00	DECEMBER 2025 BLANKET PEST CONTROL	01-2010-26-3102-101	inv#205729 d-12/03/25
FORCE TERMITE &	251597	100.00	RODENT BAIT SVC FOR DEMOLITION	01-2010-26-3102-101	inv d-12/03/25
GANNETT MEDIA CORP	251529	73.92	OCT 2025 ENVRNMNT & CLERK ADVERTISING	01-2010-20-1202-109	inv#00073800162 d-10/01-10/31/25 acct#1185967
GANNETT MEDIA CORP	251529	58.25	OCT 2025 ENVRNMNT & CLERK ADVERTISING	01-2010-27-3352-101	inv#00073800162 d-10/01-10/31/25 acct#1185967
GANNETT MEDIA CORP	251530	210.22	OCTOBER 2025 PB & ZB ADVERTISING	01-2010-21-1802-109	inv#0007379630 d-10/01-10/31/25 acct#1185920
GANNETT MEDIA CORP	251530	25.08	OCTOBER 2025 PB & ZB ADVERTISING	01-2010-21-1852-109	inv#0007379630 d-10/01-10/31/25 acct#1185920
GFOA OF NJ	251591	100.00	2026 GFOA MEMBERSHIP DUES	01-2010-20-1302-044	inv#300006084 d-12/02/25 s. hodgins cfo bsr
GTBM, INC.	251525	2,100.00	PD INFO-COP ANNUAL LICENSE RENEWAL	01-2010-25-2402-138	inv#i-08204 d-09/19/25
H & M ROHSLER	251513	373.70	FALL PLANTING PUMPKINS & MUMS	01-2010-26-3102-026	tckt#t-8526902 d-10/09/25
HOME RESOURCES OF	250807	573.44	NOVEMBER 2025 B & G HARDWARE BLANKET	01-2010-26-3102-038	#140831/141398/143376/145814/146925/149071
HOME RESOURCES OF	251517	4.20	PD NEW CAR KEY RINGS	01-2010-25-2402-036	inv#141011 d-11/05/25
I & J FOODS, INC.	251604	1,702.00	MAYOR'S HOLIDAY LUNCHEON BISHOP	01-2010-30-4202-102	inv#9808 d-12/12/25
			HOUSE		
ICC GENERAL CODE,	251494	1,195.00	eCODE 360 ANNUAL MAINTENANCE	01-2010-20-1202-036	inv#gc00132470 d-11/01/25
IDA	250841	201.50	DECEMBER 2025 FLEX ADMIN FEES BLANKET	01-2010-20-1002-101	inv#468003 d-12/01/25
IDM MEDICAL SUPPLY	251477	180.14	PD OXYGEN DELIVERY	01-2010-25-2402-056	inv#j0634 d-10/16/25
J & C IRRIGATION, INC.	251521	144.00	WINTERIZATION OF MEMORIAL PARK	01-2010-26-3102-029	inv#0654671 d-10/25/25
JANINE BENDIX	251546	45.00	REIMBURSEMENT FOR 10/10/25 STATE ASSC	01-2010-43-4902-042	10/10/25 state mtg j.bendix b.s.r. court
∞			MTG		

Vendor	PO #	Amount	Description	Account	Invoice
JEFF GRIFFITH	251542	2,500.00	DECEMBER 2025 RETIREE'S HEALTH BENEFITS	01-2010-43-5200-550	j. griffith reimbursement for 2025 health ben
LADDEY, CLARK &	251539	4,800.00	OCTOBER 2025 PROF LEGAL SVCS	01-2010-20-1552-028	inv#5254 d-11/05/25
LANGUAGE LINE	251498	30.60	OCTOBER 2025 S. R. COURT SESSION	01-2010-43-4902-028	inv#11755578 d-10/31/25 acct#9020510841
LEAF	250842	209.75	NOVEMBER 2025 PD COPIER CHRGS BLANKET	01-2010-25-2402-036	inv#19301318 d-11/06/25 acct#100-9149491-00
LEAF	250843	141.77	NOVEMBER 2025 MONTHLY FD COPIER CHRGS BLANKET	01-2010-25-2652-023	fd/inv#19363345 d-11/20/25ac#100-3308508-002
LEAF	250844	133.16	NOVEMBER 2025 B/H COPIER CHRGS BLANKET	01-2010-20-1002-023	inv#19293620 d-11/06/25
LEAF	250844	75.41	NOVEMBER 2025 B/H COPIER CHRGS BLANKET	01-2010-20-1202-023	inv#19293620 d-11/06/25
LEAF	250844	47.42	NOVEMBER 2025 B/H COPIER CHRGS BLANKET	01-2010-22-1952-023	inv#19293620 d-11/06/25
LEAF	250844	78.69	NOVEMBER 2025 B/H COPIER CHRGS BLANKET	01-2010-43-4902-023	inv#19293620 d-11/06/25
LIVE ACTION SAFETY	251515	1,146.60	PD MEDICAL BAGS	01-2010-25-2402-050	inv#190746 d-11/02/25
LOUIS G. DeANGELIS,	251514	2,000.00	S. R. PUBLIC DEFENDER SVCS 08/2025 TO 12/2025	01-2010-42-1080-011	inv d-11/03/25
LOUIS G. DeANGELIS,	251514	83.33	S. R. PUBLIC DEFENDER SVCS 08/2025 TO 12/2025	01-2010-43-4952-123	inv d-11/03/25
MARTIN K. SPENCE, PE	251503	500.00	PB/NOV 2025 SPECIAL MTG	01-2010-21-1802-027	pb/inv#special m d-11/11/25
MARTIN K. SPENCE, PE	251552	8,495.33	OCTOBER 2025 MISC. ENGINEERING	01-2010-20-1652-028	inv#bsr1025-4 inv#bsr1025-5 d-11/04/25
MARTIN K. SPENCE, PE	251553	507.50	OCTOBER 2025 STORMWATER REGULATIONS	01-2010-43-5300-560	inv#bsr1025-6 d-11/04/25
MARTIN K. SPENCE, PE	251554	507.50	AUGUST 2025 NJDEP STORMWATER REGULATIONS	01-2010-43-5300-560	inv#bsr0825-8 d-09/03/25
MARTIN K. SPENCE, PE	251555	543.75	OCTOBER 2025 SRWU WATER OPERATIONS	01-2630-00-0000-000	inv#bsr1025-10 d-11/04/25
MARTIN K. SPENCE, PE	251556	2,380.00	JULY 2025 NJDEP STORMWATER REG (GRANT)	01-7564-00-0000-000	inv#bsr0725-8 d-08/01/25
MARTIN K. SPENCE, PE	251557	4,050.10	MAY 2025 MS4 MAPPING NJDEP STRMWTR REG	01-7564-00-0000-000	inv#bsr0525-8 d-06/02/25
MARTIN K. SPENCE, PE	251558	750.00	MAY 2025 MS4 MAPPING FRM STRMWTR ASST GRANT	01-7564-00-0000-000	inv#bsr0525-9 d-06/02/25
MICHELLE E. WOOD	251528	275.00	REIMBURSEMENT MAY 2025 BLDG SAFETY CONF	01-2010-22-1952-041	05/14 to 05/16/25 check#2438
MUNICIPAL RECORD	251497	513.00	BAIL RECOGNIZANCE FORMS/COURT	01-2010-43-4902-036	inv#250335 d-10/28/25
NATIONAL RESCUE&	251276	2,250.00	BOAT RESCUE OPERATIONS	01-2010-25-2652-109	inv#2025-3412-b d-11/16/25
NJ DEPT OF	251594	6,603.00	2ND QTR 2025 DCA STATE TRAINING FEES	01-3100- - -	04/01 TO 06/30/25
NJ DEPT OF	251595	6,804.00	3RD QTR 2025 DCA STATE TRAINING FEES	01-3100- - -	07/01 to 09/30/25
NJSACOP	250993	1,400.00	PD LEADERSHIP TRAINING PAUL PASSARETTI	01-2010-25-2402-042	inv#in-21970 d-08/06/25
6 INV BERGEN COUNTY	251545	2,193.75	S/S 4TH QTR 2025 FOR LICENSED OPERATOR	01-2010-27-3303-500	inv d-09/29/25

Vendor	PO #	Amount	Description	Account	Invoice
NW BERGEN REGIONAL	250810	3,507.37	DECEMBER 2025 HEALTH SERVICES	01-2010-27-3302-500	inv#25-108 d-12/01/25
			BLANKET		
OLD TAPPAN DPW	251433	143.00	CAR #1 OIL CHANGE EST.	01-2010-26-3152-290	inv#1399 d-10/21/25
OLD TAPPAN DPW	251434	383.50	TRUCK #5 CHECK ENGINE LIGHT EST.	01-2010-26-3152-290	inv#1404 d-10/22/25
PENGUIN	251571	1,422.00	FD 6 MONTH 2025 E-DISPATCHES RENEWAL	01-2010-25-2652-056	inv#8445 d-09/15/25
PETTY CASH FUND	251551	154.37	REPLENISH PETTY CASH FUND CLK'S ACCT	01-2010-20-1202-036	petty cash replenishment clerks acct
PHOENIX ADVISORS,	251493	1,600.00	2025 CONTINUING DISCLOSURE SVCS	01-2010-20-1302-101	inv#17869 d-11/01/25
POLK-BURNETT CO,	251461	1,123.09	FD/VEHICLE MAINTENANCE TAHOE #1140	01-2010-26-3152-255	inv d-10/22/25
POLK-BURNETT CO,	251469	383.99	FD VEHICLE MAINTENANCE TAHOE #1140	01-2010-26-3152-255	inv d-10/29/25
PSE&G	250794	1,793.94	NOVEMBER 2025 BLANKET GAS & ELECTRIC	01-2010-31-4302-075	bill d-11/10/25 acct#13 014 229 08
RACHLES/MICHELES	250865	4,803.00	NOVEMBER 2025 MONTHLY UNLEADED & DIESEL FUEL	01-2010-31-4602-074	#442062/1943/2341/3659/80340d-11/3,4,11,19/25
RACHLES/MICHELES	250865	3,945.38	OCTOBER 2025 UNLEADED & DIESEL FUEL	01-2010-31-4602-074	#440144/441703/441730/441466d10/9,23,24,29/25
			BLNKT		
RIEDEL SIGN CO., INC.	251483	950.00	SR SIGN FOR BRIDGE	01-2010-26-3102-101	inv#16926 d-10/17/25
ROCKLAND ELECTRIC	250804	374.16	10/10 TO 11/17/2025 STREET LIGHTING	01-2010-31-4352-075	10/10 to 11/17/25 str lighting svc
			BLANKET		
ROCKLAND ELECTRIC	250804	87.40	10/10 to 11/14/2025 STREET LIGHTING	01-2010-31-4352-075	acct#71678-59655-3 acct#49116-70450-0
			BLANKET		
ROCKLAND ELECTRIC	250804	674.36	10/23 TO 11/26/2025 STREET LIGHTING	01-2010-31-4352-075	10/23 to 11/26/25 str lighting svc
			BLANKET		
ROCKLAND ELECTRIC	251544	3,859.38	10/14 TO 11/14/2025 BLDG LIGHTING SVC	01-2010-31-4302-075	10/14 to11/14/25 bldg lighting svc
ROCKLAND ELECTRIC	251602	1,577.80	10/23 TO 11/21/2025 BLDG LIGHTING SERVICE	01-2010-31-4302-075	10/23 to 11/21/25 bldg lighting svc
SADDLE RIVER	0	6,719.20	PAYROLL 11/28/25	01-2010-20-1001-011	
SADDLE RIVER	0	4,229.49	PAYROLL 11/28/25	01-2010-20-1201-011	
SADDLE RIVER	0	9,361.92	PAYROLL 11/28/25	01-2010-20-1301-011	
SADDLE RIVER	0	2,611.98	PAYROLL 11/28/25	01-2010-20-1451-011	
SADDLE RIVER	0	1,002.14	PAYROLL 11/28/25	01-2010-20-1501-011	
SADDLE RIVER	0	55.59	PAYROLL 11/28/25	01-2010-20-1751-011	
SADDLE RIVER	0	827.52	PAYROLL 11/28/25	01-2010-21-1801-011	
SADDLE RIVER	0	2,298.41	PAYROLL 11/28/25	01-2010-21-1851-011	
SADDLE RIVER	0	14,264.26	PAYROLL 11/28/25	01-2010-22-1951-011	
SADDLE RIVER	0	110,767.72	PAYROLL 11/28/25	01-2010-25-2401-011	
SADDLE RIVER	0	15,523.05	PAYROLL 11/28/25	01-2010-25-2401-014	
SADDLE RIVER	0	11,562.35	PAYROLL 11/28/25	01-2010-25-2401-015	
SADDLE RIVER	0	104.17	PAYROLL 11/28/25	01-2010-25-2651-011	
SADDLE RIVER	0	650.85	PAYROLL 11/28/25	01-2010-25-2651-012	
SADDLE RIVER	0	12,580.01	PAYROLL 11/28/25	01-2010-25-2652-108	
SADDLE RIVER	0	14,479.46	PAYROLL 11/28/25	01-2010-26-2901-011	
SADDLE RIVER	0	141.92	PAYROLL 11/28/25	01-2010-26-2901-014	
SADDLE RIVER	0	1,422.64	PAYROLL 11/28/25	01-2010-27-3301-011	
SADDLE RIVER	0	89.30	PAYROLL 11/28/25	01-2010-27-3311-011	

Vendor	PO #	Amount	Description	Account	Invoice
SADDLE RIVER	0	55.59	PAYROLL 11/28/25	01-2010-27-3351-011	
SADDLE RIVER	0	82.62	PAYROLL 11/28/25	01-2010-28-7301-011	
SADDLE RIVER	0	4,000.00	PAYROLL 11/28/25	01-2010-42-1080-011	
SADDLE RIVER	0	833.00	PAYROLL 11/28/25	01-2010-42-1100-011	
SADDLE RIVER	0	699.42	PAYROLL 11/28/25	01-2010-43-4901-011	
SADDLE RIVER	0	188.03	PAYROLL 11/28/25	01-2010-43-4901-014	
SADDLE RIVER	0	1,711.03	PAYROLL 11/28/25	01-2010-43-5200-550	
SADDLE RIVER	0	6,719.20	PAYROLL 12/15/25	01-2010-20-1001-011	
SADDLE RIVER	0	4,229.49	PAYROLL 12/15/25	01-2010-20-1201-011	
SADDLE RIVER	0	9,361.92	PAYROLL 12/15/25	01-2010-20-1301-011	
SADDLE RIVER	0	2,611.98	PAYROLL 12/15/25	01-2010-20-1451-011	
SADDLE RIVER	0	1,002.14	PAYROLL 12/15/25	01-2010-20-1501-011	
SADDLE RIVER	0	55.59	PAYROLL 12/15/25	01-2010-20-1751-011	
SADDLE RIVER	0	327.52	PAYROLL 12/15/25	01-2010-21-1801-011	
SADDLE RIVER	0	2,298.41	PAYROLL 12/15/25	01-2010-21-1851-011	
SADDLE RIVER	0	14,264.26	PAYROLL 12/15/25	01-2010-22-1951-011	
SADDLE RIVER	0	110,767.72	PAYROLL 12/15/25	01-2010-25-2401-011	
SADDLE RIVER	0	12,328.45	PAYROLL 12/15/25	01-2010-25-2401-014	
SADDLE RIVER	0	766.66	DPW & C.O. CELL ALLOWANCE 2025	01-2010-25-2401-015	
SADDLE RIVER	0	18,301.63	PAYROLL 12/15/25	01-2010-25-2401-015	
SADDLE RIVER	0	104.17	PAYROLL 12/15/25	01-2010-25-2651-011	
SADDLE RIVER	0	839.85	PAYROLL 12/15/25	01-2010-25-2651-012	
SADDLE RIVER	0	600.00	DPW & C.O. CELL ALLOWANCE 2025	01-2010-26-2901-011	
SADDLE RIVER	0	13,595.46	PAYROLL 12/15/25	01-2010-26-2901-011	
SADDLE RIVER	0	154.54	PAYROLL 12/15/25	01-2010-26-2901-014	
SADDLE RIVER	0	1,422.64	PAYROLL 12/15/25	01-2010-27-3301-011	
SADDLE RIVER	0	89.30	PAYROLL 12/15/25	01-2010-27-3311-011	
SADDLE RIVER	0	55.59	PAYROLL 12/15/25	01-2010-27-3351-011	
SADDLE RIVER	0	82.62	PAYROLL 12/15/25	01-2010-28-7301-011	
SADDLE RIVER	0	4,000.00	PAYROLL 12/15/25	01-2010-42-1080-011	
SADDLE RIVER	0	833.00	PAYROLL 12/15/25	01-2010-42-1100-011	
SADDLE RIVER	0	699.42	PAYROLL 12/15/25	01-2010-43-4901-011	
SADDLE RIVER	0	141.02	PAYROLL 12/15/25	01-2010-43-4901-014	
SADDLE RIVER	0	1,857.02	PAYROLL 12/15/25	01-2010-43-5200-550	
SADDLE RIVER	0	343.88	PAYROLL EXPENSE 11/28/25	01-2010-36-4715-525	
SADDLE RIVER	0	12,622.16	PAYROLL EXPENSE 11/28/25	01-2010-36-4722-126	
SADDLE RIVER	0	687.76	PAYROLL EXPENSE 12/15/25	01-2010-36-4715-525	
SADDLE RIVER	0	10,886.75	PAYROLL EXPENSE 12/15/25	01-2010-36-4722-126	
SADDLE RIVER	0	1,019.13	NOVEMBER 2025 STANDARD	01-2010-43-5200-551	
SAI VADOR H.	251508	200.00	TWP OF WASHINGTON PUBLIC DEFENDER	01-2010-43-4902-028	inv d-11/10/25
SAI S CUMMIS & GROSS	251610	49,250.50	VEOLIA MATTER, JULY, AUG, SEPT 2025	01-2630-00-0000-000	inv#2087044 d-10/28/25 c/m no.08150211.000001

Vendor	PO #	Amount	Description	Account	Invoice
BILLING					
SOL M. RIVERA	251499	450.00	OCT 2025 S. R. & WASH TWP INTERP SVCS	01-2010-43-4902-028	inv d-10/22/25 s. r. inv d-10/21/25 twp of wa
SPIOTTI & ASSOCIATES,	251573	1,501.23	NJ TAX COURT JUDGMENT 1105/1	01-3085- - -	1105/1 dinapoli 10 meadow lane
SR BOARD OF	251543	865,334.33	DECEMBER 2025 SCHOOL TAX LEVY	01-2070-00-0000-000	december 2025 school tax levy
STICKEL,KOENIG,SULLI	251534	67.50	PB SEPT 2025 PROF LEGAL SERVICES	01-2010-21-1802-027	pb/inv d-10/16/25
SUBURBAN DISPOSAL	251511	55,249.99	OCTOBER 2025 WASTE COLLECTION	01-2010-26-3052-134	inv#12035 d-11/01/25
SUBURBAN DISPOSAL	251511	14,881.06	OCTOBER 2025 WASTE COLLECTION	01-2010-32-4652-137	inv#12035 d-11/01/25
T.C.T.A. OF BERGEN	251532	120.00	4TH QTR T.C.T.A. ANN HOLIDAY MTG	01-2010-20-1302-044	12/04/25 t.c.t.a. mtg
T.C.T.A. OF BERGEN	251532	40.00	4TH QTR T.C.T.A. ANN HOLIDAY MTG	01-2010-20-1452-044	12/04/25 t.c.t.a. mtg
THE CANNING GROUP,	250838	541.67	DECEMBER 2025 QPA SVCS BLANKET	01-2010-20-1302-101	inv#sr2025-12 d-12/01 to 12/31/25
TMDE CALIBRATION LAB	251355	425.00	PD RADAR CALIBRATIONS	01-2010-25-2402-050	inv#55253 d-11/24/25
TRAFFIC SAFETY &	251419	45.00	BRIDGE PLAQUE SIGN	01-2010-26-2902-124	inv#247120 d-10/10/25
TRAFFIC SAFETY &	251581	708.75	PARK RULES SIGNS	01-2010-26-2902-124	inv#247776 d-11/21/25
UGI CORPORATION	251510	346.79	OCTOBER 2025 GAS SVC	01-2010-31-4302-075	inv#G6856041/6045/5839/5979/5791 d-11/06/25
URBAN AUTO SPA II,	250714	156.52	NOVEMBER 2025 PD CAR WASH BLANKET	01-2010-26-3152-240	inv#2992 dated 11/30/25
URBAN AUTO SPA II,	251598	51.63	NOV 2025 BLNKT BAL PD CAR WASHES	01-2010-26-3152-240	inv#2992 d-11/30/25 bal pd on blnkt#250714
VEOLIA WATER	250766	2,800.00	DECEMBER 2025 BLANKET "THE MAIN"	01-2630-00-0000-000	w-sr-311 d-12/01/25
MONTHLY CHRG					
VEOLIA WATER	250766	2,800.00	NOVEMBER 2025 BLANKET "THE MAIN"	01-2630-00-0000-000	w-sr-310 d-11/01/25
MONTHLY CHRG					
VERIZON	250853	1,300.73	11/13 TO 12/19/2025 TELECOMMUNICATION	01-2010-31-4402-076	11/13 to 12/19/25 telecommunications svc
BLNK					
VERIZON	250855	975.00	DECEMBER 2025 PD MONTHLY 5G	01-2010-31-4402-076	inv#z1860113 d-12/08/25 acct#u0497718
TELECOMMUNICATION					
VERIZON WIRELESS	250854	466.67	10/05 TO 11/04/2025 WIRELESS SERVICE	01-2010-31-4402-076	#482475708-00001pd inv#6127671889d11/04/25
BLANKET					
VERIZON WIRELESS	250854	999.36	10/20 TO 11/19/2025 MONTHLY WIRELESS	01-2010-31-4402-076	6128932929#6128932930d11/19/25bal po#251603
SERVICE					
VERIZON WIRELESS	251603	514.63	10/20-11/19/25 BAL OWED FROM BLNKT	01-2010-31-4402-076	bal owed from blanket po#250854
PO#250854					
W.B. MASON CO., INC.	251480	251.94	HAND SOAP FOR BOROUGH BUILDINGS	01-2010-26-2902-035	inv#257803070 d-10/28/25
W.B. MASON CO., INC.	251492	32.66	SUPPLIES GENERAL & CLERK	01-2010-20-1002-036	inv#257869778 #257876813 d-10/30/25
W.B. MASON CO., INC.	251492	107.51	SUPPLIES GENERAL & CLERK	01-2010-20-1202-036	inv#257869778 #257876813 d-10/30/25
W.B. MASON CO., INC.	251518	301.66	PD STATIONARY SUPPLIES	01-2010-25-2402-036	inv#258052357 d-11/0725
W.B. MASON CO., INC.	251596	111.72	PD CUTLERY & OFFICE SUPPLIES	01-2010-25-2402-036	258086783 d-11/10/25
W.B. MASON CO., INC.	251609	335.82	SUPPLIES/ADMIN/BLDG/FINANCE	01-2010-20-1002-101	inv#258444316/258369340/258210607/258289201
W.B. MASON CO., INC.	251609	72.94	SUPPLIES/ADMIN/BLDG/FINANCE	01-2010-20-1302-036	inv#258444316/258369340/258210607/258289201
W.B. MASON CO., INC.	251609	29.08	SUPPLIES/ADMIN/BLDG/FINANCE	01-2010-22-1952-036	inv#258444316/258369340/258210607/258289201
W.W. GRAINGER INC.	251585	395.92	P&R - DOG WASTE AND DPW SUPPLIES	01-2010-26-3102-101	inv#9703429747 cr#9708105128 #9708843843
W.W. GRAINGER INC.	251585	1,414.56	P&R - DOG WASTE AND DPW SUPPLIES	01-2010-28-7302-058	inv#9703429747 cr#9708105128 #9708843843
W.W. GRAINGER INC.	251501	1,820.00	OCTOBER 2025 PROF LEGAL SVCS	01-2010-20-1552-028	inv#20317 #20318 d-11/06/25
W.W. GRAINGER INC.	251412	458.56	PD/AUG&SEPT 2025 VEHICLE MNTNC	01-2010-26-3152-240	inv#43192 d-8/18#43265 d-9/3#43312 d-9/15/25

Vendor	PO #	Amount	Description
Total Fund 01 CURRENT FUND			2,001,985.60

Account

Invoice

Vendor	PO #	Amount	Description	Account	Invoice
ATLANTIC TACTICAL OF	251233	327.18	PD OUTER CARRIER	03-0210- - -	si-80858549 d-11/11/25 #si-10701873 d-10/14/2
CAROLYN PALMER	251600	125,000.00	PYMNT #2 MOTHER NATURE STATUE @ RNDLB PRK	03-0226- - -	inv d-11/10/25
CHRIS BATTAGLIA	0	448.75	RETURN ENG/MUNI ESCROW 1403/12 INGROUND POOL	03-1403-12-0000-101	
CHRIS BATTAGLIA	0	1,000.00	RETURN ENG/MUNI ESCROW 1403/12 INGROUND POOL	03-1403-12-0000-201	
HALS ENGINEERING	251593	600.00	SEPTIC REVIEW 1609/18 99 W. S. R. ROAD	03-1609-18-0000-101	inv#40140 d-11/10/25 job#sr.9225
MARTIN K. SPENCE, PE	251559	1,023.40	FINAL BILLING C/O ISSUED 1502/53	03-1502-53-0000-101	inv#finco-241 d-11/17/25
MARTIN K. SPENCE, PE	251560	688.75	UNPAID INV'S 1Q25 & 3Q25 1807/14	03-1807-14-0000-101	#bsr1q25-30 d-04/01/25 #bsr3q25-17 d-10/01/25
MARTIN K. SPENCE, PE	251561	507.50	3RD QTR 2025 BLOCKS & LOTS	03-1105-24-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	435.00	3RD QTR 2025 BLOCKS & LOTS	03-1105-26-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	362.50	3RD QTR 2025 BLOCKS & LOTS	03-1105-49-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	145.00	3RD QTR 2025 BLOCKS & LOTS	03-1202-27-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	72.50	3RD QTR 2025 BLOCKS & LOTS	03-1301-49-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	217.50	3RD QTR 2025 BLOCKS & LOTS	03-1402-36-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	326.25	3RD QTR 2025 BLOCKS & LOTS	03-1403-12-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	145.00	3RD QTR 2025 BLOCKS & LOTS	03-1502-53-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	362.50	3RD QTR 2025 BLOCKS & LOTS	03-1502-55-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	72.50	3RD QTR 2025 BLOCKS & LOTS	03-1701-13-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	217.50	3RD QTR 2025 BLOCKS & LOTS	03-1703-09-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	36.25	3RD QTR 2025 BLOCKS & LOTS	03-1803-02-0000-102	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	253.75	3RD QTR 2025 BLOCKS & LOTS	03-1803-03-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	326.25	3RD QTR 2025 BLOCKS & LOTS	03-1902-37-0000-102	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	142.50	3RD QTR 2025 BLOCKS & LOTS	03-2003-47-0800-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	145.00	3RD QTR 2025 BLOCKS & LOTS	03-2004-02-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	398.75	3RD QTR 2025 BLOCKS & LOTS	03-2004-08-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251561	36.25	3RD QTR 2025 BLOCKS & LOTS	03-2101-14-0000-101	3rd qtr 2025 blocks and lots
MARTIN K. SPENCE, PE	251592	217.50	FINAL BILLING C/O ISSUED 1403/12	03-1403-12-0000-101	inv#finco-242 d-11/18/25 153 e. allendale
PETER KOUKOURAS	0	119.94	RTRN ENG/MUNI ESCROW 1502/53 NEW HOUSE/POOL	03-1502-53-0000-101	
PETER KOUKOURAS	0	4,000.00	RTRN ENG/MUNI ESCROW 1502/53 NEW HOUSE/POOL	03-1502-53-0000-201	
SADDLE RIVER	0	2,313.49	POLICE OUTSIDE OT 11/28/25 PAYROLL	03-0228- - -	
SADDLE RIVER	0	2,676.81	POLICE OUTSIDE OT 12/15/25 PAYROLL	03-0228- - -	
SCOTT ALAN LEVY	251489	150.00	ZBA 2025 CONSULTING SVCS RENDERED	03-1103-16-0000-801	zb inv#474/473/472/470/471 d-11/02/25
SCOTT ALAN LEVY	251489	600.00	ZBA 2025 CONSULTING SVCS RENDERED	03-1303-16-0000-801	zb inv#474/473/472/470/471 d-11/02/25
SCOTT ALAN LEVY	251489	600.00	ZBA 2025 CONSULTING SVCS RENDERED	03-1807-24-0000-801	zb inv#474/473/472/470/471 d-11/02/25
SCOTT ALAN LEVY	251489	150.00	ZBA 2025 CONSULTING SVCS RENDERED	03-1901-03-0000-801	zb inv#474/473/472/470/471 d-11/02/25
SCOTT ALAN LEVY	251489	600.00	ZBA 2025 CONSULTING SVCS RENDERED	03-2002-08-0000-801	zb inv#474/473/472/470/471 d-11/02/25

 **ital Fund 03 TRUST OTHER** **144,718.32**

Vendor	PO #	Amount	Description	Account	Invoice
AIR & GAS	250975	19,155.00	FD/BAUER SCBA CYLINDER RCHRG SYSTEM	04-2150-55-1090-003	inv#828547 d-11/11/25
BOROUGH OF SADDLE	0	36,915.85	TRF CAPITAL FB AS PER 2025 BUDGET	04-0300- - -	
GRANDVIEW TITLE	251615	826,775.00	PURCHASE OF 22 E.ALLENDALE RD 1605/2	04-2150-55-1100-001	ord.25-1100-m
GRANDVIEW TITLE	251615	6,214.35	PURCHASE OF 22 E.ALLENDALE RD 1605/2	04-2150-55-1100-099	ord.25-1100-m
JOSEPH J. BRUNO	221237	750.00	HANDICAP / MARKER HS FIELD MSMNTS & PREP	04-2150-55-9740-103	inv d-11/19/25 floor plan design sketches
LORENZO	251496	19,000.00	BARN RELOCATED FROM PERILLO TO EXXON04-2150-55-9470-005		inv#6750 d-11/25/25
MARTIN K. SPENCE, PE	251562	1,050.00	OCTOBER 2025 NJDOT GRANT TWIN BRKS CULVRT	04-2150-55-1075-099	inv#bsr1025-2 d-11/04/25
MARTIN K. SPENCE, PE	251563	770.00	OCTOBER 2025 NJDOT GRANT ARROWHEAD CULVRT	04-2150-55-1065-001	inv#bsr1025-1 d-11/04/25
MARTIN K. SPENCE, PE	251564	10,570.00	OCT 2025 GREEN ACRES MULTI PRPS PATH	04-2150-55-1074-099	inv#bsr1025-8 d-11/04/25
MARTIN K. SPENCE, PE	251565	2,819.90	OCT 2025 FIRE DEPT ANNEX	04-2150-55-1091-099	inv#bsr1025-9 d-11/04/25
MARTIN K. SPENCE, PE	251566	181.25	OCT 2025 GREEN ACRES GRANT RINDLAUB PK	04-2150-55-1074-099	inv#bsr1025-7 d-11/04/25
MARTIN K. SPENCE, PE	251567	930.00	OCTOBER 2025 ANNUAL PAVING	04-2150-55-1056-099	inv#bsr1025-3 d-11/04/25
Total Fund 04 CAPTIAL			925,131.35		

Vendor	PO #	Amount	Description	Account	Invoice
NJ DEPARTMENT OF	251611	20.40	AUG/SEPT/OCT/NOV 2025 DOG LICENSE(S)	12-0207- - -	dog license(s) aug,sept,oct, nov 2025
Total Fund 12 DOG			20.40		

Vendor	PO #	Amount	Description	Account	Invoice
STATE OF NEW JERSEY	251488	5.66	QTR END 06/30/25 UNEMPLOYMENT	14-0207- - -	ein#0-226-002-283/000-00 tax code 13:003
Total Fund 14 UNEMPLOYMENT			5.66		

Vendor	PO #	Amount	Description	Account	Invoice
BANISCH ASSOCIATES,	251470	325.00	SEPTEMBER 2025 PROF PLANNING SVCS	18-3000- - -	inv#p25-35291 d-10/30/25
BURGIS ASSOCIATES,	251436	961.25	SEPT 2025 PLN SVCS AFH BA#4268.03	18-3000- - -	inv#47596 d-10/03/25
BURGIS ASSOCIATES,	251535	1,697.50	OCT 2025 AFH SERVICES	18-3000- - -	inv#47861 inv#47860 d-11/13/25
STICKEL,KOENIG,SULLI	251588	2,362.50	OCTOBER 2025 4TH ROUND LEGAL AFH	18-3000- - -	inv d-11/14/25
			SVCS		
Total Fund 18 COAH TRUST			5,346.25		

Vendor	PO #	Amount	Description	Account	Invoice
BURGIS ASSOCIATES,	251536	2,387.50	PB/SEPT/OCT 25 TOLL BROS ALGONQ.	91-2000- - -	#47862 d-11/13/25#47597 d-10/3/25ba#4166.04
ESCROW					
BURGIS ASSOCIATES,	251537	2,170.00	PB/SEPT/OCT25 TOLL BROS E. ALLENDALE	91-2000- - -	inv#47598d-10/3/25#47863d-11/13/25ba#4166.03
MARTIN K. SPENCE, PE	251568	2,755.00	OCT 2025 TOLL BRO ALGONQUIN TRL DEV	91-2000- - -	inv#bsr1025-16 d-11/04/25
MARTIN K. SPENCE, PE	251569	1,595.00	OCT 2025 TOLL BRO E. ALLENDALE DEV	91-2000- - -	inv#bsr1025-15 d-11/04/25
MARTIN K. SPENCE, PE	251570	729.20	OCT 2025 SADDLE RIVER DAY SCHOOL	91-2000- - -	inv#bsr1025-13 d-11/04/25
PETER KOUKOURAS	251605	10,131.27	RETURN TREE BOND 1502/53	91-2000- - -	11 denison drive
STICKEL,KOENIG,SULLI	251533	3,138.75	PB/SEPT 2025 PROF LEGAL TOLL BROS.	91-2000- - -	pb/inv d-10/16/25 algonquin/inv d-10/16/25 e.
ALG/ALLEND					
STICKEL,KOENIG,SULLI	251589	1,395.00	OCTOBER PROF.SVCS TOLL BROS	91-2000- - -	inv d-11/14/25
E.ALLENDALE					
STICKEL,KOENIG,SULLI	251590	1,462.50	OCTOBER PROF SVCS TOLL BROS	91-2000- - -	inv d-11/14/25
ALGONQUIN					
Total Fund 91 DEVELOPERS			25,764.22		

Total Bill List: 3,102,971.80

RESOLUTION

TREASURER

CLERK

**BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NEW JERSEY
LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the following proposed ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Saddle River, in the County of Bergen, State of New Jersey, held on the 17th day of November 2025, and that said ordinance will be taken up for further consideration for final passage at the meeting of said Borough Council to be held in the Municipal Building, 100 E. Allendale Road, Saddle River, New Jersey, on the 15th day of December 2025, at 7:00 P.M., or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning the same.

A copy of this ordinance has been posted on the Bulletin Board upon which public notices are customarily posted in the Municipal Building of the Borough, and a copy is available up to and including the time of such meeting to the members of the general public of the Borough who shall request such copies, at the office of the Clerk in said Municipal Building in the Borough of Saddle River, New Jersey.

Cindy Kirkpatrick, RMC
Borough Clerk
Borough of Saddle River
County of Bergen
State of New Jersey

ORDINANCE 25-1105

BOROUGH OF SADDLE RIVER

**AN ORDINANCE TO AMEND SECTION 113 OF THE BOROUGH CODE
OF THE BOROUGH OF SADDLE RIVER ENTITLED "FIRE PREVENTION"**

BE IT ORDAINED by the Mayor and Council of the Borough of Saddle River, County of Bergen and State of New Jersey as follows:

1. Section 113-6 Smoke detectors, carbon monoxide detectors, portable fire extinguishers and address identification of the Borough Code be and same hereby is amended as follows: [deletions have strikethrough; additions in underscore]

~~In accordance with N.J.A.C. 5:70-4.19, in all Use Group R-3 dwellings subject to the requirements of N.J.A.C. 5:70-2.3, A portable fire extinguisher shall be installed~~ located in accordance with the following:

~~(1)~~

~~The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;~~

~~(2)~~

~~The extinguisher shall be readily accessible and not obstructed from view;~~

~~(3)~~

~~The extinguisher shall be mounted using the manufacturer's hanging bracket so the operating instructions are clearly visible;~~

(1) The Extinguisher shall be left on the counter next to the sink in anticipation for the next owner

~~(4)~~ (2)

The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no less than five pounds and no more than 10 pounds;

~~(5)~~ (3)

The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;

~~(6)~~ (4)

The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and

~~(7)~~

~~The top of the extinguisher shall not be more than five feet above the floor.~~

2. This Ordinance shall take effect immediately upon final adoption and publication.
3. All other provisions of this Chapter shall remain effective.

**BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NEW JERSEY
LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the following proposed ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Saddle River, in the County of Bergen, State of New Jersey, held on the 17th day of November 2025, and that said ordinance will be taken up for further consideration for final passage at the meeting of said Borough Council to be held in the Municipal Building, 100 E. Allendale Road, Saddle River, New Jersey, on the 15th day of December 2025, at 7:00 P.M., or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning the same.

A copy of this ordinance has been posted on the Bulletin Board upon which public notices are customarily posted in the Municipal Building of the Borough, and a copy is available up to and including the time of such meeting to the members of the general public of the Borough who shall request such copies, at the office of the Clerk in said Municipal Building in the Borough of Saddle River, New Jersey.

Cindy Kirkpatrick, RMC
Borough Clerk
Borough of Saddle River
County of Bergen
State of New Jersey

ORDINANCE 25-1106

BOROUGH OF SADDLE RIVER

**AN ORDINANCE TO AMEND, REVISE, AND SUPPLEMENT
CHAPTER 166 OF THE BOROUGH CODE, ENTITLED
"PROPERTY MAINTENANCE" TO ADD ARTICLE III, "LEAD-
BASED PAINT TESTING"**

WHEREAS, the Borough of Saddle River Borough Code Chapter 166, entitled Property Maintenance, and specifically the enforcement of the Property Maintenance and related codes; and

WHEREAS, pursuant to P.L. 2021, c.182 (N.J.S.A. 52:27D-437.6), all municipalities are required to inspect every single-family, two (2) family, and multiple rental dwelling built prior to 1978, located within the municipality at tenant turnover for lead-based paint hazards; and

WHEREAS, the Department of Community Affairs has proposed regulations to implement P.L. 2021, c.182 (N.J.S.A. 52:27D-437.6), which are anticipated to be effective in October 2022; and

WHEREAS, it is in the best interests of the residents of the Borough of Saddle River to amend the Borough Code at this time to require inspections for lead-based paint in residential rental dwellings to conform to this new State law;

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Saddle River, County of Bergen, State of New Jersey, that it does hereby amend, revise, and supplement Chapter 166 of the Town Code, entitled "Property Maintenance", to add a new Article III, entitled "Lead-Based Paint Testing," as follows:

Section 1. Chapter 166 of the Borough Code is hereby amended as follows by the addition of a new Article III, entitled "Lead-Based Paint Inspections".

ARTICLE III LEAD-BASED PAINT INSPECTIONS

§ 166-25 Inspections For Lead-Based Paint.

A. Definitions. The following shall have the meaning as used in and in accordance with *N.J.S.A. 52:27D-437.6* and *N.J.A.C. 5:28A-1.1*, *et seq.*

"Dust wipe sampling" means a sample collected by wiping a representative surface and tested, in accordance with a method approved by the United States Department of Housing and Urban Development (HUD) and as conducted pursuant to *N.J.A.C. 5:28A-2.3*.

"Dwelling" means a building containing a room or rooms, or suite, apartment, unit, or space that is rented and occupied, or intended to be rented and occupied, for sleeping and dwelling purposes by one or more persons.

"Dwelling unit" means a unit within a building that is rented and occupied, or intended to be rented and occupied, for sleeping and dwelling purposes by one or more persons.

"Multiple dwelling" means any building or structure and any land appurtenant there to, and any portion thereof, in which three (3) or more dwelling units are occupied or intended to be occupied by three (3) or more persons living independently of each other. "Multiple dwelling" also means any group of ten (10) or more buildings on a single parcel of land or on contiguous parcels under common ownership, in each of which two (2) dwelling units are occupied, or intended to be occupied, by two (2) persons or households living independently of each other, and any land appurtenant thereto, and any portion thereof. "Multiple dwelling" does not include those buildings and structures that are excluded pursuant to *N.J.S.A. 55:13A-3(k)*.

"Periodic lead-based paint inspection" means the initial inspection of all applicable dwelling units at the earlier of two years from the effective date of P.L. 2021, c. 182, (July 22, 2022) [*N.J.S.A. 52:27D-437.6*], or tenant turnover and, thereafter, the earlier of three (3) years or upon tenant turnover, consistent with *N.J. A. C. 5:28A-2.1*, for the purposes of identifying lead-based paint hazards in dwellings subject to this Article.

"Property Maintenance Code Official" means the Borough of Saddle River Property Maintenance Code Official, any enforcement officer appointed by the Borough of Saddle River, pursuant to *N.J.S. A. 40:48-2.3 et seq.*, or any other statutory authorization to perform inspections of any Building or other code, any enforcement officer authorized to enforce the Borough of Saddle River Property Maintenance Code or Health Code, or their designee .

"Remediation" means interim controls or lead abatement work undertaken in conformance with this Article to address lead-based paint hazards.

"Tenant turnover" means the time at which all existing occupants vacate a dwelling unit,

and all new tenants move into the dwelling unit or the time at which a new tenant enters a vacant dwelling unit.

B. Inspections Authorized . In accordance with N.J.S. A. 52:27D-437.6 and N.J.S.C. 5:28A-1.1 et. seq., the Borough of Saddle River shall designate an outside agency, retained by the Borough pursuant to law, and the Borough empowers said outside agency to conduct the lead-based paint inspections for all applicable multiple dwelling units offered for rent to determine the presence of lead based paint pursuant to this Chapter of the Borough Code and/or the provisions of N.J.S. A 52:27D-437.6 and N.J.S.C. 5:28A-1.1 et. seq.

C. Lead-Based Paint Inspection. Inspections for lead-based paint in multiple dwelling units shall be governed by the standards set forth in *N.J.S.A. 52:27D-437.1 et seq.*, and *N.J.S.A. 55:13A-1 et seq.* A dwelling unit in a single -family, two (2) family, or multiple rental dwelling shall not be subject to inspection and evaluation for the presence of lead-based paint hazards if the unit:

- 1 has been certified to be free of lead-based paint;
- 2 was constructed during or after 1978;
- 3 is in a multiple dwelling that has been registered with the Department of Community Affairs as a multiple dwelling for at least ten (10) years, either under the current or a previous owner and has no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the "Hotel and Multiple Dwelling Law," P.L. 1967, c.76 (*N.J.S.A. 55:13A-1 et seq.*);
- 4 is a single-family or two (2) family seasonal rental dwelling which is rented for less than six (6) months duration each year by tenants that do not have consecutive lease renewals; or
- 5 has a valid lead-safe certification. Lead-safe certifications are valid for two years from the date of issuance pursuant to *N.J.A.C. 5:28A-2.4*.

§ 166-26 Owner Required to Obtain Inspection.

The owner, landlord, and/or agent of every single-family, two (2) family, and/or multiple dwelling unit offered for rental shall be required to obtain an inspection of the unit for lead-based paint hazards as required in this Article, or at tenant turnover, whichever is earlier. If a landlord, owner, and/or agent so chooses, a dwelling unit owner or landlord may directly hire a licensed lead evaluation contractor to conduct the periodic lead- based paint inspections for lead-based paint. Inspections shall be performed as per the timetable set forth below.

§ 166-27 When Lead-Based Paint Inspections Are Required.

- A. The initial inspection for all single-family, two (2) family, and multiple dwellings subject to this Article shall be upon tenant turnover or within two (2) years of the effective date of P.L. 2021, c. 182 (July 22, 2022), whichever is sooner.
- B. Thereafter, all such dwelling units shall be inspected for lead-based paint hazards every three (3) years or upon tenant turnover, whichever is earlier, except that an inspection shall not be required at tenant turnover if the dwelling unit owner has a valid lead-safe certification for the dwelling unit.
- C. The next periodic lead-based paint inspection shall be counted from the most recent

periodic lead-based paint inspection which resulted in a valid lead-safe certification.

§ 166-28 Lead-Based Paint Inspections by Dust Wiping Method.

A licensed lead evaluation contractor shall collect samples by dust wiping surfaces, including floors, interior windowsills, and other similar surfaces, and tested, in accordance with methods approved by the State of New Jersey and/or the United States Department of Housing and Urban Development. A visual assessment may also be undertaken during the course of the dust wipe sampling.

§ 166-29 Notice of Inspection to be Given.

Whenever any multiple dwelling unit is scheduled for a tenant turnover, the then-current landlord, owner, and/or agent shall provide written notice to the Municipal Clerk that an inspection is needed at least twenty (20) calendar days prior to the scheduled date of the tenant turnover.

§ 166-30 Time for Inspections.

All inspections and reinspections shall take place within fifteen (15) calendar days of the requested inspection. Inspection fees shall be paid prior to the inspection. No inspections or reinspections shall take place unless all fees are paid. Scheduled inspections or reinspections may be canceled by the Municipal Clerk, unless the completed application and required fees have been received by the Borough at least twenty-four (24) hours prior to the scheduled inspection or on the last working day prior to the scheduled inspection. Every inspection where the landlord, tenant, owner, or agent has failed to provide access for inspection shall be deemed a failed inspection.

§ 166-31 Identification of Lead-Based Paint Hazard.

If a lead-based paint hazard is identified in an inspection of one of the dwelling units in a building consisting of two (2) or more dwelling units, then the lead contractor shall inspect the remainder of the building's dwelling units, with the exception of those dwelling units that have been certified to be free of lead-based paint or which have a valid lead-safe certification.

§ 166-32 Inspection Certification to be Supplied.

The licensed lead evaluation contractor shall supply a copy of the lead safe certification to the landlord, owner, and/or agent of the dwelling. A copy shall also be provided to the Municipal Clerk at the time it is issued. If a lead evaluation contractor or permanent local agency finds that a lead-based paint hazard exists in a dwelling unit, they shall notify the New Jersey State Department of Community Affairs, Division of Local Government Services for review of the findings, in accordance with the Lead Hazard Control Assistance Act.

§ 166-33 Responsibility for Remediation of Lead-Based Paint.

The owner of the dwelling unit shall be responsible for remediation of the lead-based paint hazard. Remediation must be conducted consistent with the requirements at *N.J.A.C. 5:28A-2.5* and such remediation shall be documented to the Municipal Clerk.

§ 166-34 Fees for inspections.

- a. There shall be a fee of Seven Hundred Fifty (\$750.00) Dollars for an initial unit inspected at a multiple family dwelling unit during a single mobilization. For each and every additional unit inspected at a multiple family dwelling unit during a single mobilization, the fee shall be Six Hundred (\$600.00) Dollars per unit. If during a single mobilization, if the inspector is not granted access to one (1) or more dwelling units at the time of the appointment, an additional charge of Four Hundred (\$400.00) Dollars shall be charged to each and every unit where access is not granted.
 - b. As to re-inspection there shall be a Six Hundred (\$600.00) Dollar fee for an initial unit re-inspection at a multiple family dwelling unit for a single mobilization each and every time a re-inspection occurs. There shall be a Four Hundred Fifty (\$450.00) Dollar fee for every additional unit re-inspected at a multiple family dwelling unit during a single mobilization each and every time a re-inspection occurs. If during a single mobilization, if the inspector is not granted access for re-inspection for one (1) or more dwelling units at the time of the appointment, an additional charge of Four Hundred (\$400.00) Dollars shall be charged to each and every unit where access is not granted each and every time a re-inspection occurs.
2. An additional Twenty (\$20.00) Dollar fee shall be assessed in accordance with *N.J.S.A. 52:27D-437.6* and *N.J.A.C. 5:28A-2.2*, to be deposited into the Lead Hazard Control Assistance Act Fund under the administration of the New Jersey State Department of Community Affairs.
3. All fees shall be nonrefundable if the applicant fails to cancel the requested inspection at least forty-eight (48) hours prior to a scheduled inspection. This is separate and apart from the non-access fee set forth above. Said fee shall be dedicated to meeting the costs of implementing and enforcing this Article for lead-based paint inspections and shall not be used for any other purpose.
4. A dwelling landlord, owner, and/or agent may directly hire a certified lead evaluation contractor who is certified to provide lead paint inspection services by the Department of Community Affairs to satisfy the requirements of this Article and the requirements of *N.J.S.A. 52:27D-437.6* and *N.J.A.C. 5:28A- 1. 1, et seq .*, in which case no additional lead-based paint inspection fee shall be paid; provided, however, that the additional Twenty (\$20.00) Dollar fee shall still be assessed in accordance with *N.J.S.A. 52:27D-437.6* and *N.J.A.C. 5:28A- 2.2*, payable to the Borough, to be deposited into the Lead Hazard Control Assistance Act Fund under the administration of the New Jersey State Department of Community Affairs.

§ 166-35 Owner Responsibility for Record-Keeping.

The landlord, owner, and/or agent of a dwelling that is subject to this Article shall provide to the tenant and to the Borough evidence of a valid lead-safe certification obtained pursuant to this Article at the time of tenant turnover. The owner shall also affix a copy of any such certification as an exhibit to the tenant's lease.

- 1 . The owner of a multiple dwelling that is subject to this Article shall provide evidence of a valid lead-safe certification obtained pursuant to this Article, as well as evidence of the most recent tenant turnover, at the time of any cyclical inspection performed pursuant to the Hotel and Multiple Dwelling Law, N.J.S.A. 55:1 3A-1 *et seq.*
2. The owner of a dwelling that is subject to this Article shall maintain a record of the lead-safe certification, which shall include the name or names of a unit's tenants, if the inspection was conducted during a period of tenancy.
3. The owner of any dwelling subject to this Article shall inform the Borough of all tenant turnover activity to ensure any required inspection may be scheduled.
4. The owner of a dwelling shall provide a copy of this Article, and any lead-safe certifications issued pursuant thereto, along with the accompanying guidance document, Lead-Based Paint in Rental Dwellings, to any prospective owners of the dwelling during a real estate transaction, settlement , or closing.

§ 166-36 Municipal Enforcement Powers to be Exercised by All Authorized Persons.

Pursuant to *N.J.S.A. 52:27D-437.6* and *N.J.A.C. 5:28A-4. 1*, the Municipal Clerk is authorized to conduct investigations and issue penalties in order to enforce a multiple dwelling landlord's, owner's, and/or agent's failure to comply with this Article.

- 1 . The owner of the dwelling shall first be given a period of thirty (30) calendar days to cure any violation by conducting the required inspection or initiating any required remediation efforts.
2. If the owner of the dwelling has not cured the violation within that time period, they shall be subject to a penalty, not to exceed One Thousand (\$1,000) Dollars per week , until the required inspection has been conducted or the remediation efforts have been initiated.
3. Remediation efforts shall be considered to be initiated when the dwelling owner has hired a lead abatement contractor or other qualified party to perform lead-hazard control methods.

Section 2. The Borough Administrator, and any and all other Town officials, are hereby directed and authorized to perform all acts necessary to effectuate the purposes of this Ordinance.

Section 3. Should any section, paragraph, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid for any reason by any Court of competent jurisdiction, such provision(s) shall be deemed severable, and the remaining portions of this Ordinance shall remain in full force and effect.

Section 4. All ordinances or parts of ordinances or resolutions that are inconsistent with the provisions of this Ordinance are repealed to the extent of such inconsistency.

Section 5. This Ordinance will take effect after passage and publication according to law.

**BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NEW JERSEY
LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the following proposed ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Saddle River, in the County of Bergen, State of New Jersey, held on the 17th day of November 2025, and that said ordinance will be taken up for further consideration for final passage at the meeting of said Borough Council to be held in the Municipal Building, 100 E. Allendale Road, Saddle River, New Jersey, on the 15th day of December 2025, at 7:00 P.M., or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning the same.

A copy of this ordinance has been posted on the Bulletin Board upon which public notices are customarily posted in the Municipal Building of the Borough, and a copy is available up to and including the time of such meeting to the members of the general public of the Borough who shall request such copies, at the office of the Clerk in said Municipal Building in the Borough of Saddle River, New Jersey.

Cindy Kirkpatrick, RMC
Borough Clerk
Borough of Saddle River
County of Bergen
State of New Jersey

ORDINANCE 25-1107

**BOROUGH OF SADDLE RIVER
COUNTY OF BERGEN**

**AN ORDINANCE OF THE BOROUGH OF SADDLE RIVER, COUNTY OF BERGEN
AND STATE OF NEW JERSEY TO AUTHORIZE A FIRST AMENDMENT TO LEASE
AGREEMENT WITH T-MOBILE USA TOWER LLC**

WHEREAS, the Borough of Saddle River and T-Mobile Northeast, LLC (T-Mobile), entered into a Lease Agreement dated September 28, 2009, whereby the Borough leased to T-Mobile a portion of land approximately 870 square feet located at 83 East Allendale Road, Saddle River, New Jersey, designated as Block 1402, Lot 31 on the Borough Tax Map; and

WHEREAS, the term of that Agreement commenced on September 28, 2009, and has an original term that will expire on September 27, 2034; and

WHEREAS, the Borough and T-Mobile are desirous of amending the terms of that Agreement to amend the description of the “Leased Premises” as provided for in the Agreement relating to an reflect that “Access/Utility Easement” as defined in the Amendment; and

WHEREAS, all other terms of the Lease Agreement shall remain unchanged;

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of Saddle River, that the First Amendment to Lease Agreement (in the Clerk’s office) is approved by the Borough and that Mayor be and is hereby authorized to execute same or a substantially similar version of same on behalf of the Borough; and

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption as provided by law.

Cindy Kirkpatrick, CMC

Albert J. Kurpis, Mayor

**RESOLUTION #202-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

WHEREAS, the Tax Collector has requested that the Mayor and Council approve the following refund due to a Civil Action Judgment from the New Jersey Tax Court which has reduced the assessment for the following properties and caused an over billing of taxes which must be refunded, as follows:

<u>Block/Lot</u>	<u>Name/Address</u>	<u>Judgment Year,</u>	<u>Lowered Reduced</u>	<u>Assessed x Tax Rate</u>	<u>Value</u>
1105/1	Dinapoli, Patricia James 10 Meadow Lane	2015,	152,100.00	x .987	= \$1,501.23
Total Refund					= <u>\$1,501.23</u>

Check **\$1,501.23** issued to the: Spiotti & Associates, Trust Account
612 Godwin Ave.
Midland Park, NJ 07432

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Saddle River hereby approve the refund for the above properties and have the Tax Collector adjust the tax records accordingly;

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

**RESOLUTION #203-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION ADOPTING EMPLOYEE HANDBOOK AND PERSONNEL POLICIES
AND PROCEDURES MANUAL AND VOLUNTEER HANDBOOK**

WHEREAS, it is the policy of the Borough of Saddle River to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Mayor and Council of the Borough of Saddle River has determined that there is a need for an Employee Handbook and Personnel Policies and Procedures Manual (the "Handbook") to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

BE IT FURTHER RESOLVED that in the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

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

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

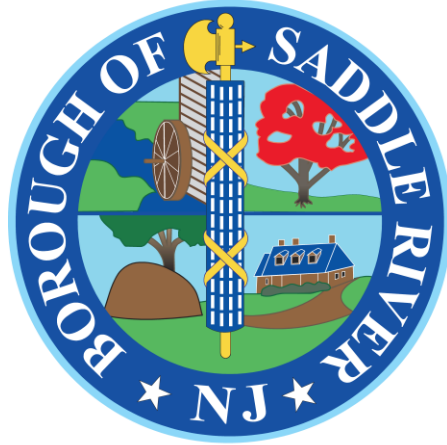
BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/supervisory personnel are responsible for these employment practices.

BE IT FURTHER RESOLVED that the Borough of Saddle River utilizes volunteers and, as such, requires volunteers to familiarize themselves with the policies and practices of the borough as more specifically referenced in the Volunteer Handbook.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk



EMPLOYEE HANDBOOK
AND
PERSONNEL
POLICIES AND PROCEDURES
MANUAL
BOROUGH OF SADDLE RIVER

REVISED: December 2025

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EMPLOYEE HANDBOOK AND PERSONNEL POLICIES AND PROCEDURES MANUAL

Purpose of the Employee Handbook and Procedure Manual

Purpose: This manual includes a compilation of policies and procedures which govern and affect personnel administration for all administrative departments within the jurisdiction of the Borough of Saddle River. The purpose of this manual is to improve the quality of the personnel management function.

Additionally, this manual serves as a convenient repository which codifies existing rules and municipal laws and procedures relating to personnel administration in the Borough of Saddle River. Its intent is to provide an orderly explanation of personnel regulations which aid in assuring equitable and fair treatment of applicants and employees in selection, promotion and compensation without regard to political views, race, national origin, sex, religion, age or disability, providing the latter does not directly affect efficient job performance.

Definitions

A. Policy: An adopted and approved management approach and attitude toward the general handling of matters relating to the administration of personnel matters.

B. Procedure: Detailed method for implementation of a policy.

Scope: The Employee Handbook and Personnel Policies and Procedures Manual refers to all Borough of Saddle River employees and volunteers and may be amended by a collective bargaining contract or approved by the Mayor and Council for employees covered by said contracts. It is to be considered binding and is to serve as a reference for Department Head and staff personnel.

This manual has been prepared to explain the policies and procedures in existence at the time of printing and is subject to change.

Responsibility for Development and Implementation of Policy and Procedures Manual

Borough Administrator

Responsible for:

- A. Coordinating the preparation of policies and procedures;
- B. Obtaining required approvals by the Mayor and Borough Council as necessary for adoption of personnel policies and procedures;
- C. Authorizing distribution of approved policies and procedures;
- D. Overseeing the implementation of approved policies and procedures; including training for said policies.
- E. Reviewing and updating the Employee Handbook and Policies and Procedures Manual.

Department Head

Responsible for:

- A. Implementing existing policies and procedures within their respective departments;
- B. Participating in the formulation or modification of policies and procedures through written recommendations and suggestions to the Borough Administrator;
- C. Maintaining all policy and procedure directives and revisions in the binder provided;
- D. Insuring that the Employee Handbook and Policies and Procedures Manual is available to all Departmental employees and that they are familiar with its contents.

Management Rights

The Borough of Saddle River hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of New Jersey and the United States, including, but not limited to, the following rights:

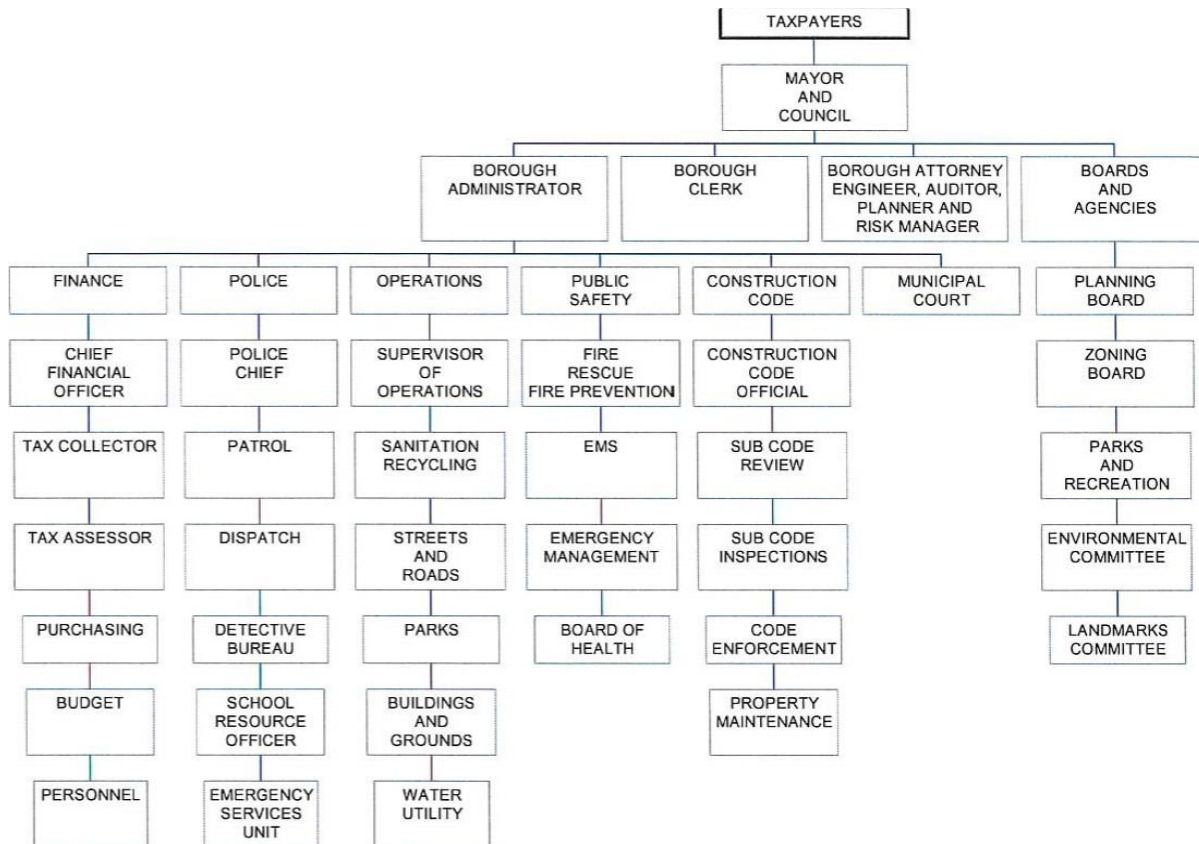
- A. To manage and control the affairs of the Borough of Saddle River and its properties and facilities, the operation of its departments, and the activities of its employees and volunteers;
- B. To hire all employees and, appoint volunteers subject to the provisions of law, to determine their qualifications, to determine standards of performance, conditions for continued employment or assignment and to promote and transfer employees;
- C. To layoff, suspend, demote, discharge or take other disciplinary action for good and just cause according to law;
- D. To promulgate rules, regulations, policies and procedures to effect the orderly and efficient administration of the personnel management system of the Borough of Saddle River.
- E. To set work schedules, on call time, hours and days off.

Relationship of Policy and Procedures Manual Court Rules and Contracts

The policies and procedures stated in this manual are not intended to abrogate, supersede, or conflict with Court rulings formulated by the New Jersey and United States Courts, or any contracts negotiated on behalf of the Borough of Saddle River employees.

Organizational Chart of the Borough of Saddle River

BOROUGH OF SADDLE RIVER



GENERAL PERSONNEL POLICY

It is the policy of the Borough of Saddle River to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The Employee Handbook and personnel policies and procedures of the Borough of Saddle River shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law including the New Jersey Civil Service Act, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

All employees, officers and Department Heads shall be appointed and promoted by the Mayor and Council. No person shall be employed or promoted unless there exists a position created by a resolution adopted by the Borough of Saddle River as well as the necessary budget appropriation and salary resolution.

The Borough Administrator and all managerial/Department Heads are authorized and responsible for personnel policies and procedures. The Mayor and Borough Council shall also have access to the Borough Attorney and/or Labor Counsel for guidance in personnel matters.

As a general principle, the Borough of Saddle River has a "no tolerance" policy towards workplace wrongdoing. Borough of Saddle River officials, employees and independent contractors are to report anything perceived to be improper. The Borough of Saddle River believes strongly in an Open Door Policy and encourages employees to talk with their Department Head, or the Borough Administrator concerning any problem.

The Employee Handbook and Personnel Policies and Procedures Manual adopted by the Governing Body is intended to provide guidelines covering public service by Borough of Saddle River employees and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Borough of Saddle River personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Saddle River.

To the maximum extent permitted by law, the employment practices of the Borough of Saddle River shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, and any applicable bargaining unit agreement, the Borough of Saddle River shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Borough of Saddle River shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

SECTION ONE:

Policies Relating to Employee Rights and Obligations:

Equal Employment Opportunity Statement

Policy: It is the policy of the Borough of Saddle River to ensure equal employment opportunity for all persons, regardless of race, color, national origin, political or religious opinions or affiliations, ancestry, age, marital status, sex or because of a physical disability that does not interfere with ability to do the work required, or liability for service in the Armed Forces of the United States.

Age shall be a factor for employment only where it is a valid occupational requirement as determined by law.

This policy shall be applied to all phases of employment including but not limited to recruitment, selection, appointment, placement, promotion, demotion, transfer, training, wages, benefits, working conditions, layoff, recall, discharge, disciplinary action, performance evaluation and use of all municipal facilities.

Anti-Discrimination Policy:

The Borough of Saddle River is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (LAD). Under no circumstances will the Borough of Saddle River discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy, breastfeeding, childbirth, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding the hiring, promotion, transfer, demotion or termination are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly, they have the right to address their concern with their Department Head, or if they prefer, the Borough Administrator.

Americans with Disabilities Act Policy/New Jersey Pregnant Worker's Fairness Act:

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act (LAD), the Borough of Saddle River does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Borough of Saddle River will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Borough of Saddle River to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. The Borough will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, pregnancy-related medical condition, breastfeeding or childbirth. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities or pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Borough of Saddle River. The Borough Administrator shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees to identify reasonable accommodations or their respective physician. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to work area for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by the Borough Administrator in consultation with the Department Head. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Borough of Saddle River to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Borough of Saddle River facilities. Any questions concerning proper assistance should be directed to Borough Administrator.

Contagious or Life Threatening Illnesses Policy:

The Borough of Saddle River encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The Borough of Saddle River shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of their job and also provided that the accommodation does not impose an unreasonable hardship on the Borough of Saddle River.

The Borough of Saddle River will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.
- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Employees with questions or concerns about contagious or life-threatening illnesses are encouraged to contact the Borough Administrator.

Safety Policy:

The Borough of Saddle River will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Borough of Saddle River is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the Borough Administrator. Any on-the-job accident or accident involving Borough of Saddle River facilities, equipment or motor vehicles must also be immediately reported to the Department Head.

The Borough of Saddle River has appointed a Safety Committee that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative.

Transitional Duty Policy:

The Borough of Saddle River will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed 30 workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee requesting transitional duty or the Workers Compensation Physician shall notify the Borough Administrator as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Borough Administrator will consult with the Department Head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Borough Administrator will decide if it is in the best interest of the Borough of Saddle River to approve a transitional duty request and will notify the employee of the decision. The Borough of Saddle River reserves the right to terminate the transitional duty assignment at any time without cause.

Employees may not refuse transitional duty assignments that are recommended by the Workers Compensation Physician. In such cases, failure to report to work as directed shall constitute immediate grounds for dismissal. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Borough Administrator who will render a response within 24 hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the

Borough Administrator. If transitional duty is approved, the employee or Workers Compensation Physician must keep the Borough Administrator informed of the medical progress. Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason. If at the end of transitional duty period the employee is not able to return to work without restrictions, the Borough of Saddle River reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation or disability. This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

Drugs and Alcohol Policy:

The Borough of Saddle River recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a Department Head to be intoxicated or under the influence of alcohol or drugs during working hours or is under the reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The Department Head will immediately report any reasonable suspicions to the Borough Administrator.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Department Heads that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Borough of Saddle River premises or during work hours by employees is strictly prohibited.

Employees must notify their Department Head within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the federal government.

Employees using prescription drugs that may affect job performance or safety must notify their Department Head who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Borough of Saddle River personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. A program to assist employees who may have a drug/alcohol problem is provided through the Borough of Saddle River's Employee Assistance Program (EAP).

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Borough of Saddle River property or while performing Borough of Saddle River business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

As it relates to cannabis, an employee will be subject to adverse action if there is both a positive drug test, confirmed by a licensed laboratory, and a determination of reasonable suspicion based on documentation of physical signs or other evidence of impairment during the employee's work hours. When the New Jersey Cannabis Regulatory Commission issues standards for certification of a Workplace Impairment Recognition Expert ("WIRE"), an employee will be subject to adverse action if there is both a positive drug test and a physical evaluation by a WIRE.

Applicants for non-CDL positions will not be denied employment based solely on a positive pre-employment drug test for cannabis, except for law enforcement officers assigned to a federal task force, holding a federally regulated license requiring testing, or applying to an agency that is specifically required to test for cannabis by the terms of a federal contract or federal grant.

Workplace Violence Policy:

The Borough of Saddle River will not tolerate workplace violence. Violent acts or threats made by an employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Borough of Saddle River property, at Borough of Saddle River events or under other circumstances that may negatively affect the Borough of Saddle River's ability to conduct business.

Prohibited conduct includes:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging Borough of Saddle River property or property of another employee;
- Possession of a weapon while on Borough of Saddle River property or while on Borough of Saddle River business unless carrying a weapon is a function of your job duties and is authorized by the Borough administrator or the Police Chief; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported. The Borough of Saddle River will actively intervene in any potentially hostile or violent situation.

General Anti-Harassment Policy:

It is the Borough of Saddle River' policy to prohibit harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partner status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings, or images, and other similar verbal or physical conduct.

If an employee is witness to or believes to have experienced harassment, immediate notification of the Department Head or other appropriate person should take place. See the Employee Complaint Policy.

Harassment of any employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her Department Head or the Borough Administrator. Appropriate action will be taken against any non-employee.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Borough of Saddle River generally. The Borough of Saddle River cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

Anti-Sexual Harassment Policy:

It is the Borough of Saddle River's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer, or business invitee. The Borough of Saddle River prohibits sexual harassment from occurring in the workplace or at any other location at which Borough of Saddle River sponsored activity takes place. Sexual Harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Regarding unwelcome sexual advances toward non-employees, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly in exchange for a benefit;
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's activities or creating an intimidating, hostile or offensive environment.

Sexual harassment may include unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, caricatures or representations of persons using electronically or physically altered photos, drawings, or images; notes or invitations; and/or, physical conduct (touching, assault, impeding or blocking movements).

If an employee is witness to or believes that the employee has experienced sexual harassment, they must immediately notify their Department Head or Borough Administrator. See the Employee Complaint Policy.

Harassment of Borough of Saddle River employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a nonemployee should report such harassment immediately to the Borough Administrator. Appropriate action will be taken against any non-employee.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Borough of Saddle River generally. The Borough of Saddle River cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

"Whistle Blower" Policy:

Employees have the right under the "Conscientious Employee Protection Act (CEPA)" to complain about any activity, policy or practice that the employees reasonably believe is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. This right shall be communicated to all employees in an annual letter outlining the specific employee complaint procedure and in a posted notice. A written acknowledgement that the employee received, read, and understood this letter will be included in the employee's official personnel file. The annual notice shall be in English and Spanish and must contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA. All complaints will be taken seriously and promptly investigated.

The Borough of Saddle River shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a Department Head, Borough Administrator, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or

- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the statute, the employee must bring the violation to the attention of the Borough of Saddle River. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is emergent in nature. Employees are encouraged to complain in writing using the Employee Complaint form. See Employee Complaint Policy. Under the law, the employee must give the Borough of Saddle River a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy.

Employee Complaint Policy:

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their Department Head, or, if they prefer, or do not think that the matter can be discussed with their Department Head, should contact the Borough Administrator. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to other employees. Employees should report incidents in writing using the Employee Complaint form, but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their Department Head or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of an incident.

Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Borough of Saddle River. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented in accordance with the following procedure and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty working days prior to the date the grievance was first presented in writing.

Grievance Procedure: Step One:

- (a) A grievance shall be presented in writing to the Borough Administrator. It must be filed within 30 calendar days from either the date on which the alleged act occurred or the date on which the grievant should reasonably have known of its occurrence. Efforts should be made to resolve the matter informally. (b) All grievances shall:
 - 1. Specify the particular act or circumstance being grieved;
 - 2. State the requested remedy; and
 - 3. Indicate whether the employee is representing himself or herself or the name of the employee's counsel or agent.
- (c) The Borough Administrator shall notify the employee of the scheduled hearing or grievance meeting date within seven days of receipt of the grievance. Such hearing or grievance meeting shall be conducted within 30 days of receipt of the grievance, unless an additional time period is agreed to by the parties.
- (d) A written decision shall be rendered within 14 days after the conclusion of the hearing or grievance meeting.
- (d) Lack of response by the Borough Administrator within the periods set forth in (c) and (d) above, unless the parties have consented to time extension, shall be considered a negative response.

Grievance Procedure: Step Two

- (a) A grievant may appeal to the Personnel Committee within 10 calendar days of:
 - 1. Receipt of the written decision at Step One: or
 - 2. A lack of timely response by the Borough Administrator.

- (b) The appeal shall be accompanied by material presented at Step One and any written records or decisions from Step One.
- (c) The Personnel Committee shall notify the employee of the scheduled hearing or grievance meeting date within 10 days of receipt of the grievance.
- (d) A written decision shall be rendered within 21 days after the conclusion of the hearing or grievance meeting.
- (e) Lack of response by the Personnel Committee within the periods set forth in (c) and (d) above, unless the parties have consented to a time extension, shall be considered a denial of the grievance appeal.

Appeals from Personnel Committee Decisions:

- (a) Minor discipline may be appealed to the Mayor and Council provided any further appeal rights to mechanisms under the agreement are waived.
 - 1. The Mayor and Council shall review the appeal upon a written record or such other proceeding as they direct and determine if the appeal presents issues of general applicability rule, or policy. If such issues or evidence are not fully presented, the appeal may be dismissed and the Mayor and Council decision will be a final Personnel Committee decision.
 - 2. Where such issues or evidence under 1 above are presented, the Mayor and Council will render a final administrative decision upon a written record or such other proceeding.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.

Access to Personnel Files Policy:

The official personnel file for each employee shall be maintained by the Borough Administrator. Personnel files are confidential records that must be secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Electronic personnel and medical records must be protected from unauthorized access.

Upon request, employees may inspect their own personnel files at a mutually agreeable time on the Borough's premises in the presence of the Borough Administrator or a designated supervisor. The employee will be entitled to see any records used to determine his or her qualification for employment, promotion or wage increases and any records used for disciplinary purposes. Employees may not remove any papers from the file. Employees will be allowed to have a copy

of any document they have signed relating to their obtaining employment. Employees may add to the file their versions of any disputed item.

Personnel files do not contain confidential employee medical information. Any such information that the Borough of Saddle River may obtain will be maintained in separate files and treated at all times as confidential information. Any such medical information may be disclosed under very limited circumstances in accordance with any applicable legal requirements.

The Borough of Saddle River endeavors to maintain the privacy of personnel records. There are limited circumstances in which the Borough will release information contained in personnel or medical records to persons outside the Borough. These circumstances include:

- In response to a valid subpoena, court order or order of an authorized administrative agency;
- To an authorized governmental agency as part of an investigation of the Borough of Saddle River's compliance with applicable law;
- To the Borough of Saddle River's agents and attorneys, when necessary;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the Municipality ● are parties;
- In a workers' compensation proceeding;
- To administer benefit plans;
- To an authorized health care provider;
- To first aid or safety personnel, when necessary

Conflict of Interest Policy:

Employees including Borough of Saddle River officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Borough of Saddle River. Violations of this policy will result in appropriate discipline including termination.

The Borough of Saddle River recognizes the right of employees to engage in outside activities that are private nature and unrelated to Borough of Saddle River business. However, business dealings that appear to create a conflict between the employee and the Borough of Saddle River's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Borough of Saddle River Clerk a state mandated disclosure form. The Borough of Saddle River Clerk will notify employees and Borough of Saddle River officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Borough of Saddle River official is in a position to influence a Borough of Saddle River decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law,

grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Borough of Saddle River may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Borough Administrator who may contact the Borough Attorney to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Borough of Saddle River responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Borough of Saddle River time, supplies or equipment in the outside employment activities. The Borough Administrator may request employees to restrict outside employment if the quality of Borough of Saddle River work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Borough of Saddle River must submit a written notice of these outside interests to the Borough Administrator.

Employees may not accept any donations, gratuities, contributions or gifts that could be interpreted to affect their Borough of Saddle River duties. Under no circumstances accept any donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Borough of Saddle River or any person or firm seeking to influence Borough of Saddle River decisions. Meals and other entertainment valued in excess of \$25.00 are also prohibited. Employees are required to report to the Borough Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

Political Activity Policy:

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Borough of Saddle River time, supplies or equipment in any political activity. Any violation of this policy must be reported to the Department Head, or Borough Administrator.

Gifts and Gratuities Policy:

No employee, elected or appointed official of the Borough of Saddle River shall accept, receive or obtain in any manner or fashion any gifts or gratuities from any resident, vendor, individual, partnership or corporation conducting activities with the Borough or its agents. Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Borough of Saddle River duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Borough of Saddle River or any person or firm seeking to influence Borough of Saddle River decisions.

Incidental meals related to the operation of government are considered to be a routine element of business operation, provided that they are not excessive and in no way intended to influence any

decision made or to be made by any employee, elected or appointed official of the Borough of Saddle River.

Employees are required to report to the Borough Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

Failure to comply with this policy may provide a basis for removal from employment or office.

Nepotism Policy:

It is the Borough's policy that the employee of relatives shall be in compliance with the New Jersey Code of Ethics for Public Officials and to assure that the reality and appearance of fairness in the best interest of the Borough.

Immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist that would place the relatives in a situation of actual or reasonably foreseeable conflict between the Borough's interest and own.

Where ethical, legal or management necessity requires the limitation of employment opportunity of spouses or other immediate relatives, this means chosen to meet the necessity shall be those which have the least adverse impact on spouses or members of either sex.

The exclusion should be limited to the job, work crew, or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what his or her spouse or immediate relative does, then the employees will be asked to determine which employee shall keep the job. The Borough may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the Borough and the employees.

Definitions: Immediate Family — Includes, spouse, child, parent, brother, sister, grandparent, parent-in-law, daughter-in-law, son-in-law, or grandchild. This policy shall also apply to people related by blood or marriage or non- related people residing as family members in an employee's home.

Employee Definitions:

Full-time Employee: A provisional or permanent employee appointed to a regular Borough of Saddle River position whose regular hours of work are the normal work week for the department to which he/she is assigned. A Full-Time employee enjoys all rights and benefits.

Part-Time Employee- A permanent employee appointed to a regular Borough of Saddle River position, whose hours are less than the normal work week for the department to which he/she is

assigned. Part-time employees averaging 30 or more hours per week are entitled to full benefits. Part-time employees averaging less than 30 hours per week receive no benefits.

Permanent Employee: An employee appointed to a Borough of Saddle River position who has acquired permanent status and who has served the required one year probationary working test period.

Temporary Employee: An employee hired for a period of limited duration not to exceed an aggregate of 1,000 hours in a twelve-month period. Temporary employees are not eligible for benefits.

Seasonal Employee: An employee appointed to a temporary position which may be of a seasonal or emergency nature. Seasonal employees are not eligible for benefits.

Probationary Employee: An employee whose permanent status is pending trial working period after regular appointment, during which time the work performance and conduct of the appointee is evaluated to determine if he/she shall merit permanent appointment.

Employee Evaluation Policy:

The Department Head will monitor and evaluate each employee under his or her charge daily to measure progress and to encourage self-improvement. This process is continuous the employees progress shall be communicated to the Borough Administrator noting any additional duties performed, educational courses completed as well as a plan to correct any weak points identified by the Department Head. The Department Head is encouraged to maintain a working dialog with the employee and keep the Borough Administrator informed of any issues related to work performance. If at any time the Borough Administrator determines that the employee requires formal notification and action to insure the employee is working at the Borough's standard, the Borough Administrator and the Department Head will meet with the employee and reduce to writing the events and action plan to resolve any matters which need be addressed. This writing will be included in the employee's official personnel file. As a part of the continuous process the employees have the right to request a conference with the Borough Administrator at any time.

Employee Discipline and Termination Policy:

An employee may be subject to discipline for any of the following reasons:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.

- Harassment of co-workers and/or volunteers and/or visitors.
- Theft or attempted theft of property belonging to the Borough of Saddle River, fellow employees, volunteers or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on Borough of Saddle River property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Borough of Saddle River property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on Borough of Saddle River property and at any time during work hours.
- Insubordination.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Borough of Saddle River premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and/or sales of products, such as those from Avon, Amway, etc.
- Careless waste of materials or abuse of tools, equipment or supplies.
- Deliberate destruction or damage to Borough of Saddle River or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Borough of Saddle River premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Borough of Saddle River or supplier property.

- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential Borough of Saddle River information.
- Gambling on Borough of Saddle River premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Borough of Saddle River premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime.
- Violating any Borough of Saddle River rules or policies.
- Conduct unbecoming a public employee.
- Violation of Borough of Saddle River policies, procedures and regulations.
- Violation of Federal, State or Borough of Saddle River laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, email, voicemail, telephone, and cellular phone.
- Other sufficient cause.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five working days or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure. In every case involving employee discipline, employees will be provided with an opportunity to respond to charges either verbally or in writing.

In cases of employee misconduct, the Borough of Saddle River believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, Department Heads will recommend to the Borough

Administrator the use of the following corrective tools: verbal reprimand; Borough Administrator review; written reprimand; suspension; fines, and, dismissal. At the discretion of Borough of Saddle River, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record. The Administrator's disciplinary action is a formal written reprimand or a suspension or fine of five working days or less. No grievance appeal procedure is available to an employee for disciplinary action taken of less than five working days in a calendar year.

Disciplinary action taken of 5 days or more in a calendar year may be appealed by the employee in accordance with the grievance procedures herein:

Neither this manual nor any other Borough of Saddle River guidelines, policies or practices create an employment contract. Employment with Borough of Saddle River may be terminated at any time with or without cause or reason by the employee or Borough of Saddle River.

Resignation Policy:

An employee who intends to resign must notify the Borough Administrator in writing at least two weeks in advance. After giving notice of resignation, employees may be expected to assist their Department Head and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two weeks, the employee may use paid time off except paid holidays. The Borough Administrator will prepare an Employee Action form showing any pay or other money owed the employee. The Borough Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return all keys and equipment.

Work Force Reduction Policy:

The Borough of Saddle River may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Seniority, lateral or other reemployment rights for employees will be determined by the Borough Administrator.

Driver's License Policy:

Any employee whose work requires that the operation of Borough of Saddle River vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Borough of Saddle River vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads. Any employee who does not hold a valid driver's license will not be allowed to operate a Borough of Saddle River vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Borough of Saddle River vehicle must notify the immediate Department Head in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their Department Head and continues to operate a Borough of Saddle River vehicle shall be subject to possible termination.

Any information obtained by the Borough of Saddle River in accordance with this section shall be used by the Borough of Saddle River only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq)

SECTION TWO

Workplace Policies:

Job Description Policy:

A job description including qualifications shall be maintained for each position. All job descriptions must be approved by the Borough Administrator. Copies will be available upon request.

Working Test Period Policy:

Prior to obtaining permanent status, all employees must serve a probationary period of one year. The employee may be dismissed without cause during the probationary period.

Educational and Experiential Qualifications Policy:

Employees of the Borough of Saddle River must have the educational and experiential qualifications for the position they hold or for the promotion they seek. In addition, employees must hold educational degrees or certifications as required by municipal, county, or state law for the positions they seek, as well as job related experience to support their appointment.

Hours of Work Policy:

The official office hours of the Borough of Saddle River are 8:30 — 4:00, Monday through Friday, the hours of work for employees, including a thirty (30) minute lunch period, shall be specified by the Borough Administrator. Individual department time schedules may vary according to the needs of that particular department. Collective Bargaining Contracts may specify shift and work schedule and shall be approved by the Borough Administrator. The Borough hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of any Collective Bargaining Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, and to determine the work pace, work schedule, work performance, levels and standards of performance of the employee.

Dress Code Policy:

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees should not wear suggestive attire, tattered frayed or torn jeans, athletic clothing, shorts, T-shirts, novelty buttons,

baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. Tattoos and body piercing, other than earrings, should not be visible. With the advance approval of the Borough Administrator, the Borough of Saddle River will make reasonable accommodations that do not violate safety standards. Employees violating this policy will be required to take corrective action or will be sent home without pay.

Attendance Policy:

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the Department Head gives prior approval. All absences must be reported to the Department Head prior to the start of the normal workday. The normal working hours for administrative departments are 8:30AM to 4:00 PM. The working hours for other departments are established by departmental procedures and bargaining unit agreements.

Unsatisfactory attendance includes abuse of sick leave, unauthorized absences that precede or follow regularly scheduled days off or holidays, and continual tardiness.

All unauthorized and unreported absences shall be considered absence without leave and deduction of pay shall be made for such period of absences. Absence without leave shall be grounds for immediate dismissal from the Borough of Saddle River.

Procedure:

- A. A warning for tardiness or excessive absences shall be oral or a written memorandum, noting date and particulars, signed by the Borough Administrator and shall be placed in the employee's personnel file.

Early Closing and Delayed Opening Policy:

In the event of unsafe conditions, the Borough Administrator may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Borough Administrator shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged for the day. This provision does not apply to Departments or employees who provide emergency services for the Borough of Saddle River or any personnel who may be required to assist in an emergency.

Breaks:

Administrative personnel are entitled to a 30-minute lunch that is to be arranged by the Department Head so that offices continue to function. Other employees entitled to a 30-minute lunch break, which will be scheduled by the Department Head. All employees are entitled to a fifteen minute

break in the morning and in the afternoon. Administrative personnel must arrange breaks so that offices continue to function. Breaks for other employees will be scheduled by the Department Head.

Returning to Work Following Sickness, Accident or Injury:

An employee returning from a leave of absence due to sickness, accident or injury for a period of more than three consecutive work days, or on any day preceding or following a weekend or holiday may, at the discretion of the Borough Administrator, be required to submit a medical certificate from a physician. The certificate shall state the nature of the sickness, accident or injury and shall certify that the employee is capable of performing his/her normal employment activities and that his/her return will not jeopardize the health of other employees.

The Borough may require that an employee additionally be examined, at the expense of the Borough, by a Borough designated physician to establish the employee's ability to return to work.

Procedure:

On the day of return from sick leave, exceeding more than three consecutive work days, or any sick day which immediately precedes or follows a weekend, holiday or vacation day, an employee shall present a medical certificate to the Borough Administrator.

Outside Employment Policy:

Full-time employees of the Borough of Saddle River may engage in outside employment if:

1. They maintain the Borough of Saddle River as their primary Borough of Saddle River;
2. Such employment does not conflict with their duties or their position as an employee of the Borough.
3. The employee must notify the Borough Administrator and provide the name of the outside employer.

No Smoking Policy:

The New Jersey Legislature has declared that in all governmental buildings the rights of nonsmokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Borough of Saddle River has adopted a smoke-free policy for all buildings. Borough of Saddle River facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in Borough of Saddle River buildings. Employees are permitted to smoke only outside Borough of Saddle River buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the Borough of Saddle River and near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced and any employee found in violation will be subject to disciplinary action.

Use of Vehicles Policy:

Borough of Saddle River owned vehicles must be used for Borough business, passengers may be driven in a Borough owned vehicle when the employee is operating said vehicle in accordance with the established contractual provisions of vehicles assigned to the employee conducting the business of the Borough. An employee who is also employed by another governmental entity may use a Borough of Saddle River vehicle for that employment only if; the employment is approved by the Borough Administrator in accordance with the provisions of Outside Employment.

Vehicles may be taken home on a special or temporary basis, only with the advance approval of the Borough Administrator in order to facilitate responses to after-hours emergency calls, or work situations, which may occur. When an employee takes home a Borough vehicle, on a temporary basis, it is to be used only for official business any other use is not permitted. At no time shall children be in the Borough of Saddle River vehicle when responding to an emergency. Any violation of this policy is cause for disciplinary action.

Telephone Usage Policy:

Borough of Saddle River telephones are for official business and employees may make a personal call only to inform their family of unexpected situations. Charges for all other personal calls must be reimbursed to the Borough of Saddle River. The use of hand-held cell phones while driving must be done in accordance with all applicable traffic laws.

Communication Media Policy/Social Media Policy:

The Borough of Saddle River's Communication Media are the property of the Borough of Saddle River and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, "Communication Media" includes all electronic media forms provided by the Borough of Saddle River, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax. Employees are restricted from accessing or using the company's Communication Media for personal purposes during company time on company equipment without prior authorization from the Administration to do so.

All data stored on and/or transmitted through Communication Media is the property of the Borough of Saddle River. For purposes of this policy, "Data" includes "electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough of Saddle River business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough of Saddle River's mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough of Saddle River's local or wide-area networks. "The Borough of Saddle River respects the individual privacy of its employees. However, employee communications transmitted by the

Borough's Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough of Saddle River. The Borough of Saddle River reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough's Communication Media. By using the Borough of Saddle River's equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough of Saddle River personnel. The existence of passwords does not restrict the Borough of Saddle River's ability or right to access electronic communications. However, pursuant to New Jersey law the Borough of Saddle River cannot require the employee to provide the password(s) to his/her personal account(s).

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (NJSA 47: 1A-1). Employees of the Borough of Saddle River are required to use the assigned municipal email account for ALL Borough of Saddle River business and correspondence. The use of private email accounts for ANY Borough of Saddle River business or during business hours is strictly prohibited. Employees are hereby advised that if they conduct work-related business on their personal emails, cell phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act. However, nothing in this social media policy prevents employees from using his/her own personal Communication Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act. Protected concerted activities include when an employee addresses group concerns with the Borough of Saddle River; forms, joins or helps a labor organization; initiates, induces or prepares for group action; or speaks on behalf of or represents other employees. Nevertheless, employees are encouraged to resolve workplace grievances internally by discussing issues with their supervisor and/or the Administration, and are asked to refrain from posting comments or materials on Communication Media that can be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law if the employee chooses to address their grievances using Communication Media.

Employees can only use the Borough of Saddle River's Communication Media for legitimate business purposes. Employees may not use Borough of Saddle River's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough of Saddle River rule or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether same is performed on the Borough of Saddle River equipment or on the employee's own personal Communication Media.

All employees, who have been granted access to electronically-stored data, must use a login ID assigned by the Borough of Saddle River. Certain data, or applications that process data, may require additional security measures as determined by the Borough. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

Information security is necessary to protect the Borough of Saddle River's information (data and software) from accidental or intentional unauthorized disclosure, modification, or loss. Information security is managed under guidelines dealing with identification, authentication, authorization, production environment, and ability to audit. All employees should be familiar with such security measures adopted by the Borough of Saddle River.

All employees may access only data for which the Borough of Saddle River has given permission. All employees must take appropriate actions to ensure that the Borough of Saddle River data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All Borough of Saddle River data must be stored centrally as required by the Borough of Saddle River. This provides greater security, and ensures backup of all the Borough of Saddle River data is performed.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough of Saddle River's computing environment.

Employees may not install, modify or remove ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough of Saddle River. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough of Saddle River, or licensed to the Borough. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Workstation settings and configurations and network settings must not be modified by unauthorized employees. Internet security settings (where applicable) must not be changed. The foregoing includes but is not limited to the systems Network ID (or Computer Name), IP Address, Gateway and DNS addresses etc.

Social Media and its uses in government and daily life are expanding each year however, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Only employees directly authorized by the Borough Administrator may engage in social media activity during work time through the use of the Borough of Saddle River's Communication Media, as it directly relates to their work and is in compliance with this policy.

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

No Borough of Saddle River employee shall post internal working documents to social media sites. This includes, but is not limited to screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Borough Administrator. In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incident or occurrence taken with the Borough of Saddle River's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in "emergency situations," Employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough of Saddle River.

For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough of Saddle River's Communication Media. If such a situation occurs, the employee agrees that any images belong to the Borough and agree to release the image to the Borough of Saddle River and ensure its permanent deletion from the media device upon direction from the Borough of Saddle River.

No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough of Saddle River or on behalf of the Borough of Saddle River, through the use of the Borough of Saddle River's Communication Media may be issued unless it has first been approved by the Borough of Saddle River's Administration. Specifically, employees are forbidden from using the Borough of Saddle River's Communication Media to impersonate the Borough of Saddle River; to make statements on behalf of the Borough of Saddle River without authorization; and/or to make statements that can be construed as establishing what the Borough of Saddle River's official position or policy is on any particular issue. In addition, employees are prohibited from placing or posting on the Internet through the Borough of Saddle River's Communication Media or the employee's own personal media, either during working or non-working hours, any Borough of Saddle River-related confidential, sensitive or other Borough of Saddle River information of a proprietary nature, including but not limited to Borough of Saddle River records or documents, trade secrets, internal reports, tips based on inside information that may be considered insider trading, screenshots of computer stations, pictures of monitors and/or actual documents of the Borough of Saddle River, any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incidents or occurrences.

Because (authorized) postings placed on the Internet through use of the Borough of Saddle River's Communication Media will display on the Borough's return address, any information posted on the internet must reflect and adhere to all of the Borough of Saddle River's standards and policies.

All users are personally accountable for messages that they originate or forward using the Borough's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) without a legitimate authorized purpose and authorized by the Borough Administrator is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Borough of Saddle River and other third-party rights. Any use of the Borough's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough of Saddle River, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

If employees choose to identify themselves as a Borough of Saddle River employee on their personal social media accounts and even those that do not should be aware that he or she may be viewed as acting on behalf of the Borough of Saddle River, as such no employee shall knowingly represent themselves as a spokesperson of the Borough of Saddle River, post any comment, text, photo, audio, video or other multimedia file that negatively reflects upon the Borough of Saddle River expresses views that are detrimental to the Borough of Saddle River's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to religion, sex, race or national origin. Borough of Saddle River employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as Borough employees.

To the extent that employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or retaliation for expressing views, opinions, and/or facts surrounding the Borough of Saddle River's employment policies. For all other communications by employees on personal social media sites in which matters related to the Borough of Saddle River are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the Borough of Saddle River, and that the employees are expressing their own personal views. For example: "**The views expressed on this website/web log are mine alone and do not necessarily reflect the views of the Borough of Saddle River.**" The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to the Borough of Saddle River or the Borough of Saddle River's business, with the exception of postings and social media communications by employees engaging in protected concerted activities. Employees are advised that if they post information on social media that is in violation of either the terms and conditions of the within social media policy, or in violation of federal,

state, or local laws, the disclaimer will not shield them from disciplinary action. However, no retaliation or discipline will result if and when employees are engaging in protected concerted activity, and/or choose to report inappropriate social media activities to the Borough of Saddle River Administration.

Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All Borough of Saddle River employees have the right to engage in or refrain from such activities.

Use of Internet:

The Borough of Saddle River provides Internet access to its employees in order to make available a vast array of information resources and to allow participation in and access to increasing county and state resources.

Employees must comply with all policies adopted by the (local unit), including but not limited to policies regarding prohibition of discrimination and harassment and all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the internet.

Employees who are using Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Borough's tax-exempt status or its proper operation; and/or
- Download unauthorized software, fonts, templates or scripts.

As stated in the Communications Policy above, the Borough of Saddle River reserves the right to monitor the employee's Internet usage. In addition, the Borough of Saddle River has the right to restrict access to specific types of prohibited content through the use of a content filtering system.

To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Borough of Saddle River employees, or if they discuss matters related to the Borough on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough of Saddle River, and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of the Borough of Saddle River." Place the disclaimer in a prominent position and repeat it for each Borough of Saddle River's posting that is

expressing an opinion related to the Borough of Saddle River or the Borough's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Borough of Saddle River policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Borough employees have the right to engage in or refrain from such activities.

Video Surveillance:

The Borough of Saddle River may install video surveillance camera systems within public buildings and throughout public areas within the Borough, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Borough will ensure compliance with federal, state and local laws governing such usage.

The Borough's video surveillance camera systems are a significant tool to which the employees of the Borough will avail themselves in order to complete the goals and objectives of the Borough. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Borough's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Borough's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Borough of Saddle River.

The Borough shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the Borough Administrator is immediately informed of such a breach.

Prohibiting Workplace Violence:

The Borough of Saddle River has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing problem nationally that needs to be addressed.. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the Borough of Saddle River, its employees or which occur on the Borough of Saddle River's property will not be tolerated.

Threats or Acts of Violence Defined. "Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions with the Borough of Saddle River, or to create a hostile, abusive, or intimidating work environment for one or more employees.

Examples of Workplace Violence. General examples of prohibited workplace violence include, but are not limited, to the following:

All threats or acts of violence occurring on Borough of Saddle River property, regardless of the relationship between the Borough of Saddle River and the parties involved in the incident.

All threats or acts of violence not occurring on Borough of Saddle River property but involving someone who is acting in the capacity of a representative of the Borough of Saddle River.

All threats and acts of violence not occurring on Borough of Saddle River property involving an employee of the Borough of Saddle River if the threats or acts of violence affect the legitimate interest of the Borough of Saddle River.

Any threats or acts resulting in the conviction of an employee or agent of the Borough of Saddle River, or of an individual performing services on the Borough of Saddle River's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the Borough of Saddle River.

Specific Examples of Prohibited Conduct. Specific examples of conduct which may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to:

Hitting, fighting, pushing or shoving an individual or throwing objects;

Threatening to harm an individual or his/her family, friends, associates or their property;

The intentional destruction or threat of destruction of property owned, operated or controlled by the Borough of Saddle River;

Making harassing or threatening telephone calls, letters or other forms of written or electronic communications;

Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the Borough of Saddle River;

Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety;

Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestion or intimation occurs;

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Borough of Saddle River property.

While employees of the Borough of Saddle River may be required as a condition of their work assignment to possess firearms, weapons or any other dangerous devices on Borough of Saddle River property.

While employees of the Borough of Saddle River may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

Application of Prohibition. The Borough of Saddle River’s prohibition against threats and acts of violence applies to all persons involved in the Borough of Saddle River’s operation, including but not limited to Borough of Saddle River personnel, volunteer, contract and temporary workers, and anyone else on Borough of Saddle River property. Violation of this policy by any individual on Borough of Saddle River property, by any individual acting as a representative of the Borough of Saddle River while not on Borough of Saddle River property, or any individual acting off of the Borough of Saddle River property when his or her actions affect the public interest or the Borough of Saddle River’s business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy may lead to disciplinary action up to and including termination.

Warning Signs, Symptoms and Risk Factors. The following are examples of warning signs, symptoms, and risk factors which MAY indicate an employee’s potential for workplace violence:

Dropping hints about a knowledge of firearms;

Making intimidating statements like: “You know what happened at the Post Office,” “I’ll get even,” or “You haven’t heard the last from me”;

Possessing reading material with themes of violence, revenge and harassment;

Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech;

Acting out either verbally or physically;

Disgruntled employee or ex-employee who is excessively bitter;

Being a loner;

Having a romantic obsession with a co-worker who does not share that interest;

History of interpersonal conflict;

Intense anger, lack of empathy;

Domestic problems, unstable/dysfunctional family;

Brooding, depressed strange behavior, “time bomb ready to go off.”

Supervisors should be alerted to and aware of these indicators. If an employee exhibits such behavior, the employee should be monitored and such behavior should be documented.

Procedures for Dealing with Acts of Workplace Violence. When a violent act occurs in the workplace: If a violent act or altercation constitutes an emergency, call 9-1-1 or the local police department. In instances that are not emergency situations, contact your Department Head or the Borough Administrator. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or if it would be too dangerous for the employee to separate the parties, call 0-1-1 or the local police department, and contact your Department Head or the Borough Administrator. The Department Head will contact the designated human resource officer, who will take responsibility for coordinating a response to the incident.

In instances that involve criminal situations, the designated Borough Administrator will contact the appropriate local police department for assessment, and if necessary, a criminal investigation.

Employee Reporting Obligations and Procedure. Each employee and every person on Borough of Saddle River property is encouraged to report incidents or threats or acts of physical violence of which he or she is aware. In cases where the reporting individual is not an employee, the report should be made to the local police department. In cases where the reporting individual is an employee, the report should be made to the local police department. In cases where the reporting individual is an employee, the report should be made to the employee’s Department Head or the Borough Administrator. Each Department Head shall promptly refer any such incident to the Borough Administrator.

The Borough of Saddle River will promptly and thoroughly investigate all reports of threats of (or actual) violence and/or suspicious individuals or activities. Any individual determined to be responsible for conduct in violation of this policy will be subjected to disciplinary action up to and including termination of employment, arrest and prosecution.

Nothing in the policy alters any other reporting obligation established in the Borough of Saddle River’s policies or in state, federal or other applicable law.

Confidentiality and Retaliation. This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort to the extent practicable will be made to protect the safety and identity of anyone who comes forward with concerns about a threat or

act of violence. Employees shall refer any questions regarding his or her rights and obligations under the policy to the Borough Administrator.

Medical, Dental and Other Personal Business Appointments Policy:

Employees shall schedule their medical, dental and other personal business appointments outside normal working hours. If necessary that such appointment be scheduled during working hours, employees should utilize a personal, floating or vacation day for these appointments.

Use of Municipal Property Policy:

Use of Equipment and Supplies:

Employees are responsible for taking care of any equipment assigned to them. Employees of the Borough of Saddle River shall not remove, or in any way assist in the removal of supplies, materials, goods, or equipment belonging to the Borough from its offices, unless such removal has been authorized by the Borough Administrator. Employees are not to use equipment, supplies, postage, or other materials of the Borough for personal use.

Unauthorized use or removal of municipal equipment and supplies shall be cause for disciplinary action and/or removal from employment.

Use of Personal Vehicles on Borough Business Policy:

When an employee has been authorized by the Borough Administrator to use their personal vehicle on Borough business, said employee shall be reimbursed for vehicle mileage at the rate consistent with current IRS regulation for per mile. Any charges for tolls and parking shall be in addition to the mileage.

Procedure:

- A. Employees shall be reimbursed for mileage following the submission of a voucher that details the actual number of miles traveled, the purpose of the trip, and the date. Any toll and parking receipts are to be attached to the voucher.

Bulletin Board Policy:

The bulletin boards located in the Borough of Saddle River administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Borough Administrator may post, remove, or alter any notice.

Employee Dating Policy:

The Borough of Saddle River recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Borough of Saddle River has adopted the following policy on the subject of supervisor/subordinate dating. If such a relationship exists or develops, both parties involved shall report the fact to A) their immediate supervisor or B) the Borough Administrator.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title [or civil-service classification], makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the municipality.

If the employees involved in the relationship are also in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the parties so that there is no longer a supervisor/subordinate relationship between them.

In Addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with municipal operations. Nothing in this policy alters an employee's at will status.

Personnel Records Policy:

(Confidential Nature and Review by Employee)

Access to Personnel Files Policy:

The official personnel file for each employee will be maintained by the Borough Administrator. Personnel files are confidential records that must be maintained in a secured facility and will only be available to authorized managerial personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file. Any employee may review their file in the presence of the Borough Administrator upon reasonable request.

The Borough Administrator or Borough Clerk will provide that adequate personnel records are maintained for each employee of the Borough of Saddle River. These records shall include: dates of appointments and promotions; job titles; salaries; recommendations; performance evaluations; disciplinary actions; amount of leave accrued and used; a record of the employee's training and other related manners; and attendance records.

The records are considered to be of confidential nature and are available only to the employee, his/her Department Head or the Administrator on a need-to-know basis. Employees are entitled to review the contents of their personnel folder but not that of other employees.

Procedure: Employees wishing to see their personnel folder will contact the Borough Administrator for an appointment in advance. Any such review of personnel folders by the employee will be done in the presence of the Borough Administrator. Employees will not be permitted to take personnel folders outside of the Borough Administrator's office or to remove documents from this folder.

Personnel Records Policy — Changing Vital Information

It is the responsibility of each employee to notify the Borough Administrator promptly, in writing, of any changes of vital information including but not limited to the following items:

- Name
- Address
- Telephone Number
- Marital Status
- Dependent Children
- Change in status for health care programs
- Change in status for dental coverage
- Change of beneficiary on pension or life insurance policies
- Change in tax status for tax withholding purposes

Procedure: Changes may be accomplished by sending written notice to the Administrator, When necessary, the employee will be provided with the proper forms to change beneficiary, income tax deductions, etc.

Personal Action Requests

Policy: To establish a procedure whereby the Borough Administrator is notified of personnel actions that need to be taken or are being requested on behalf of one or more of the Borough employees.

Definition: Personnel action requests shall be made to the Borough Administrator and will include, but are not limited to, the following categories:

- New employees
- Suspensions
- Demotions
- Leave of absence with pay -
- Leave of absence without pay
- Leave of absence: extension
- Return from leave
- Salary adjustment
- Termination of employment
- Resigned: good standing
- Resigned: not good standing
- Deceased
- Retirement
- Dismissals
- Release at end of working test period
- New Positions
- Title change
- Position upgrade/downgrade
- Position creation/abolishment
- Recruiting assistance
- Outside employment
- Other; i.e. Family leave act

Procedure:

A. All Personnel Action Requests will be forward to the Borough Administrator for approval.

HIPAA COMPLIANCE

The Borough of Saddle River is committed to upholding both the letter and the spirit of the Health Insurance Portability and Accountability Act (“HIPAA”) regarding the use, maintenance, transfer, and disposition of personal health care information. To the extent that the Employer maintains such information about its employees and others, its elected officials and employees are committed to protecting the privacy and confidentiality of that information.

Protection and Safe Treatment of Minors:

The Borough of Saddle River is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Borough of Saddle River to the maximum extent possible and has adopted a policy which establishes the guidelines for officials, employees, and volunteers who set policy for the Borough of Saddle River or may work with or interact with individuals under 18 years of age, and those who supervise employees, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

SECTION THREE

Paid and Unpaid Time Off Policies:

Paid Holiday Policy:

Policy: Employees of the Borough of Saddle River are entitled to paid holidays, not to exceed thirteen (13) days. Said days shall be approved by the Mayor and Council prior to January 1st of each year.

Procedure:

- A. If a holiday falls on a Sunday, it shall be observed on the Following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday (unless otherwise noted by the Borough Administrator).
- B. If an official holiday occurs while an employee is on vacation leave, the employee shall not have that holiday charged against vacation time.
- C. When necessary to maintain municipal services, an employee is required to work on an official holiday, the employee will be compensated for the time worked at the rate of time and one-half their regular hourly rate.
- D. To qualify for holiday pay, employees must work on their regularly scheduled work day preceding and their regularly scheduled work day following the holiday unless they are specifically excused by the Borough Administrator for a valid reason or are on an authorized leave of absence.

Vacation Leave Policy:

- A. Full-time employees of the Borough of Saddle River will receive annual vacation leave as follows:

First Year	.5 day/month (Max. 6 days) (whether employee starts first day of the month, last day of the month or anytime in between)
Beginning of two (2) years of service	10 working days
Beginning of five (5) years of service	15 working days
Beginning of eight (8) years of service	17 working days

Beginning of ten (10) years of service 18 working days

Beginning of fifteen (15) years of service 20 working days

Procedure:

- A. January 1st following the first anniversary of full-time employment with the Borough of Saddle River will determine the number of years of service for vacation purposes.

For example, if an employee starts on February 2, 2022, the one year anniversary is February 2, 2023 so January 1, 2024 begins the second year of service for vacation purposes.

If an employee starts on August 15, 2022, the one year anniversary is August 15, 2023 so January 1, 2024 begins the second year of service for vacation purposes.

- B.

Employees must schedule their vacation with their Department Head and Borough Administrator at least two weeks in advance.

- C. Vacations shall be approved by the Borough Administrator in accordance with the best interest and needs of the Borough of Saddle River.

- D. Accrued vacation leave shall be compensated for upon the separation of an employee. At no time shall the employee be authorized to carry more than one year annual vacation time into the next year.

- E. All vacation time must be used in the year earned. In any calendar year where vacation time or any part thereof is not granted by reason of pressure of municipal business, such vacation time or part thereof not granted shall accumulate and shall be taken during the next succeeding calendar year only and shall be approved by the Borough Administrator.

- G. Vacations in excess of two consecutive weeks shall not be granted without the prior approval of the Borough Administrator.

- H. Minimum vacation time permitted is .5 working day.

Personal Leave Policy:

Policy: All full-time employees are entitled to two (2) personal days each year. Personal days are not cumulative and will be forfeited at the end of each year.

Procedure:

- A. Requests for Personal Days shall be made in writing to the Borough Administrator.
- B. Requests will be approved providing that they do not unduly conflict with the needs of the Borough of Saddle River nor scheduling requirements of the Department.
- C. Minimum Personal Day permitted is .5 working day.

Sick Leave Policy:

Definition: Sick time (sick leave) is the absence of an employee from duty due to personal illness.

Policy:

- A. Full-time employees shall be entitled to sick leave when they are unable to report to work due to a personal illness. There shall be a maximum annual limit of six (6) months on the amount of sick leave that can be used and there shall be no accumulation of sick leave from year to year.

Upon request by the Borough Administrator, an employee shall submit a doctor's certificate in the event of an absence by reason of sickness for more three (3) consecutive days. The Borough may require that an employee additionally be examined, at the expense of the Borough, by a Borough designated physician to establish the employee's ability to return to work.

B. Sick Leave Policy for Part Time Employees

[This policy is drafted in accordance with New Jersey's Earned Sick Leave Law and shall apply only to employees who do not receive paid sick leave with full pay pursuant to any other law, rule, or regulation of this State, or who are covered under an applicable collective negotiations agreement.]

For every 30 hours worked, an employee shall accrue one hour of sick leave. An employee may accrue or use in any year, or carry forward from one year to the next, no more than 40 hours of earned sick leave.

The Borough of Saddle River permits an employee, pursuant to N.J.S.A. § 34:11D-3(a), to use the earned sick leave accrued for any of the following instances:

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;
- (4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others; or
- (5) During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or
- (6) If an employee needs to attend a school-related conference, meeting, function or other event requested or required by an administrator, teacher, or other professional school staff member responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Borough of Saddle River requires three (3) days' notice for any foreseeable use of leave. If the use of leave is unforeseeable, the employee should notify the Borough of Saddle River as soon as practicable of their need to use same. Should an employee need to use three (3) or more consecutive days of leave, said employee must provide the Borough of Saddle River with reasonable documentation that the leave is being taken for one of the purposes permitted above. Reasonable documentation shall be as defined in N.J.S.A. § 34:11D-3(b).

An employee is eligible to use the earned sick leave beginning on the 120th calendar day after the employee starts work. The employee may subsequently use earned sick leave as soon as it is accrued. Employees will not be paid for any unused sick leave, except as expressly required by federal or State laws, or an applicable collective negotiations agreement.

Procedure:

- A. Employees shall notify the Borough Administrator of an absence due to illness prior to their normal starting time or as soon thereafter as is reasonably possible.

- B. An employee who shall be absent on sick leave for more than three (3) consecutive working days may be required, at the discretion of the Borough Administrator, to submit a medical certificate from a physician substantiating the illness. On the day of return from sick leave, exceeding more than three consecutive work days, or any sick day which immediately precedes or follows a weekend, holiday or vacation day, an employee shall present a medical certificate to the Borough Administrator.

Bereavement Leave Policy:

Policy: Full time employees shall be granted three (3) days off without deduction from pay for a death in an employees immediate family. "Immediate family" means father, mother, grandfather, grandmother, spouse, child, foster child, sister or brother, mother-in-law or father-in-law of the employee.

Procedure:

- A. Employees shall immediately notify the Borough Administrator that a death has occurred and of the date of the funeral.

Jury Duty Policy:

Policy: An employee required to serve jury duty shall be paid their regular rate of pay by the Borough. Compensation, excluding travel monies, the employee receives as a juror shall be turned over to the Borough.

Procedure:

- A. Employees who are summoned for service as grand or petit jurors are required to provide the Borough Administrator with a copy of summons.

Leave of Absence Policy:

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Borough Administrator if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Borough Administrator may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Borough of Saddle River.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Borough of Saddle River Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the Borough of Saddle River. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned.

Definition: A leave of absence is an authorized absence from work with or without pay which is not chargeable to sick leave, vacation leave or accumulated compensatory time.

Policy: All leaves of absence must be approved by the Mayor and Borough Council.

Employees on authorized leaves of absence will be continued in the Borough's Medical and Insurance Programs if they submit a written request to the Borough Administrator:

1. Asking that their coverage be continued; and
2. Expressing their willingness to reimburse the Borough on a monthly basis

Family and Medical Leave Act Policy (FMLA):

In accordance with the federal Family and Medical Leave Act ("FMLA"), the Borough of Saddle River provides eligible employees with up to twelve (12) weeks of unpaid medical and family leave during any twelve (12) month period and up to twenty-six (26) workweeks to care for a Covered Service member. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position. The following outlines employees' rights and obligations under the FMLA and the Borough of Saddle River's policies implementing the FMLA.

Leave Available. Eligible employees may take up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for any one or more of the following reasons:

- The birth, adoption or placement for foster care of the son or daughter of an employee, and to care for such child;
- A serious health condition of a spouse, son, daughter or parent of an employee if the employee is needed to care for such family member; or
- A serious health condition of an employee that makes an employee unable to work. Generally, the incapacity must result in the employee's inability to work for more than three (3) consecutive days (although there are certain exceptions to this rule);
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Regular Armed forces, National Guard or Reserves on active duty status during the deployment to a foreign country, and or has been notified of an impending call to active duty status as such in support of a contingency operation.

In addition, eligible employees who are either spouse, son, daughter, parent or next of kin of a Covered Servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Servicemember. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

Definitions.

“Covered Servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five years preceding the family member’s initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

“Eligible Employee” means an individual who has been employed by the Borough of Saddle River for at least twelve (12) months, has worked at least 1,250 hours during the preceding twelve (12) month period, and is employed at a worksite with at least fifty (50) employees within seventy-five (75) miles of that worksite.

“Next of kin” means the nearest blood relative of the individual.

“Qualifying Exigency” covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the Borough of Saddle River and the employee.

“Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. It generally includes a period of incapacity due to pregnancy, prenatal care, a chronic health condition, a permanent or long-term health condition, or restorative or preventive treatment.

“Serious Injury or Illness” means an injury or illness incurred by a Covered Service member in the line of duty or on active duty in the Armed Forces, National Guard or Reserves, incurred in the line of duty on active duty or whose pre-existing condition has been aggravated by his/her active duty service, that may render the service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

Eligibility. Any employee who has been employed by the Borough of Saddle River for twelve (12) months or more and worked 1,250 hours or more in the twelve (12) month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period.

The twelve (12) month period shall be determined by using a rolling twelve (12) month period that commences with the first day of leave taken.

Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the Borough of Saddle River, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition and a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons. Each spouse may be entitled

to additional leave for other qualifying reasons under the FMLA, such as the employee's own illness or for the serious illness of the employee's child.

Notice. When the leave is foreseeable, at least thirty (30) days' advance notice to the Borough of Saddle River, in writing, is required. If thirty (30) days' notice cannot be provided, as much notice as is practical should be provided. Failure to give reasonable notice may delay the availability of the leave.

Certification. Where leave is taken to care for a family member with a serious health condition or because of the employee's own serious health condition, medical certification is required and periodic recertification may be required. In addition, where the leave is taken because of the employee's own serious health condition, a certification of fitness to return to work will be required.

The Borough of Saddle River, at its expense, may require an examination by a second healthcare provider designated by the Borough of Saddle River. If the second healthcare provider's opinion conflicts with the original medical certification, the Borough of Saddle River, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

For military exigency leave, an employee may be required to provide certification that the covered military member is a member of the regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation, as well as certification from the employee about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. For military caregiver leave, the employee may be required to provide information from the health care provider and employee and/or Covered Service member to support such leave.

Absent unusual circumstances, medical certifications must be provided within fifteen (15) days. The Borough of Saddle River will also require periodic status reports from employees concerning their intended return date.

Failure to provide requested documentation may result in denial of leave. The Borough of Saddle River may attempt to clarify or authenticate the certification or may require additional certifications to support the need for leave. When leave is taken to care for a family member, the Borough of Saddle River may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document) and proof of the need to care for the family member.

Utilization of Paid Leave. Generally, FMLA leave is unpaid. However, depending upon the circumstances, employees may be entitled to receive short-term disability, workers' compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. An employee who is eligible for these benefits may also choose to use accumulated paid leave during their approved unpaid leave. Employees may not receive more than 100% of salary at any time. An employee may

choose to use any available accumulated paid leave concurrently with the employee's FMLA leave.

Coordination with other Leave Policies. The period of time attributable to the employee's absence due to any workers' compensation, disability, or sick leave, will be counted against available leave under this policy to the extent permitted by law. In the event that additional family, medical or sick leave is available pursuant to state laws, this leave will also run concurrently with FMLA leave to the extent permitted by law.

Intermittent Leave. When medically necessary, leave taken because of a serious health condition of an employee or family member or to care for a Covered Service member may be taken on an intermittent or reduced work schedule basis. The employee and Borough of Saddle River shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the Borough of Saddle River's operations, subject to the approval of the employee's health care provider. The Borough of Saddle River may require an employee taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to the leave schedule.

Employment and Benefits Protection. During the leave, health benefits will continue for up to twelve (12) weeks in each rolling twelve (12) month period under the same conditions as if the employee continued to work. Employees must, however, pay the same amount for any benefits continued as they do prior to the leave. Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If paid leave is substituted for unpaid FMLA leave, the Borough of Saddle River will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee must pay his/her portion of the premium in accordance with a payment method that is devised and mutually agreed upon between the employee and the Borough of Saddle River.

Employees should consult with their Department Head prior to taking an approved leave. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums. With regard to the employee's contribution portion of his/her health benefits pursuant to Chapter 78, P.L. 2011 and any voluntary supplemental benefits that the employee may have, the employee is solely responsible for making payment arrangements with the Borough of Saddle River or for any voluntary benefits, to the respective insurance company. Your healthcare coverage may cease if your premium payment is more than thirty (30) days late. With regard to any pension contribution that you may have, you must contact the Borough Administrator to make payment arrangements concerning contributions or credits paid toward your pension benefits. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

Before returning to work following a medical leave (except for intermittent or reduced schedule leave) due to the employee's own serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider that

he/she is medically able to resume work. If the date on which the employee is scheduled to return to work from FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to the Borough of Saddle River within two (2) business days of the change.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment. Individuals identified as “key employees” (the highest paid 10% of salaried employees at the work site or within a seventy-five (75) mile radius of that work site) at the beginning of their leave may not be returned to their former or equivalent position if restoration will cause substantial economic injury to the Borough of Saddle River. Employees will be informed of their key employee status at the beginning of the leave period.

A failure to return from FMLA leave for reasons other than the employee’s own serious health condition may result in termination of employment. In the event that an employee cannot return to work at the end of FMLA leave due to a continuation of his/her own serious health condition, they must contact the Borough of Saddle River before the expiration of the leave to discuss their options under state and federal law. State leave laws may provide additional leave similar to that provided under the FMLA. The Borough of Saddle River will comply with these state law provisions to the extent they provide for more generous benefits. State leave law benefits will run concurrently with FMLA benefits to the extent permitted by law.

Family Temporary Disability. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance (“FLI”) payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

New Jersey Family Leave Act Policy (NJFLA):

The Borough of Saddle River provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

Eligible Employees. To be eligible for NJFLA leave, an employee must have worked at least twelve (12) months for the Borough of Saddle River and have worked at least 1,000 hours for the Borough of Saddle River over the previous twelve (12) months.

Qualifying Reasons for Leave. An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.

- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.

- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:

- (i) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;

- (ii) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or

- (iii) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

Leave taken to care for a newly born or adopted child or a child placed into foster care with the employee may be consecutive or intermittent and must begin by the end of the twelve (12) month period after the birth or placement for adoption or foster care.

Leave Benefits. An employee may take up to a maximum of twelve (12) weeks of NJFLA leave in a twenty-four (24) month period, which is measured as a rolling twenty-four (24) month period that commences with the first day of NJFLA leave taken.

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.

- By reducing your normal work schedule for no more than twenty-four (24) consecutive weeks in a twenty-four (24) month period.

- Intermittently when medically necessary.

Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Borough of Saddle River's operations. The total time within which an intermittent leave is taken may not exceed a twelve (12) month period, if such leave is taken in connection with a single serious health condition.

Intermittent leaves taken in connection with more than one serious health condition episode must be taken within a consecutive twenty-four (24) month period, or until such time as the

employee's twelve (12) week family leave entitlement is exhausted, whichever is shorter. An employee taking a family leave on a reduced leave schedule shall not be entitled to such leave for more than a consecutive twenty-four (24) week period. An eligible employee shall be entitled to only one leave on a reduced leave schedule during any consecutive twenty-four (24) month period. Any remaining family leave to which the employee is entitled subsequent to the expiration of a leave taken on a reduced leave schedule may be taken on a consecutive or intermittent basis.

Depending on the purpose of the employee's leave, the employee may be required to or may choose to use accrued paid leave, concurrently with some or all of his/her NJFLA leave. The employee will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of NJFLA leave. The Borough of Saddle River will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

Required Notice and Certifications. When requesting NJFLA leave, an employee must provide the Borough of Saddle River thirty (30) days' advance written notice. For employees requesting leave on an intermittent basis, at least fifteen (15) days advance written notice must be provided. If advance written notice is not possible because of an emergency, the employee must provide the Borough of Saddle River with reasonable oral notice and then follow up with written notice.

The employee also must give the Borough of Saddle River a medical certification supporting the need for leave. The Borough of Saddle River reserves the right to require second or third medical opinions and periodic re-certifications. The employee must also provide periodic reports during the leave regarding the employee's status and intent to return to work as deemed appropriate by the Borough of Saddle River. If an employee fails to provide the required documentation, the Borough of Saddle River may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in which case the absences will be treated in accordance with the Borough of Saddle River's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

Benefits Protection. During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the Borough of Saddle River for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the Borough Administrator to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the Borough of Saddle River prior to taking an approved leave.

Returning to Work after NJFLA Leave. On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the Borough of Saddle River's standard leave of absence and attendance policies. This may result in termination if the employee's continued absence is unauthorized (for example, if the employee has no other Borough of Saddle River-provided leave available to him/her).

Retaliation Prohibited. The Borough of Saddle River and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The Borough of Saddle River encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the Borough Administrator.

New Jersey Family Leave Insurance. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

An employee's job is not protected while receiving FLI benefits – unless the employee is eligible for leave under the FMLA, NJFLA, or is otherwise designated for an approved family leave of absence.

Employees must provide the Borough of Saddle River with advance notice of need for leave, as follows:

- At least thirty (30) days before leave to bond with a newborn or newly adopted child, unless the time of the leave is unforeseeable or the time of the leave changes for unforeseeable reasons.
- In a reasonable and practicable manner for leave to care for a seriously ill family member on a continuous, non-intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.
- At least fifteen (15) days before leave to care for a seriously ill family member or leave to bond with a newborn or newly adopted child on an intermittent basis unless an emergency or other unforeseen circumstance precludes advance notice.

Domestic Violence Leave:

(Added as a result of N.J. adoption of Safe Act, if Borough of Saddle River has 25 or more employees)

The New Jersey Security and Financial Entitlement Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization; pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the Borough of Saddle River for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave act. If so, the Borough of Saddle River will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Borough of Saddle River shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence."

The Borough of Saddle River shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

Military Leave Policy:

Any full-time employee who is a member of the National Guard, Naval Militia, Air National Guard, or a reserve component of any United States armed force who is required to engage in field training will be granted a military leave of absence with pay for the training period as authorized by law. The paid leave will not be counted against any available vacation.

When an employee is called to active duty with the United States military, the employee shall automatically be granted an indefinite leave of absence for the duration of active military service. To be reinstated by the Borough of Saddle River without loss of privileges or seniority, the employee must report for duty with the Borough of Saddle River within sixty days following release from active duty under honorable circumstances.

During the period of active military duty, the employee shall be paid the difference between military salary and the employee's regular salary for a period not to exceed one hundred and eighty days. Employees on active service will also continue to receive paid health insurance coverage during the one hundred and eighty day period plus an additional thirty days. After this period has expired, employees may continue coverage for themselves or their dependents under the Borough of Saddle River your plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the one hundred and eighty day period. When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the leave shall be without pay but without loss of time.) or (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A fulltime temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Borough of Saddle River group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee

must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

Maternity Leave:

Policy: Permanent employees of the Borough of Saddle River are eligible for an unpaid six (6) month leave of absence for maternity. The leave shall be taken at a time determined by the employee in conjunction with and confirmed by written verification from the physician.

Vacation time and sick time may be used for maternity purposes either prior to or immediately following childbirth.

Procedure:

- A. The employee shall submit a written request for maternity leave, together with verification by her physician to the Borough Administrator four (4) months before the intended leave.
- B. The Borough Administrator shall give written notice to the employee that her request for leave of absence for maternity has been approved. Such notification shall indicate the inclusive dates of leave.
- C. If an employee desires to return from maternity leave prior to the originally scheduled return date, an employee should submit a written request to the Borough Administrator.
- D. When returning to work from a maternity leave, the employee shall submit to the Borough Administrator a medical certificate stating her fitness to resume her normal job duties.
- E. If extended leave (more than six (6) months) is required, an employee should submit a written request to the Borough Administrator.

Illness in Family Leave Policy:

Policy: In the event of a serious illness in the immediate family, full time employees shall be entitled to three (3) days off without loss of pay once each calendar year. The immediate family includes: mother, father, spouse, child, foster child, sister or brother, mother-in-law or father-in-law.

SECTION FOUR

Compensation & Employee Benefits Policies:

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are paid every two weeks, with overtime being held back for two weeks in order to compute payment of the amount due. Employees who are going on vacation and would like their checks in advance must make a written request at least two weeks in advance of the vacation.

The Borough of Saddle River will not accept responsibility for any employee's personal finances. The Borough of Saddle River will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.

Pay Period and Payment Distribution:

The Borough of Saddle River distributes pay on a bi-weekly basis for all employees. All full and permanent part time employees receive pay via direct deposit only to the employee's selected bank account. Seasonal and temporary part time employees only will receive pay by check.

Overtime Compensation Policy:

Under the Federal Fair Labor Standards Act, certain employees in managerial, Department Head, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$107,432 per year depending upon their job duties. The Borough Administrator shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Borough Administrator's prior approval and at the sole discretion of the Borough Administrator.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is budgeted and approved by the Borough Administrator. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

Procedure:

- A. When necessary, overtime will be scheduled and authorized by the Borough Administrator.

- B. All authorized overtime will be recorded on weekly time sheets which must be approved by the Borough Administrator.

Separation Pay Policy:

At the termination of service with the Borough, an employee is eligible to receive pay for any time worked during the current pay period and any accumulated vacation days, floating holidays and unused personal days in accordance with this manual.

Procedure:

- A. An employee shall give written notification to the Borough Administrator at least two (2) weeks in advance of intended termination of service with the Borough.
- B. The Borough will tabulate the employee's final pay and pay the employee at the next pay period pay date.

Contracted Overtime Policy:

The Policy of the Borough of Saddle River is that employees contracted outside the Borough, to conduct various traffic, security, and emergency service assignments, shall be paid at the employee's standard rate of pay for straight time and overtime as applicable by the Borough of Saddle River. The Borough will bill the entity requesting the service the actual employee hours worked and a \$200.00 per 8 hour shift administrative fee per employee. When services are provided to neighboring municipal and school entities the administrative fee will be waived.

Comp Time Policy:

The Policy of the Borough of Saddle River is that employees shall not utilize or accrue comp time in the Borough.

Health Insurance Policy:

The Borough of Saddle River shall provide medical insurance coverage which include provisions for Dental, Prescription and Eye Glass as negotiated with the employee bargaining units and provided by the Bergen Municipal Employee Benefits Fund for all full-time employees. Employees shall contribute to the cost of medical insurance coverage in the amount directed by New Jersey State Statutes and Regulations. This contribution shall be made through a premium only section 125 plan adopted by the Mayor and Council.

Employees and their immediate family members are provided health insurance coverage administered by Borough of Saddle River through the Bergen Municipal Employee Benefits Fund,(B-MED). The complete benefit plan is on file in the Borough Clerk's Office and a Summary Plan Description will be provided to all employees

Health insurance coverage for employees on a Leave of Absence or for an employee who leaves Borough of Saddle River employment will terminate at the end of the month in which the Leave begins or employment is terminated. Employees who wish to continue health insurance coverage for themselves or their dependents under the Borough of Saddle River group plan may do so by taking advantage of the COBRA provision for a period of up to eighteen months by paying the monthly premium in advance at the existing group rate, for each month of continued coverage. For more information, consult the Borough Clerk.

Employees who retire with 25 years of service to the Borough may continue to receive paid health insurance coverage upon retirement. Upon retirement, qualifying employees shall be obligated to contribute 10.5% of the cost of the health care premiums for the plan in which they are enrolled.

Employees hired on or after January 1, 2026 who retire with 25 years of service to the Borough shall be obligated to contribute 35% of the cost of the health care premiums for the plan in which they are enrolled.

Employees who retire with less than 25 years of service to the Borough of Saddle River may continue to receive health benefits coverage for themselves or their dependents under the Borough of Saddle River group plan in effect at the time of retirement by taking advantage of the COBRA provision for a period of up to eighteen months by paying the monthly premium for such coverage in advance at the existing group rate, for each month of continued coverage

Employees receiving retiree health benefits must notify the Borough Administrator in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B. For more information, consult the Borough Clerk.

Procedure:

- A. Employees will be eligible for medical benefits on the day following completion of two months continuous service with the Borough of Saddle River.
- B. To obtain coverage, employees must fill out the appropriate forms which are available from the Borough Clerk.

Life Insurance Policy:

The Borough of Saddle River shall provide the group life insurance plan available under the appropriate New Jersey Pension Plan.

Short Term Disability Policy:

All Full Time Employees are eligible for Short Term Disability (STD) Benefits effective on the first day of the calendar month following the date of hire.

Employees are required to contribute to the Policy Premium and are eligible for 66 2/3% of Predisability Earnings, up to the weekly maximum established by the Plan Administrator.

For any Disability caused by:

- An Accidental Injury
 - There will be no waiting period before benefits commence.
- A Physical Disease, Pregnancy or Mental Disorder:
 - For an Employee with 12 months or more of continuous full-time service to the Borough, there will be a 7-day waiting period before benefits commence.
 - For an Employee with less than 12 months of continuous full-time service to the Borough, there will be a 60-day waiting period before benefits commence.

Benefits are payable for a maximum of 180 days.

New Jersey Pension Plans:

All permanent employees, eligible to be enrolled in the New Jersey Public Employees Retirement System (PERS), the Police and Firemen Retirement System (PFRS) or the Deferred Compensation Retirement Plan (DCRP) shall do so in accordance with the provisions of the New Jersey statutes and regulations.

Deferred Compensation Policy:

The Borough provides a 403-B plan for all employees of the Borough. All employees are eligible to participate when they are permanent in their position. All contributions are made by the employee through payroll deduction.

Flexible Spending Account:

In accordance with the provisions set forth in P.L. 2011 — Chapter 78 the Municipality has established a Flexible Spending Account in accordance with the provisions of Section 125 of the Internal Revenue Service regulations. An Employee wishing to participate should see the CFO and/or Finance Department for specific information.

Seniority Policy:

Seniority is defined as an employee's continuous length of service with the Borough of Saddle River, beginning with his/her date of hire.

Seniority shall commence on the date of hire for said employee.

Continuous service for seniority purposes shall be broken for any of the following reasons:

1. Discharge for just cause.
2. Voluntary resignation
3. Failure to report as required following the expiration of an approved leave of absence, unless the employee presents justifiable reason for his/her inability to report

4. Unauthorized absence from work unless a reasonable and satisfactory excuse for not having notified the Borough of Saddle River is presented.

Dismissal Policy

Definition: Dismissal means removal of an employee from the service of the Borough for cause.

Policy: Reasons for dismissal include but are not limited to:

1. Permanent or chronic physical or mental illness or impairment which incapacitates an employee's ability to properly perform his/her duty;
2. Careless or negligent performance duty;
3. Violation of official Borough regulations;
4. Refusal to obey reasonable directions of one's supervisor;
5. Offensive or discriminatory treatment of fellow employees;
6. Conviction of a criminal offence;
7. Conduct causing damage to public property or waste of public supplies.

Procedure:

- A. A Department Head may recommend to the Borough Administrator that an employee be dismissed when such action is deemed by said Department Head to be in the best interest of the Borough of Saddle River. Such dismissal recommendation shall be in writing and shall state the reasons for dismissal.

All discharges will be in accordance with Federal and State laws as well as applicable collective bargaining agreements.

Retirement Policy:

Under State law, all employees must enroll in the New Jersey Public Retirement System or the Police and Fire Fighters Retirement System as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Borough Administrator in writing. The State retirement plans request six months advance notice to process the application. After giving notice of retirement, employees are expected to assist their Department Head and co-employees by providing information concerning their current projects and help in the training of a replacement. The Department Head will prepare an Employee Action form showing any pay or other money owed the employee. The Borough Administrator will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The Borough Administrator will conduct an exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time,

the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

In accordance with the provisions of N.J.R.S. 43:15A-74, the Public Employees Retirement System of New Jersey has been adopted within the Borough of Saddle River.

Employees enrolled in the Public Employees Retirement System of New Jersey are subject to the requirements and provisions of the plan for which he or she belongs.

Procedure: An employee should notify his/her Department Head and the Borough Administrator in writing at least three (3) months before planned retirement.

Additionally, the employee should apply to the Public Employees Retirement System for pension benefits at least three (3) months prior to his or her planned retirement.

Workers Compensation Policy:

Employees who suffer job related injuries and illnesses might be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. The Borough of Saddle River covers workers compensation benefits through its membership in the Bergen County Joint Insurance Fund. Any occupational injury or illness must be immediately reported to the Department Head and Borough Clerk. All required medical treatment must be performed by a Workers Compensation Physician appointed by Bergen County Joint Insurance Fund the Borough of Saddle River and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Procedure:

- A. Any time an accident or injury occurs while on the job, an employee shall report the incident to his/her supervisor immediately, no matter how small the injury. In addition, an accident report is to be completed and given to the Department Head and/or Borough Clerk immediately after injury.
- B. Department Head will transmit the injury form to the Borough Clerk within twenty-four (24) hours.
- C. Compensation for time lost from the job due to an on-the-job injury or job related illness will be handled as follows:
 - 1. Employee will receive normal salary from the Borough of Saddle River.
 - 2. Employee will receive a compensation check from the insurance company.
 - 3. Employee will sign his/her compensation check over to the Borough of Saddle River.
 - 4. Employees will not be taxed for any Worker's Compensation payments and this income will not be reported to the IRS on the employee's W-2 form, at the end of each year.

- D. Continuation of benefits while on Worker's Compensation will be in accordance with N.J. Division of Pensions Employee Benefit Manual.

Unemployment Compensation:

The unemployment Compensation Law sets up a program for the payment of cash benefits to covered workers who have lost their jobs through circumstances beyond their control.

The Borough of Saddle River and employees are required to make contributions to the financing of the Unemployment Compensation Insurance Program. This is accomplished through deductions from each employee's wages.

Educational Benefits:

The Borough of Saddle River encourages employees to receive job related training and education through attendance at college courses, seminars and professional conferences directly related to their positions with the Borough.

No employee will register for a course which conflicts with the employee's working hours without the prior approval of the Borough Administrator. Employees requiring special consideration to fulfill required courses for an advanced degree shall request and receive approval from the Borough Administrator.

Prior to enrolling or registering in any class, seminar, conference, etc., the employee must first receive approval from the Borough Administrator if said employee will be applying for reimbursement of the cost of said class, seminar, conference, etc.

Employee Assistance Policy:

The Borough of Saddle River has a strong commitment to the health, safety and welfare of its employees, and their families. The Borough recognizes that a variety of personal problems, such as emotional distress, family problems, alcoholism, and drug abuse can be devastating to lives and productivity of our employees. Most people solve their problems on their own, however, The Borough of Saddle River recognizes that sometimes people need professional assistance.

The Borough has established an employee assistance program, operated by the West Bergen Mental Health Care, to help and encourage those employees in need of professional assistance. The program applies to all employees and their eligible dependents who are covered under the Borough health care program.

While the Borough has no intention of intruding into the private lives of its employees, we recognize that personal problems may eventually take their toll on job performance. Our concern is to assure that employees report to work in a condition to perform their duties safely and efficiently in the interest of their co-workers and the public.

All interaction with the EAP will occur between the Borough Administrator, Department Head and the employee.

Education and Training Policy:

Subject to sufficient funds in the budget and upon approval of the Department Head, employees may request tuition expenses for training directly related to the employee's work. The Borough Administrator will be the sole judge of whether a particular course or program is "directly related" to the employee's work. Employees are required to obtain this determination before enrolling in any course or certification program.

Conference and Seminar Policy:

Requests to attend a conference or seminar must be approved by the Borough Administrator. Requests should be made far enough in advance to take advantage of discounts for early registration, and must be submitted at least thirty days before the event. Requests must be in writing including the conference schedule, registration information and estimated costs. The Department Head is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

Policy: The Borough of Saddle River officials and employees, with the approval of the Administrator and provided funds are appropriated and available in the current year budget for these purposes, may from time to time attend conventions, meetings and/or conferences of a professional association. Officials and employees may attend provided these conventions, meetings and conferences are given to provide information specific to the operation of local government. The Borough shall pay for convention, travel, meetings and/or conference registrations and fees and overnight room accommodations where applicable. In addition, the Borough representative for will be reimbursed for expenses incurred (meals, taxis, etc) related to the attendance at the convention, meetings and/or conferences in an amount not to exceed \$75.00 per day.

Procedure: All authorized Borough Representatives shall be reimbursed for expenses incurred in accordance with the above policy following the submission of a voucher that details the activities and costs and has attached in support of the requested reimbursement all receipts for expenses claimed for reimbursement.

SECTION FIVE:

Managerial/Department Head Procedures:

Employment Procedure:

- **Recruitment:** The Borough Administrator will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Borough Administrator who will distribute notification of the vacancy to all departments. Subject to available funding and direction of the Mayor and Council, the Borough Administrator will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Borough of Saddle River is an equal opportunity Borough of Saddle River.
- **Applications:** All candidates must fully complete an application form with the Borough Administrator. A resume will not be considered as a substitute for this form, however a written resume must accompany all applications. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.
- **Interviews:** The Borough Administrator will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with the New Jersey Division of Civil Rights Guidelines for Pre-Employment Inquiries. The Borough of Saddle River will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of his or her job and also provided the accommodation does not impose an unreasonable hardship on the Borough of Saddle River.
- **Physical and Psychological Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Borough Administrator may require applicants to pass a physical and/or psychological examinations in order to insure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical and psychological examinations must be performed on all applicants for a particular position. The Borough Administrator may require periodic physical and or psychological examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Borough of Saddle River at the expense of the Borough of Saddle River. All psychological examinations must be performed by a licensed psychologist chosen by the Borough of Saddle River at the

expense of the Borough of Saddle River. All medical records of employees and prospective employees are confidential and are to be maintained by the Borough Administrator separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Criminal Background Checks:** Criminal background checks are required of all candidates over the age of 18, whether for paid or volunteer positions, who will be working directly or indirectly with children/youth/minors. Criminal background checks will also be performed every three years for each employee or volunteer that works directly or indirectly with children/youth/minors.. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs). **Background check procedure:** The Borough Administrator will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited, to court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Borough Administrator will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of
- **Job Offers:** The final decision will be made by the Mayor and Council of the Borough of Saddle River with the assistance of the Borough Administrator after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the Borough of Saddle River. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Mayor and Council of the Borough of Saddle River with the assistance of the Borough Administrator will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (19) and to provide acceptable proof of right to employment in the United States.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to the Borough Administrator. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations and psychological examinations where applicable must be maintained in a

separate file. All records documents related to other candidates must be retained for at least one year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Background Checks and Procedures for Candidates, Employees and Volunteers:

- **Background checks required:** Criminal background checks are required of all candidates over the age of 18, whether for paid or volunteer positions, who will be working directly or indirectly with children/youth/minors. Criminal background checks will also be performed every three years for each employee or volunteer that works directly or indirectly with children/youth/minors.. The exact titles of employees subject to background checks are (locally defined, but at a minimum should include all recreational positions, crossing guards, library positions, and maintenance and administrative positions pertaining to such programs).
- **Background check procedure:** The Borough Administrator will perform or initiate criminal background checks and be the recipient of reports from outside agencies or contractors. These reports shall include, but are not limited, to court records; police department and corrections agency records; registries or watch lists; state criminal record repositories; and the Interstate Identification Index maintained by the FBI. The Borough Administrator will discuss potentially disqualifying information received with the employee's or volunteer's department head, and a determination that the information is disqualifying shall be made based on whether the disqualification is job-related for the position and is consistent with business necessity. Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

When a disqualification decision has been made as a result of the Borough of Saddle River's "targeted screening process" described below, the Borough Administrator will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working with children/youth. If the Borough of Saddle River contracts with an outside vendor to process the background checks, that contractor may be authorized to inform the person in writing of any information that would disqualify the person from working with children/youth/minors. In addition, the individual shall be advised that he/she has the opportunity to explain the criminal record and to demonstrate why the exclusion based on the Borough of Saddle River's targeted screening process should not apply to him/her under the circumstances. This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence

that he/she is bondable. Thereafter, the Borough of Saddle River shall give the individual further consideration. Existing employees or volunteers will be placed on immediate suspension pending the outcome of a hearing or appeal. Employee suspensions may be with or without pay at the discretion of the Borough Administrator.

- Conditions Under Which An Employee or Volunteer Will Be Disqualified From Working With The Public: A candidate, volunteer, or employee may be disqualified from employment in a position that works with the public if that person's criminal record history background check reveals a record of involvement and [or conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:
- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C: 12)
- Kidnapping (N.J.S.A. 2C: 13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-1)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 20:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses as a result of the Borough of Saddle River's targeted screening process, by which the Borough of Saddle River has taken into account the following factors:

(a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.); (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence; (c) The nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction. Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity. However, the Borough of Saddle River may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

Open Public Meetings Act Procedure concerning Personnel Matters:

Discussions by the governing body or any public body of the Borough of Saddle River concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session, with the right of the employee to be present, unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or anybody of the Borough of Saddle River concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session.

Additionally, whenever the governing body or any public body of the Borough of Saddle River intends to act on a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employees employed or appointed by the governing body or any public body of the Borough of Saddle River then that governing body or that public body of the Borough of Saddle River must provide notice of said intended action to said prospective public officer or employee or current public officer or employees. Prior to the matter being acted on, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed.

Processing and Orientation of New Employees Procedure:

All new regular full-time and regular part-time employees will be scheduled to meet with the Borough Administrator, on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Borough Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Employee Handbook and acknowledgement of receipt;
- A review of the Personnel Policies and Procedures Manual if the employee is a manager or Department Head and acknowledgement of receipt;
- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Initial Employment Period Procedure:

Except where State requirements direct otherwise, new employees or present employees transferring to new positions, will be hired subject to an initial employment period of not less than 24 months, as determined by the Borough Administrator. During this initial employment period, the new employee or transferee will be provided with training and guidance from the Department Head. At the end of the initial employment period, the Department Head will report to the Borough Administrator the status of the employee's work progress. New employees may be discharged at any time during the working test period if the Borough Administrator concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Borough Administrator may extend the initial employment period. Nothing in the procedure set forth in this section shall alter Borough of Saddle River's employment at will policy. Employment with Borough of Saddle River is at will and may be terminated at any time with or without cause or notice by the Borough of Saddle River or the employee."

Employee Handbook Procedure:

The Borough of Saddle River utilizes this Personnel Policy Manual as the Employee Handbook. The Personnel Policy Manual also covers part-time and seasonal employees as well as all bargaining groups in the Borough. Once approved, copies will be distributed and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file. The Personnel Policy manual will be revised and re-distributed whenever there is a significant change in personnel practice.

Performance Evaluation Procedure:

The performance evaluation policy set forth in this manual is the method and procedure utilized by the Borough of Saddle River. The Borough understands that it is critical to create a formal record of an employee's performance in order to establish a foundation for personnel actions. The Borough relies on the day-to-day feedback to and from the employee. The Borough standards which are documented through our job descriptions represent the minimum performance level acceptable in the Borough of Saddle River. The employee's permanent record will include all pertinent documentation noting exceptional performance or documented issues requiring resolution.

Performance discussions with employees conducted by Department Heads also provide guidance regarding their requirement to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Department Heads should review future training needs and career planning. The employee is encouraged to make suggestions about how the department can improve. Department Heads should ask employees for feedback on a regular basis regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates and the public. Open communication is the key to successful performance.

Disciplinary Action Procedure:

All employees are expected to meet the Borough of Saddle River's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Borough of Saddle River's policies and procedures and other disciplinary problems.

Should a Department Head believe that an employee is not conforming to the Borough of Saddle River's policies and rules or to specific instructions, or has acted improperly, the Department Head will first privately discuss the matter with the employee to obtain the employee's view. If the Department Head determines that the employee has acted improperly, the Department Head shall take one of the following actions depending upon the gravity and the employee's past record. At the discretion of the Department Head and the Borough Administrator, action may begin at any step, and/or certain steps may be repeated or by-passed.

- **Informal Verbal Reprimand:** Depending on the circumstances, the Department Head may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The Department Head will discuss situation with the Borough Administrator.
- **Borough Administrator Review:** Should the Department Head consider the offense sufficiently serious to warrant consideration by the Borough Administrator, the employee will be so advised and a meeting arranged with the Borough Administrator at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any. This meeting will be documented in writing and that record shall be placed in the employee's personnel file.
- **Written Reprimand:** When a Department Head determines that a written reprimand is appropriate, the situation must be discussed with the Borough Administrator. The reprimand will be prepared by the Borough Administrator and should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning in writing and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be placed in the employee's official personnel file.
- **Suspension:** Whenever an employee is recommended for suspension, the Borough Administrator will make the decision and may seek the advice of the Borough Attorney. The Actual suspension will be conducted in accordance with the provisions established in the Personnel Policy Manual. Suspended Employees may request a hearing under the applicable grievance procedure.
- **Dismissal:** Whenever an employee is recommended for dismissal, the Borough Administrator and the Mayor and Council will make the decision only after seeking the

advice of the Borough Attorney after reviewing the employee's personnel file and all other facts to determine if there is sufficient cause for the dismissal. Terminated employees may request a hearing under the applicable grievance procedure.

Personnel File Procedure:

The official personnel files shall be maintained by the Borough Administrator and employee medical information will be maintained in a separate file. At least annually, the Borough Administrator will review files to make sure they are up-to-date. The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received the Employee Handbook;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.; ● Educational transcripts; and
- Any other pertinent information.

Employee Complaint Investigation Procedure:

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, Department Head, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The Department Head, or (Employment Attorney/Advisor title) must report all written or verbal complaints to the Borough Administrator unless the complaint is against the Borough Administrator. Upon receipt, the Borough Administrator will determine if the complaint was made pursuant to the General Anti Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten days after receiving the complaint, the Borough Administrator or investigator appointed by the Borough Administrator will interview the employee. If the employee is reluctant to sign a written complaint, the Borough Administrator or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.
- **Investigation:** The Borough Administrator will seek the advice of the (Employment Attorney/Advisor title) when planning the investigation. The investigation should be conducted by the (Employment Attorney/Advisor title) or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan — No Corrective Action Required:** The Borough Administrator will discuss the conclusions with the (Employment Attorney/Advisor title) and render a decision within fourteen days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Borough of Saddle River is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan — Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Borough Administrator will formulate with the advise of the (Employment Attorney/Advisor title) a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan should be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior.

Requests for Employment Verification and Reference Procedure:

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Borough Administrator. No employee may issue a reference letter without the permission of the Borough Administrator. Under no circumstances should any information be released over the phone.

In response to a request for information, the Borough Administrator will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Borough of Saddle River is required to release the information by law or (2) the employee or former employee authorizes the Borough of Saddle River in writing to furnish this information and releases the Borough of Saddle River from liability.

Continuing Education Procedure:

The Borough of Saddle River, in conjunction with the (Employment Attorney/Advisor title) will arrange for employment practices seminars at least annually to train all managerial/Department Head personnel. The Borough of Saddle River will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Borough of Saddle River employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and Department Head personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid Borough of Saddle River-employee disputes and violations of employment rights.

SECTION SIX:

APPLICABLE FORMS

- Notice of Personnel Discussion
- Employee Letter Concerning Employee Complaint Procedure
- Sample Notices Concerning Whistleblower Act
- Application for Employment
- NJ Division of Civil Rights Guide on Pre-Employment Inquiries
- Counseling Action Plan
- Fingerprint and Background Check Consent Form For Employees, Job Applicants, and Volunteers That May Work or Have Contact with the Public

BOROUGH OF SADDLE RIVER

NOTICE OF PERSONNEL DISCUSSION

Address:

This is to notify you, pursuant to the Open Public Meeting Act, that the Mayor and Council of the Borough of Saddle River plans to discuss the subject matter(s) checked below relating to your employment.

- ☐ Application for Employment
- ☐ Promotion or Transfer
- ☐ Compensation
- ☐ Performance Evaluation
- ☐ Special Leave Request
- ☐ Grievance
- ☐ Discipline or Possible Termination
- ☐ Other (Specify):

The discussion will take place at the following meeting(s):

Date of Meeting(s):

Time:

Location:

The discussion will be in closed session, not open to the public, unless before the meeting the Borough Clerk receives a request, in writing, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, it may be closed to the public unless all such affected persons submit such signed requests. You are not required to attend this meeting.

Date:

Signed:

Conscientious Employee Protection Act "Whistleblower Act"

Borough of Saddle River retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an Borough of Saddle River from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the Borough of Saddle River or another Borough of Saddle River, with whom there is a business relationship, that the employee reasonably believes is in violation a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care; b. Provides information to, or testifies before, any public body conducting an investigation, hearing or Inquiry into any violation of law, or a rule or regulation issued under the law by the Borough of Saddle River or another Borough of Saddle River, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an Investigation, hearing or inquiry into quality of patient care; or .
 - c. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, If the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) Is Incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 84:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the Borough of Saddle River a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the Borough of Saddle River or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

The following contact person has been designated to answer your questions or provide information regarding your rights and responsibilities under this act (N.J.S.A. 34:19-4):

Primary Contact: _____

Address: _____

Telephone Number: _____

This notice must conspicuously displayed.

Once each year, Borough of Saddle Rivers must distribute notice of this law to their employees.

If you need this document In a language other than English .or
Spanish, please call (609) 292-7832.



La Ley de protección al empleado consciente

"Ley de protección del denunciante"

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:

- a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso un empleado licenciado o certificado de la salud que tiene motivos fundados para pensar que se trata de la atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente.
- Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)

2. No se puede acoger a la protección contra la represalia, se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

La persona siguiente para hacer sus preguntas o, proporcionar información relacionada con sus y responsabilidades según esta ley (N.J.S.A.- 34:19-4):

Nombre: _____

Dirección: _____

Número de teléfono: _____

Este aviso se debe exponer a la vista de todos.

Una vez por año, los empleadores deben de distribuir un aviso de esta ley a sus empleados.

Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832. Posiblemente, una carga nominal puede ser cobrada.



AD-z-ra.*

Borough of Saddle River Employee Complaint Form

Date _____

Attach additional sheets if necessary to fully complete all questions

NAME:

DEPARTMENT:

TITLE:

SUPERVISOR:

Time period covered by this complaint: _____

Individuals who allegedly committed the acts being complained of:

Describe the nature and dates of the acts allegedly committed by each individual:

Identify all persons with knowledge of the complained conduct:

Are there any documents or other evidence that supports the occurrences described above?

If you previously complained about this or related acts to a supervisor or official, please identify the individual to whom you complained, the date of the complaint, and any action taken.

Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge. BY: DATE:

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential, (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to and including discharge.

I am willing to cooperate fully in the investigation of my complaint and to provide whatever evidence is deemed relevant.

BY: _____ DATE: _____

EMPLOYMENT APPLICATION BOROUGH OF SADDLE RIVER

100 East Allendale Rd.

Saddle River New Jersey 07458

Date_____

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

Phone (Cell): _____ (Home): _____

Social Security Number: _____ Date of Birth: _____

Position applied for: _____

Have you ever applied to the Borough of Saddle River before: Yes No If yes, give date

Date you can start: _____ Salary desired: _____

Are you available to work: Full time Part time Shift work Temporary

Are you currently employed: Yes No May we contact you at work: Yes____No

May we contact your current Employer: _____Yes _____No

Are you currently on layoff status and subject to recall:_____Yes _____No

Do you possess a current driver's license: _____Yes _____No

Do you possess a current commercial driver's license: _____Yes _____No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: _____Yes _____No

Are you legally eligible to work in the United States of America: _____Yes _____No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense: Yes No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.

Are you currently disqualified from holding public employment due to criminal conviction in the State of New Jersey pursuant to N.J.S.A. 2C:51-2(d)?

☐ Yes ☐ No

The Borough of Saddle River is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four Employers, major assignments within the same Employers. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			

Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: Circle	Graduated: Circle	Major Field:
High:		Yes	
College:		Yes	
Other:		Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Employer, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Saddle River later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Saddle River the right to investigate the information I have provided, talk with former Borough of Saddle Rivers (except where I have indicated they may not be contacted). I give the Borough of Saddle River the right to secure additional job-related information about me. I release the Borough of Saddle River and its representatives from all liability for seeking such information. I understand that the Borough of Saddle River is an equal-opportunity Borough of Saddle River and does not discriminate in its hiring practices. I understand that the Borough of Saddle River will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Borough of Saddle River may terminate me at any time in accordance with its established policies and procedures. No representatives of the Employer may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

Applicant's Signature _____ Date _____

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application.
This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____

Address: _____

Phone: _____

Position Applied For:

How did you learn about this position? Advertisement Employment

Agency

___Friend ___Relative ___Walk-in ___Other (Explain) _____

Information Regarding Status:

Gender:

_____Male

_____Female

Equal Employment Opportunity identification groups:

_____White

_____African-American (non-Hispanic)

_____Hispanic

_____American Indian/Alaskan native

_____Asian/Pacific Islander

_____Other _____

Other protected Groups:

_____Individual with a disability

_____Vietnam-era veteran (served between 1964 and 1975)

_____Disabled veteran

For Borough of Saddle River use only

Hired: Yes No Position_____ Date_____

Which EEO job classification best describes the position for which the applicant applied?

1. Officials and Managers 4. Sales workers 7. Operators(semi-skilled)
2. Professionals 5. Office and clerical workers 8. Laborers (unskilled)
3. Technicians 6. Craft workers (skilled) 9. Service workers

Borough Official_____ Date_____

This page for Borough of Saddle River use only!
Results of interview

Interviewer:

Date:

Time:

NJ DIVISION ON CIVIL RIGHTS GUIDE ON PRE-EMPLOYMENT INQUIRIES

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Name	a) The fact of a change of name or the original name of an applicant whose name has been legally changed b) Maiden name	Whether or not the applicant has ever worked under another name or was the applicant educated under another name. (Allowable only when the data is needed to verify the applicant's qualifications)
Birthplace and Residence	a) Birthplace of applicant b) Birthplace of applicant's parents c) Requirement that applicant submit birth certificate, naturalization or baptismal record d) Own home, rent, board or live with parents	a) Are you in the United States on a visa, which prohibits you from working here? b) Are you either a US citizen or a permanent resident alien?
Creed and Religion	a) Applicant's religious affiliation b) Church, parish, or religious holidays observed by applicant	
Race or Color	a) Applicant's race b) Color of applicant's skin, eyes, hair, etc. c) Driver's license number	
Photographs	a) Photographs with application b) Photographs after interview, but before a hiring	
Age	a) Date of birth or age of applicant b) Age specifications, limitations, or implications in a newspaper advertisement which might bar workers under or over a certain age c) Driver's license number	Applicant may be asked if he/she is over the minimum legal age and under a bona fide mandatory retirement age
Language	a) Applicant's mother tongue b) Language commonly used by applicant at home c) How the applicant acquired ability to read, write, or speak a foreign language	Language applicant speaks and/or writes fluently (only if job related)
Relatives	Name and/or address of any relative of the applicant	Name and address of person to be notified in case of accident or emergency
Military Experience	a) Applicant's military experience in other than United States Armed Forces b) National Guard or Reserve Units of applicant c) Draft classification or other eligibility for military service d) Applicant's whereabouts during periods of armed conflict e) Dates, conditions and e of discharge	a) Military experience of applicant in Armed Forces of United States only when used for employment history b) Whether applicant has received any notice to report for duty in Armed Forces

Category	It is discriminatory to inquire about:	Some examples of acceptable inquiries:
Organizations	Any clubs, social fraternities, sororities, societies, lodges, or organizations to which the applicant belongs	Membership in a union, professional or trade organization

References	The name of applicant's pastor or religious leader	Names of persons willing to provide professional and/or character references for applicant
Sex and Marital Status	a) Sex or marital status or any questions which would be used to determine same b) Number of dependents, number of children c) Spouse's occupation	
Arrest and Conviction Record	The number and kind of arrests of an applicant	Convictions which bear a relationship to the job
Height and Weight	Any inquiry' into height or weight of applicant	
Physical Disabilities	Any inquiry as to physical disability, which has no direct bearing on satisfactory performance of the specific job in question. (For example, questions as to the mobility of a person without the use of his or her legs, when the job in questions involves working in a stationary position.)	Does applicant have any physical disability, which would prevent him or her from satisfactorily performing the job? example, questions concerning hearing impairment are acceptable on applications for a telephone operation position.)
Education	Whether or not the applicant is a high school graduate	a) Show highest grade completed b) Detail your educational background

BOROUGH OF SADDLE RIVER COUNSELING ACTION PLAN

EMPLOYEE NAME:

DATE:

DEPARTMENT :

POSITION:

I met with the above employee to discuss performance regarding the following problem(s):

This is a [3 verbal, written, 0 final meeting with this employee concerning this matter.

State the reason for the counseling session:

Employee's performance is not acceptable for the following specific reasons:

Employee must achieve the following goals in order to reach acceptable standards:

Employee should reach these goals by:

C] Immediately

Employee is on a probationary status and will be re-evaluated on_____

Employee is Suspended: Dates: _____

Consequences of failure to improve or achieve goals:

May result in further disciplinary action, up to and including termination.

Termination..

Employee's Comments:

I have read the above. I understand that it constitutes a warning and I understand the amount of time I have to attain the stated performance goals. I also understand the consequences of my failure to improve or attain the above goals.

Employee Signature: Date:

Department Head Signature_____Date: _____

Borough Administrator Signature: _____Date: _____

Fingerprint and Background Check Consent Form

For Employees, Job Applicants, and Volunteers That May Work or Have Contact with the Public

In accordance with Borough of Saddle River Ordinance No. and N.J.S.A. 15A:3A-1 seq, I understand that, as a condition of continued employment, new employment, or my volunteer service, the Borough requires background checks on all individuals who will be working with children. .

By signing this form, I agree to be fingerprinted and consent to a criminal background record check as a condition of new employment, continued employment, or voluntary service. I also represent, attest, and certify that I have never been convicted of any of the following crimes or disorderly persons offenses as defined by New Jersey law or the law of any other state, or that the guilty disposition of any of the crimes and/or offenses has been amended to a status of not guilty, or that any previous charges, as listed below, have been expunged:

2c:1 1 HOMICIDE all offenses

2C:12 ASSAULT, ENDANGERING, THREATS all offenses

2C:13 KIDNAPPING all offenses

2c:14 SEXUAL OFFENSES all offenses

2c:15 ROBBERY all offenses

2C:20 THEFT all offenses

2C:24 OFFENSES AGAINST THE FAMILY, CHILDREN AND INCOMPETENTS all offenses

20:35 CONTROLLED DANGEROUS SUBSTANCES all offenses
except paragraph (4) of subsection a. of NJS.2C:35-10

The Crime of Arson or Fire Setting

Other crime of offence that would render this applicant an inappropriate selection for the position sought.

Name (please print)

Applicant's signature

Date

Parent's signature (if applicant is under 18)

Date

BOROUGH OF SADDLE RIVER

Receipt for Employee Handbook and Personnel Policies and Procedures Manual

I acknowledge that I have received a copy of the Borough of Saddle River's Employee Handbook and Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor, or the Borough Administrator.

In addition, I understand that this manual states the Borough's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with Borough for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Borough Clerk.

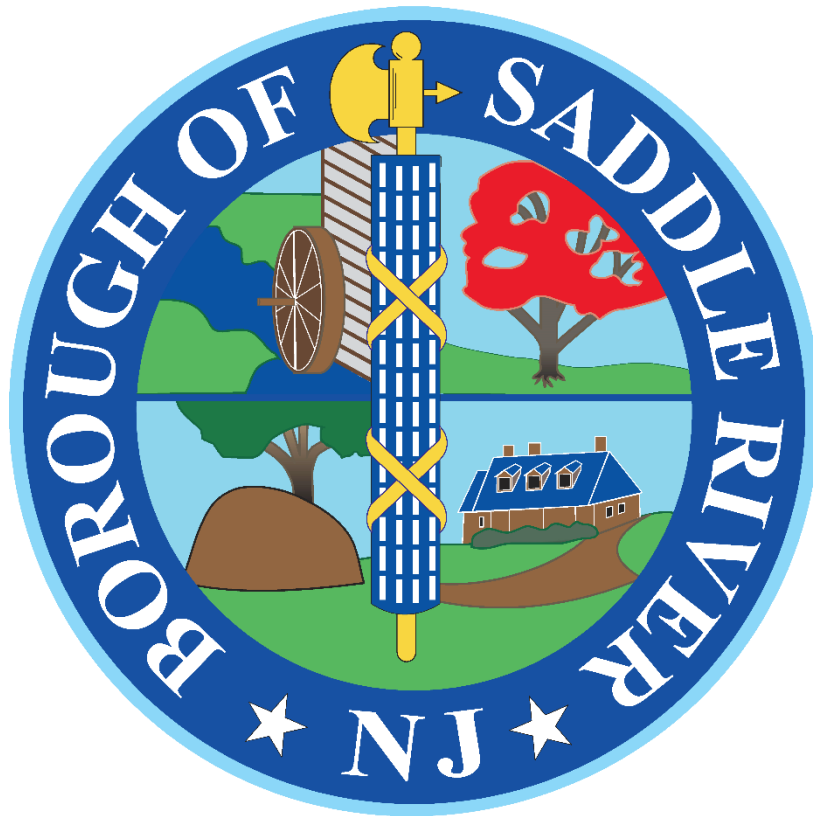
Date: _____

Signature: _____

Print Name: _____

Department: _____

2025



BOROUGH OF SADDLE RIVER

VOLUNTEER HANDBOOK
REVISED DECEMBER 2025

VOLUNTEER HANDBOOK

DISCLAIMER

The purpose of this Handbook is to acquaint volunteers of the Borough of Saddle River with the policies and practices which apply to a volunteer's position with the Borough of Saddle River. The policies and practices contained in this Handbook are only guidelines and maybe canceled or changed by the Borough of Saddle River at any time with or without notice. This Handbook is not intended to nor does it create an employment contract between the Borough of Saddle River and any of its volunteers.

THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.

Except as otherwise provided by contract or applicable law, a volunteer's service is at-will. This means that any volunteer may voluntarily terminate his/her service with the Borough of Saddle River at any time, for any reason. It also means that the Borough of Saddle River may terminate any volunteer's service with the Borough of Saddle River at any time, with or without good cause. Nothing contained in this Handbook constitutes a contractual right, express or implied. No provision contained in this Handbook or any other policy or procedure may be changed by any oral statement but must be in writing signed by an authorized representative of the Borough of Saddle River.

The Borough of Saddle River retains all rights to discharge or discipline volunteers. As a volunteer of the Borough of Saddle River, you agree to conform to all applicable policies, procedures, rules, regulations, statutes and collective negotiations agreements.

This Handbook is not meant to affect, or to be a comprehensive description of local, State or federal statutes, rules or regulations, disciplinary procedures, benefits, workers' compensation, leaves, compensation, the policies, practices and procedures of the Borough of Saddle River, or collective negotiations. The rights and responsibilities of volunteers are always governed by existing law and any applicable agreements or established past practice. Nothing in this Handbook provides legal rights in addition to those, if any, provided to volunteers under local, State or federal statutes, rules, regulations, collective negotiations agreements or established past practice. If any part of this Handbook conflicts with local, State or federal statutes, rules, regulations, executive orders, a collective negotiations agreement or established past practice, the part of the Handbook which conflicts with a local, State or federal statute, rule, regulation, collective negotiations agreement or established past practice will be null and void as it applies to the affected group of volunteers. Likewise, if at any time, any local, State or federal statutes, rules, regulations, executive orders or collective negotiations agreement should be amended, this Handbook will be deemed to have been likewise amended, even though actual changes to the Handbook have not been made.

Please be aware that this Handbook contains a summary of several laws, rules, regulations, and policies that are applicable to volunteers. However, this Handbook is not intended to be a comprehensive description of every policy that applies to volunteers. The Borough of Saddle

River Personnel, Policies and Procedures Manual, a more comprehensive document that is applicable to volunteers, is also available for review.

In the event of a declared State of Emergency or otherwise, if any local, State or Federal statute, rule, regulation or Executive Order temporarily amends, alters, suspends or discharges any of the terms set forth in this Handbook, the terms and provisions herein shall be similarly temporarily amended, altered, suspended and or discharged, without the need for formal written amendment of this Handbook.

This Handbook shall apply to all volunteers of the Borough of Saddle River, including but not limited to volunteer firefighters, first aid squads, and CERT team members.

Volunteers will be notified when any material changes are made to the policies contained in this Handbook.

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I. ANTI-DISCRIMINATION POLICIES

A. Equal Opportunity

The Borough of Saddle River is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The Borough of Saddle River will make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law, unless required by a bona fide occupational qualification.

The Borough of Saddle River will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The Borough of Saddle River will not discriminate with regard to any term, condition or privilege of a volunteer's position. Borough of Saddle River-sponsored training, education, tuition assistance, and social and recreation programs will be administered without discrimination. The Borough of Saddle River has an Affirmative Action Officer ("AAO"), who is assigned overall responsibility of the Affirmative Action Program. Any volunteer with a question or grievance should contact the Affirmative Action Officer at:

[List Name and Contact Information of AAO]

B. Americans with Disabilities Act

In compliance with the Americans with Disabilities Act ("ADA"), the ADA Amendments, and the New Jersey Law Against Discrimination ("NJLAD"), the Borough of Saddle River does not discriminate based on disability, pregnancy, pregnancy-related medical condition, breastfeeding or childbirth. The Borough of Saddle River will endeavor to make every work environment handicap accessible and consider reasonable accommodations, when appropriate. Future construction and renovation of facilities will be in accordance with the ADA Accessibility Guidelines, as well as the ADA Amendments Act.

II. ANTI-HARASSMENT POLICY

The Borough of Saddle River has committed to a workplace free from harassment that is based on race, creed, color, religion, sex, gender identity or expression, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or

because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status or any other group status protected by law. Any such harassment is a violation of federal and State anti-discrimination laws and will not be tolerated by the Borough of Saddle River. This policy applies to all employees and volunteers as well as to any individuals who may come in contact with employees and volunteers. Reprisals against anyone who makes a complaint under this policy will not be tolerated and violators of the policy will be subject to discipline, up to and including termination, and may be subject to any other liability authorized under applicable law.

Additionally, it is a violation of this policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example,

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:

1. Generalized gender-based remarks and comments;
2. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
3. Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mails, text messages, invitations, gestures or inappropriate comments about a person's clothing;
4. Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;
5. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;
6. Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or

7. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Any volunteer found to have violated any portion or portions of this policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion or termination of volunteer position. Referral to another appropriate authority for review for possible violation of federal and State statutes may also be appropriate.

Volunteer Responsibilities – The Borough of Saddle River cannot address or correct harassing conduct that it is not aware of. Any volunteer who believes that he/she has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment, or otherwise has knowledge of others being subjected to such discrimination/harassment is expected to promptly report the incident(s) to a supervisor or directly to the Borough of Saddle River’s Equal Employment Opportunity/Affirmative Action Officer or to any other persons designated by the Borough of Saddle River to receive workplace discrimination complaints. Specifically, volunteers are encouraged to utilize the attached Discrimination Complaint Processing Form.

All volunteers are expected to cooperate with investigations undertaken pursuant to this section. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination.

Supervisor Responsibilities – Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the Borough of Saddle River’s Equal Employment Opportunity/Affirmative Action Officer, or any other individual designated by the Borough of Saddle River to receive complaints of workplace discrimination/harassment. A supervisor’s failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination.

For purposes of this section, a “supervisor” is defined broadly to include any manager and/or other individual who has authority to control the work environment of any other staff member, including volunteers.

Investigation of Complaints – Any complaint made under this section shall be investigated by the Borough of Saddle River in a manner consistent with the New Jersey State Model Procedures for Internal Complaints Alleging Discrimination in the Workplace. Additionally, all complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be

directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

III. CONDUCT OF VOLUNTEERS

A. Ethical Conduct

Pursuant to the provisions of the Local Government Ethics Law:

1. No volunteer or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. No volunteer should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No volunteer should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No volunteer should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.
5. No volunteer, member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.
6. No volunteer will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.
7. No volunteer or business organization in which he or she has an interest will represent any person or party other than the Borough of Saddle River in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. A volunteer or members of his or her immediate family may represent himself or herself in proceedings concerning the volunteer's own interests.

B. Political Activity

Pursuant to New Jersey law governing elections, no holder of a public office or position will demand payment or contribution from another holder of a public office or position for the campaign purpose of any candidate or for the use of any political party.

No volunteer will directly or indirectly use or seek to use his or her position to control or affect the political action of another person or engage in political activity during working hours. No volunteer whose principal position is in connection with a program financed in whole or in part by Federal funds or loans, will engage in any of the following prohibited activities under the “Hatch Act”:

1. Using official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
2. Directly or indirectly coercing, attempting to coerce, commanding or advising an officer or volunteer to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
3. Being a candidate for public office in a partisan election.

The Hatch Act, 5 U.S.C. 1501 et seq., is enforced by the Special Counsel of the United States Merit System Protection Board. Department Heads or supervisors can advise a volunteer if his/her position is federally-funded.

Nothing in this policy shall be construed as restricting volunteers from engaging in lawful, political activity while outside of working hours and outside of their official job duties.

IV. WORKPLACE

A. Appearance Policy

Volunteers are expected to present themselves in a neat, business-like manner and shall dress appropriately for the work they perform. At the discretion of the Borough of Saddle River, individual Departments may implement specific dress code requirements. Uniforms, where required, shall be worn in accordance with applicable departmental standards.

Volunteers violating this policy shall be required to take corrective action, or will be sent home.

B. Vehicle Use Policy

Borough of Saddle River vehicles may be assigned to volunteers for use during the performance of official Borough of Saddle River business only. Any volunteer who utilizes an Borough of Saddle River-assigned vehicle for personal use may be subject to disciplinary action. Additionally, the volunteer to whom a vehicle is assigned is the party responsible for its security and maintaining it in a safe operating condition. Vehicles may only be taken home with the advance approval of the Borough of Saddle River.

Driver's License Policy - Any volunteer whose work requires the operation of an Borough of Saddle River-assigned vehicle, or the operation of their own vehicle for Borough of Saddle River business, must hold a valid New Jersey State Driver's License. Such volunteers shall be required to submit to a driving records check by the New Jersey Motor Vehicle Commission as a condition of employment. Periodic checks of volunteers' drivers' licenses will also be made.

Volunteers who drive their own vehicle for Borough of Saddle River business must provide the Borough of Saddle River with a copy of their current Certificate of Insurance evidencing liability limits of _____. Drivers are required to notify their immediate supervisor in those cases where a license is expired, suspended, or revoked for any reason. Failure to report such an instance subjects the volunteer to disciplinary action, up to and including termination. Any volunteer who does not hold a valid New Jersey Driver's License shall not be allowed to operate an Borough of Saddle River-assigned vehicle until such time as a valid license is obtained.

C. Computer Usage

In order to provide a viable data and communication system for the Borough of Saddle River that supports the needs of all departments, security and confidentiality of the information must not be compromised. Security is a major concern throughout every office of the Borough of Saddle River and its volunteers. This provision shall apply to the day-to-day operations of all the Borough of Saddle River's information and technology equipment, as well as mobile or portable units. Although this policy comprehensively addresses current security concerns, impending and future system developments may require additional security considerations.

Every volunteer must be cognizant of the potential for civil liability inherent in the dissemination of information obtained through the Borough of Saddle River's information systems. The Borough of Saddle River reserves the right to prosecute, in a civil or criminal manner, as well as discipline in accordance with the Borough of Saddle River's rules and regulations, any volunteer who violates any section of this provision.

The Borough of Saddle River shall have the express right to access any electronic information device utilizing any administrative or user password for the purpose of troubleshooting, supporting or maintaining the computer network or while investigating an incident or violation of this policy. All electronic information devices, their contents, e-mail or electronic correspondence originating from or arriving on a device owned or authorized on the Borough of Saddle River's computer network, is the property of the Borough of Saddle River and is subject to entry and inspection without notice. Any data or information created or stored on the Borough of Saddle River's computer network becomes the sole property of the Borough of Saddle River. Ownership of said data is forfeited and all rights to ownership are surrendered to the Borough of Saddle River.

In order to ensure that the Borough of Saddle River's electronic network is being used only for legitimate business purposes, the Borough of Saddle River reserves the right to enter or search any computer file, the e-mail system, and/or monitor computer and e-mail use. Accordingly, no volunteer should have any reasonable expectation of privacy regarding their use of the Borough of

Saddle River's computer or when utilizing the Borough of Saddle River's computer network, including, but not limited to, electronic mail. All such documents or information may be subject to the provisions of the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq.

Further, Borough of Saddle River business which is conducted by a volunteer on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

D. Social Networking Policy

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, volunteers must be mindful of the negative impact of inappropriate or unauthorized postings upon the Borough of Saddle River and its relationship with the community. This provision identifies prohibited activities by volunteers on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the Borough of Saddle River reserves the right to investigate postings, private or public, that violate workplace rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Borough of Saddle River by other volunteers or third parties. Volunteers should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that volunteers can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by those engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the volunteers' official job duties.

V. DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

The possession or use of drugs and the abuse of alcohol pose a threat to the health and safety of all employees and volunteers. To that end, the Borough of Saddle River has adopted a Drug and Alcohol Free Workplace Policy and all volunteers are subject to the rules and regulations set forth in that policy. Specifically, the manufacturing, distribution, dispensing, and/or use of alcohol or drugs on the Borough of Saddle River's premises, or during work hours, by volunteers is strictly prohibited.

Any volunteer who is observed by a supervisor or Department Head to be intoxicated or under the influence of alcohol and drugs during working hours, or is under reasonable suspicion of same, shall be immediately tested and is subject to discipline, up to and including termination. Volunteers who are required to maintain a Commercial Driver's License ("CDL") are subject to random drug testing as required by the federal government. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination.

As a condition of working in safety-sensitive volunteer positions, such as volunteer firefighters and first aid workers, all final applicants for such positions shall be subject to drug testing.

The full Drug and Alcohol Free Workplace Policy and the CDL Drug and Alcohol Testing Policy are both available for review in the Borough of Saddle River's Personnel, Policies and Procedures Manual.

VI. DOMESTIC VIOLENCE POLICY

The Borough of Saddle River hereby adopts the Statewide Domestic Violence Policy for Public Employers released by the New Jersey Civil Service Commission, which is applicable to all public employers pursuant to N.J.S.A. 11A:2-6a. Such policy requires that the Borough of Saddle River designate a Human Resources Officer ("HRO") to assist volunteers who are victims of domestic violence. The HRO must receive training on responding to and assisting volunteers who are domestic violence victims in accordance with the policy. Volunteers who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. The Borough of Saddle River will develop a plan to identify, respond to, and correct performance issues that may be caused by a domestic violence incident.

The full policy is available for review in the Borough of Saddle River Personnel, Policies and Procedures Manual.

VII. PROTECTION AND SAFE TREATMENT OF MINORS

The Borough of Saddle River is fully committed to protecting the health, safety and welfare of minors who interact with officials, employees, and volunteers of the Borough of Saddle River to the maximum extent possible and has adopted a policy which establishes the guidelines for officials, employees, and volunteers who set policy for the Borough of Saddle River or may work with or interact with individuals under 18 years of age, and those who supervise employees, and

volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

All such prospective volunteers may be required to undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. The full policy is available for review in the Borough of Saddle River's Personnel, Policies and Procedures Manual.

In addition to those volunteers who interact with minors, all volunteers may be required to undergo a thorough and complete background check, subject to any state or federal law requirements.

VIII. COMPLAINT PROCEDURE

A volunteer should discuss any complaints with his or her immediate supervisor for the purpose of resolving the matter informally. It is the policy of the Borough of Saddle River to maintain open lines of communication with all employees and volunteers. Any complaints that are not resolved between the volunteer and the supervisor, may be brought to the attention of the Department Head for additional review and resolution.

**RESOLUTION #204-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

AUTHORIZING TYCO ANIMAL CONTROL SERVICES

BE IT RESOLVED that the Mayor and Council of the Borough of Saddle River authorize Tyco Animal Control Service to be the Certified Animal Control Officer for the Borough of Saddle River for the period January 1, 2026 through December 31, 2026 and pursuant to the terms and conditions outlined in the attached agreement.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

Contract of Services for Borough of Saddle River

Contact: Carol A. Tyler
Licensed Animal Control Officer

Tracy Grady-Cohen, DVM
Consultant

This is a contract between the Borough of Saddle River and Tyco Animal Control for animal control services for the sum of \$5,100.00 per anum to be paid monthly, effective January 1, 2025. This price will remain in effect through December 31, 2026.

Hours of regular services as provided for herein will be Monday through Friday 8:00 am to 7:00 PM inclusive. Any calls responded to outside of these hours or on any national holiday shall be considered an emergency as described below in statement number five.

SERVICES TO BE PROVIDED:

1. The impounding of any animal deemed to be stray. The only animals to be impounded will be those taken by the animal control officer.
2. The impounding of any owned animal without a current registration tag on its collar.
3. Dependable and quick response to calls from the police department or other municipal official to rescue and remove sick, dangerous, diseased, or injured wildlife.
4. Render a monthly written report of animal control activities in the community.
5. Respond to emergency calls. These shall involve animals on public property that represent a life-threatening hazard to the animal and/or the general public. A call shall be deemed an emergency between the hours of 7:00 PM and 8:00am Monday through Thursday and from 7:00pm Friday to 8:00am Monday. Responses during these hours will result in a charge of \$60.00 per call.
6. Supervision of humane trapping of wild and stray animals on public property with no additional fee. In the event that animals must be trapped on private property and additional fee of \$60.00 trap rental and \$60.00 service and removal fee payable in advance shall be born by the owner of the property. Trapping services are available Monday through Friday. There will be no trapping on weekends.
7. Removal of visible wildlife from private homes will be available at a fee of \$60.00 payable by the homeowner.
8. Dead animals on public streets will be removed and disposed of in a professional, dependable, and timely manner during regular business hours up to 4:00 PM for no additional charge. This does not include owned or licensed animals that have been killed on public property. The cost for this removal shall be the responsibility of the owner. The Borough Administrator or Borough Clerk will designate a location in the Borough for the disposal of the deceased animals picked up by the animal control officer.
9. All licensed animals impounded from public property will be held, owners contacted, and animals returned. Municipal fees or fines will be collected from the owners and forwarded to the proper agency in the township.
10. The Borough shall provide a list of all licensed animals.

11. There will be no provision for Tyco's facility to accept unwanted animals from owners. The only animals to be impounded at our facility will be those actually caught by the animal control officer.
12. Rabies suspect specimens will be prepared at no additional cost, and transported to the Bergen County Health when necessary. If a situation arises when the specimen has to be taken to Trenton, a private courier service will be used. In the case of a bite to a human it is the responsibility of that individual to assume the cost for transport. In other situations, the municipality is responsible for the charges of transportation to Trenton. (Currently about \$180.00)
13. Either Party may terminate this contract for any reason upon 90 days written notice to the non-terminating or other party.
14. Assist the Borough Clerk with licensing follow up, issue summons and appear in court on behalf of the Borough at no extra cost to the Borough.
15. In the event the State Department of Health requests the collecting of crows for West Niles testing during the contract period, the borough will be charged \$60.00 per month for the collecting of crows.
16. The harassing of Canadian Geese on Borough properties daily using dogs or noise devices.
17. If Tyco must intercede in an emergent situation that causes Tyco to take in and house an unusual number of animals (more than 14), or a circumstance that causes Tyco to provide extraordinary scope of services above and beyond normal animal control an additional fee to cover time and expenses will be borne by the contracting municipality.

Borough of Saddle River

Date



Tyco Animal Control Agent

Date

Witness

Date

**RESOLUTION #205-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION TO AUTHORIZE A REQUIRED DISCLOSURE
INFORMATION TECHNOLOGY
SERVICES CONTRACT WITH GOLD TYPE BUSINESS MACHINES (GTBM)**

WHEREAS, the Borough of Saddle River has obtained quotation for service from Gold Type Business Machines (GTBM) for the provision of network support services for the Borough of Saddle River and the Saddle River Police Department in accord with N.J.S.A 19:44A-20.5; and

WHEREAS, GTBM has provided for a quote of \$17,500.00 per year, for a one (1) year contract; and

WHEREAS, GTBM has provided for the Business Entity Disclosure and Political Contribution form in accord with N.J.S. 19:44A-20.5; and

WHEREAS the Borough Administrator recommends that a new Contract be awarded to GTBM for a one (1) year contract commencing January 1, 2026 through December 31, 2026.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Saddle River to accept the Contract for information technology support services with **GTBM, 351 Paterson Avenue, East Rutherford, NJ 07373** for the period January 1, 2026 to December 31, 2026, as per the specifications attached.

BE IT FURTHER RESOLVED that the Borough Administrator is hereby authorized to execute the Contract.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk



**NETWORK SERVICE AGREEMENT between
BOROUGH OF SADDLE RIVER AND GOLD TYPE BUSINESS
MACHINES, INC.**

THIS SERVICE AGREEMENT ("Agreement") is effective January 1, 2026 for a period of one year by and between the Borough of Saddle River ("Customer") and Gold Type Business Machines, Inc. ("GTBM") for the provision of network support services for the Borough of Saddle River and the Saddle River Police Department.

1. SERVICES AND PROCESS

- a) GTBM will dedicate four (4) hours every two (2) weeks to manage the Network, in its existing state, and will ensure that the network is up and running provided that the existing equipment is functional.
- b) GTBM will fine tune the network using the current equipment and backbone.
- c) GTBM will use the existing equipment to secure and lock down the Network so that it is not vulnerable to outside threats. GTBM will also check all workstations for virus and vulnerabilities and fix accordingly.
- d) GTBM will document all users on the network and their functions for each workstation. GTBM will also create a snapshot of each user's workstation so that it will be a seamless transition for users to move to new workstations in the event of a workstation failure.
- e) GTBM will create a visio diagram of the Network to provide to the Borough and Police Department, which will include server passwords, current software subscriptions and firewall configuration.
- f) GTBM will remotely check the backups and reconfigure daily to ensure the Network is functioning properly.
- g) Customer shall notify GTBM of all service needs by calling the GTBM Service Department at 201-93 55090 during normal business hours Monday through Friday from 8:30am until 5:00pm. For afterhours support, customer shall call the main line and follow the prompt. If Customer requires Network support services that exceed GTBM's biweekly four (4) hour commitment, then regular rates will apply. Replacement parts are not covered by this agreement
- h) GTBM shall notify Customer of all Joint Insurance Fund (JIF) training and/or certification requirements and endeavor to support Customer with resources to complete such requirements. Customer shall bear the sole responsibility of completing all requirements in a timely manner.



2. CHARGES AND PAYMENTS

- a) Customer shall pay \$17,500.00 annually to GTBM for Network services. Any authorized replacement parts or equipment will be invoiced separately as necessary.
- b) Except as otherwise specified herein, all invoices rendered under this Agreement are due and payable within thirty (30) days of the date of invoice. All invoices not paid within thirty (30) days from when due shall be subject to a monthly interest charge of one and one-half percent (1 1/2%) per month on the unpaid balance.

3. LIMITATION OF LIABILITY

IN NO EVENT SHALL GTBM BE LIABLE FOR PERSONAL INJURY, OR ANY INCIDENTAL, PUNITIVE, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, LOSS OF DATA, BUSINESS INTERRUPTION OR ANY OTHER COMMERCIAL DAMAGES OR LOSSES, ARISING OUT OF OR RELATED TO CUSTOMER'S USE OR INABILITY TO USE A TERMINAL, COMPUTER, LAN DEVICE, PRINTER, A COMMUNICATIONS DEVICE DUE TO A FAILURE OF A THIRD-PARTY VENDOR OR DISABLED INTERNET CONNECTIVITY, HOWEVER CAUSED, REGARDLESS OF THE THEORY OF LIABILITY (CONTRACT, TORT OR OTHERWISE) AND EVEN IF GTBM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

4. TERMINATION

- a) GTBM may terminate this Agreement if GTBM gives written notice to the Customer specifying the Customer's failure to make payment when due and the Customer then fails to make such payment within ten (10) days following receipt of such notice.
- b) Either Party may also terminate this Agreement by written notice to the other, effective immediately upon receipt, if the other Party shall file a petition in bankruptcy, shall be adjudicated to be bankrupt, shall take advantage of the insolvency laws of any state, territory or country, shall make an assignment for the benefit of creditors, shall be voluntarily or involuntarily dissolved, shall admit in writing its inability to pay debts as they come due, or shall have a receiver, trustee or other court officer appointed for its property.
- c) Termination of this Agreement does not relieve either Party of obligations to make any payments or perform any services due prior to the date of termination.



5. MISCELLANEOUS

The Parties agree that this Agreement including any Exhibits and any submissions or proposals referred to in any of those Exhibits, constitute the entire agreement between the Parties in connection with the Network Service Agreement and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. Customer may not assign the Agreement without the express, written consent of GTBM. Except as otherwise provided in the Agreement, notices, demands, requests or other communications which are given or required pursuant to the Agreement shall be in writing and shall be delivered by first class, registered or certified mail, postage prepaid, or by hand (including third-party courier or nationally recognized overnight service) or facsimile to a Party's address indicated in the Agreement. Each Party agrees to provide the other notice of any address change. If any term of the Agreement is found to be invalid or unenforceable, the remaining provisions will remain effective. If either Party fails to require performance by the other Party of any provision, it shall not affect the right to require performance at any time thereafter nor shall it be held to be a waiver of the provision itself. Pursuit of any remedy hereunder or under applicable law by either Party shall not prevent such Party from pursuing any other available remedy and shall not operate as an election of remedies. Except for payment obligations, neither Party will be responsible for performance of its obligations hereunder where delayed or hindered by war, terrorism, riots, embargoes, strikes or acts of its vendors, suppliers, accidents, acts of God or any other event beyond its reasonable control. The Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together will constitute one agreement. This Agreement shall be governed by the laws of the State of New Jersey.

6. ACCEPTANCE OF AGREEMENT

Upon acceptance of this Agreement, Customer will provide GTBM with payment or a Purchase Order against which GTBM may invoice amounts that are due.

GP
Signature of GTBM Rep.
GEORGE PETROPOULAKIS
Printed Name and Title of Rep.
12/9/2025
Date

[Signature]
Signature of Borough Rep.
Richard N. M. BA.
Printed Name and Title of Rep.
12/10/2025
Date

**RESOLUTION #206-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION TO RENEW A SHARED SERVICE AGREEMENT BETWEEN THE
BOROUGH OF OLD TAPPAN AND THE BOROUGH OF SADDLE RIVER TO
PROVIDE DPW MECHANIC SERVICES**

WHEREAS, by way of Resolution 242-22, the Borough of Saddle River ("Saddle River") entered into a Shared Service Agreement with the Borough of Old Tappan ("Old Tappan") to utilize DPW Mechanic Services; and

WHEREAS, the agreement has proven mutually beneficial for both parties; and

WHEREAS, the Uniformed Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. permits and provides for a mechanism for contracting between local units by entry into a Shared Services Agreement; and

WHEREAS, Saddle River and Old Tappan agree that their mutual public purposes and best interests will be promoted by the execution and delivery of a Shared Services Agreement pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act; and

WHEREAS, Old Tappan is the lead agency.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River, County of Bergen, State of New Jersey, do hereby approve the Agreement as between the Borough of Saddle River and the Borough of Old Tappan attached hereto; and

BE IT FURTHER RESOLVED, that the Mayor is authorized to execute the Agreement on behalf of the Borough of Saddle River.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

INTER-LOCAL SERVICES AGREEMENT

THIS AGREEMENT made this ____ day of January, 2026, between the Borough of Old Tappan, which has offices located at 227 Old Tappan Road, Old Tappan, New Jersey ("Old Tappan") and the Borough of Saddle River, which has offices located at 100 1E Allendale Rd, Saddle River, NJ 07458.

WITNES SETH:

WHEREAS, the Interlocal Services Act, N.J.S.A. 40A:8A-1 et. seq. authorizes public entities to enter into a contract with each other to subcontract any services which the parties to an agreement are empowered to render within its own jurisdiction; and

WHEREAS, the Borough of Saddle River wishes to enter into a shared service agreement with Old Tappan whereby the mechanic of the Old Tappan Department of Public Works would perform maintenance repairs to vehicles owned or operated by the Borough of Saddle River; and

WHEREAS, it is beneficial to both Old Tappan and Saddle River to share the services of Old Tappan's mechanic.

NOW, THEREFORE, based on the foregoing premises and the mutual promises and covenants contained herein the parties agree as follows:

1. Old Tappan hereby agrees to make its mechanic, employed by the Department of Public Works of the Borough of Old Tappan, available, when feasible to Saddle River to perform mechanical repairs to trucks and other vehicles owned or operated by Saddle River in return for a fee. Old Tappan's obligations under this agreement shall be subject to availability of its equipment and mechanic. Old Tappan shall not be in breach of this agreement if, for any reason, Old

Tappan is unable to accommodate a request by the Borough of Saddle River for mechanical services to any of its vehicles. Old Tappan shall have no obligation to hire or otherwise retain additional personnel or procure additional equipment in order to perform the services called for herein.

2. The Borough of Saddle River shall provide an inventory of vehicles owned or operated by it that may need repairs or maintenance. The Borough of Saddle River shall update this inventory list whenever a vehicle is added or deleted.
3. The Borough of Saddle River shall be responsible for transportation of its vehicles to Old Tappan's repair facility, located at 35 Russell Avenue, Old Tappan, and retrieving same upon completion of the repair or maintenance work. If requested, CDL drivers from the Borough of Old Tappan may be available to pick up and return Saddle River's vehicles. Hourly rates will apply for this service.
4. The Borough of Saddle River shall provide Old Tappan with notice of needed repairs or maintenance as far in advance as possible to permit efficient scheduling of services. In the event of an emergency, every effort will be made to perform the necessary repairs as quickly as possible. In the event that Old Tappan is unable to perform necessary repairs or maintenance, it shall make reasonable attempts to accommodate the needs of the Borough of Saddle River by having the work completed by an outside agency. No outside repairs will be made without written approval from the Borough of Saddle River.
5. In return for the mechanical services called for herein, the Borough of Saddle River shall pay the Borough of Old Tappan as follows:

The labor rate is \$120.00 per hour during normal business hours. Any equipment larger than A 550 will be billed at \$180 per hour. Emergency call out after hours will be billed at \$175.00 per hour.

Parts would be purchased from local vendors under state contract when available. An additional charge not to exceed 25% of the cost of the part

may be added to cover any expenses incurred by Old Tappan to retrieve parts.

Tires would be purchased under State Contract pricing when available.

An hourly labor rate would apply for tire change over's performed by the Borough of Old Tappan.

Outside repairs (including body repairs) would be performed by State Contract vendors when available. An additional charge not to exceed 15% of the repairs may be added to cover any expenses incurred by the Borough of Old Tappan. (travel time, fuel, etc)

Unscheduled repairs will be billed at an hour to hour basis plus parts and materials.

The administration of scheduling and billing will be the responsibility of the Mechanical office. A 15% administrative fee will be added to all repair orders to cover the cost of faxes, postage, billing, copies, etc.

Old Tappan will bill the Borough of Saddle River on a monthly basis for all maintenance and repairs performed.

Payment to the Borough of Old Tappan shall be made within thirty (30) days of receipt of monthly invoice.

Old Tappan requests as much notice as possible for scheduling of maintenance and repairs. However, in the event of an emergency, every effort will be made to make the necessary repairs as quickly as possible.

In the event the Borough of Old Tappan is unable to perform necessary repairs or maintenance, every reasonable accommodation will be made to have the work completed by an outside agency. No outside repairs will be made without approval from Saddle River.

6. Indemnification.

- a) Old Tappan hereby indemnifies and holds the Saddle River, its agents, servants, officers and employees, harmless from any and all claims arising out of defective mechanical work performed on the Saddle River's vehicles, including without limitation, reasonable attorney's fees,
- b) Except for claims arising under Paragraph 6 (a) above, the Borough of Saddle

River hereby indemnifies and hold Old Tappan, its agents, servants, officers and employees, harmless from any and all claims arising out of the use and/or operation of any vehicles repaired or maintained by Old Tappan, including, without limitation, reasonable attorney's fees or fines imposed by any governmental agency in connection with the operation by the Borough of Saddle River of any of the vehicles it owns or operates.

7. Termination. Either party may terminate this Agreement upon thirty (30) days notice.

Attest:

BOROUGH OF OLD TAPPAN

Jean Donch, Borough Clerk

Thomas Gallagher, Mayor

ATTEST:

Borough of Saddle River

Dated:

**RESOLUTION #207-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**APPROVAL OF JANUARY 2026 MEETINGS -
GOVERNING BODY, BOARDS AND COMMISSIONS**

BE IT RESOLVED that the following are the dates for the meetings of the Governing Body, Boards and Commissions of the Borough of Saddle River for January 2026. Closed Sessions may be held. Formal action may or may not be taken. Please see the specific board for information as to whether the meeting is in person or virtual. In-person meetings will be held at the Saddle River Municipal Building, 100 East Allendale Road, Saddle River, NJ. Refer to www.saddleriver.org for more information.

REORGANIZATION MEETING – Friday, January 3, 2026 at 11:00 am – Meeting will be held in person.

MAYOR AND COUNCIL – Monday, January 26, 2026 at 7:00 pm – Meeting will be held in person.

LANDMARKS - Monday, January 12, 2026 at 7:00 pm – Meeting will be held virtually at <https://saddleriver-org.zoom.us/j/84599518008?pwd=j7WZwUeCEB2UWIEgCx725OzFrb1bjt.1> Meeting ID: 845 9951 8008 Passcode: 275081

PLANNING BOARD – Tuesday, January 6, 2026 at 7:00 pm – Meeting will be held in person.

BOARD OF HEALTH – Wednesday, January 7, 2026 at 7:30 pm – Meeting will be held in person and virtually <https://saddleriver-org.zoom.us/j/9432575273?omn=82426530472> Meeting ID: 943 257 5273

ZONING BOARD – Wednesday, January 21, 2026 at 7:00 pm – Meeting will be held in person.

*To dial in to a zoom meeting call 1 929 205 6099 and enter meeting ID assigned to the specific Board.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

**RESOLUTION #208-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION AUTHORIZING THE EXECUTION OF AN ADDENDUM TO THE
SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF SADDLE
RIVER AND THE TOWNSHIP OF WASHINGTON FOR THE SHARED USE OF
THE BOROUGH OF SADDLE RIVER'S CERTIFIED MUNICIPAL COURT
ADMINISTRATOR, SUPPORT STAFF AND SUPPORT SERVICES**

WHEREAS, on January 3, 2025, the Borough of Saddle River ("Saddle River") adopted Resolution 46-25 which authorized the execution of a Shared Service Agreement for a Shared Municipal Court Administrator and Support Services between the Borough of Saddle River and the Township of Washington (the "Agreement"); and

WHEREAS, the term of the Agreement is January 1, 2025 through December 31, 2027; and

WHEREAS, the parties desire to amend the terms and conditions set forth in the Agreement as follows:

1) AMENDMENT

ARTICLE III – PAYMENT BY THE TOWNSHIP OF WASHINGTON FOR THE YEARS 2026 AND 2027:

2026 - \$100,000 - \$50,000 due January 2026 & \$50,000 due June 2026

2027 - \$105,000 - \$52,500 due January 2027 & \$52,500 due June 2027

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Saddle River, County of Bergen, State of New Jersey, that the Mayor be and hereby is authorized and directed to execute, and the Borough Clerk to attest the Addendum to the Agreement, in the form annexed hereto.

BE IT FURTHER RESOLVED that all other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

**ADDENDUM TO THE
UNIFORM SHARED SERVICES AND CONSOLIDATION ACT AGREEMENT
BETWEEN
THE BOROUGH OF SADDLE RIVER AND
THE TOWNSHIP OF WASHINGTON
FOR THE SHARED USE OF THE BOROUGH OF SADDLE RIVERS
CERTIFIED MUNICIPAL COURT ADMINISTRATOR, SUPPORT STAFF AND SUPPORT
SERVICES**

THE AGREEMENT BETWEEN:

THE BOROUGH OF SADDLE RIVER, a municipal corporation of the State of New Jersey whose address is 100 East Allendale Road, Saddle River, New Jersey, hereinafter referred to as "Saddle River,"

AND

THE TOWNSHIP OF WASHINGTON, a municipal corporation of the State of New Jersey, whose address is 350 Hudson Avenue, Township of Washington, New Jersey, hereinafter referred to as "Township of Washington."

WHEREAS the parties entered a "Shared Service" agreement on January 1, 2025, and shall remain in effect until December 31, 2027.

WHEREAS the parties desire to amend the terms and conditions set forth in this addendum as follows:

1.) AMMENDMENT:

ARTICLE III - PAYMENT BY THE TOWNSHIP OF WASHINGTON FOR THE YEARS 2026 & 2027:

2026 - \$100,000.00 - \$50,000.00 due January 2026 & \$50,000.00 due June 2026.

2027 - \$105,000.00 - \$52,500.00 due January 2027 & \$52,500.00 due June 2027.

2.) NO OTHER CHANGES

All other terms and conditions of Agreement shall remain unchanged and in full force and effect.

For the Borough of Saddle River:

Albert Kurpis, Mayor

Cindy Kirkpatrick, Municipal Clerk

For the Township of Washington:

Peter Calamari, Mayor

Susan Witkowski, Municipal Clerk

**RESOLUTION #209-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION AUTHORIZING A SEWER AGREEMENT
BETWEEN THE BOROUGH OF SADDLE RIVER AND
SADDLE RIVER URBAN RENEWAL, LLC**

WHEREAS, the Borough of Saddle River ("Borough"), in order to address its Affordable Housing obligations, has entered into a certain agreement with Saddle River Urban Renewal, LLC ("SRUR") relating to development of a 112-Unit 100% Affordable Housing development on property identified as Block 16.01, Lots 9.01 and a 16-Unit Special Needs Affordable Housing Development on property identified as Block 1605, Lot 1 on the Tax Map of the Borough of Saddle River (the "Development"); and

WHEREAS, the aforementioned development projects require sanitary sewer service as part of their construction; and

WHEREAS, the Borough of Saddle River entered into a Sewer Connection agreement with the Borough of Allendale dated February 8, 2024 such that sewer service to the Development can be provided; and

WHEREAS, the Borough of Allendale would not permit such connection to its sanitary sewer system without the execution of such agreement with the Borough; and

WHEREAS, the Borough and SRUR are desirous of memorializing their rights and obligations relating to such sewer service and have negotiated a Sewer Agreement to govern same; and

WHEREAS, it is in the best interests of the Borough that the Sewer Agreement be executed;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River hereby approve the Sewer Agreement annexed hereto and that the Mayor is authorized to execute such Agreement; and it is

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute said Sewer Agreement in the form or substantially similar form as annexed hereto.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

**RESOLUTION #209-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION AUTHORIZING A SEWER AGREEMENT
BETWEEN THE BOROUGH OF SADDLE RIVER AND
SADDLE RIVER URBAN RENEWAL, LLC**

WHEREAS, the Borough of Saddle River ("Borough"), in order to address its Affordable Housing obligations, has entered into a certain agreement with Saddle River Urban Renewal, LLC ("SRUR") relating to development of a 112-Unit 100% Affordable Housing development on property identified as Block 16.01, Lots 9.01 and a 16-Unit Special Needs Affordable Housing Development on property identified as Block 1605, Lot 1 on the Tax Map of the Borough of Saddle River (the "Development"); and

WHEREAS, the aforementioned development projects require sanitary sewer service as part of their construction; and

WHEREAS, the Borough of Saddle River entered into a Sewer Connection agreement with the Borough of Allendale dated February 8, 2024 such that sewer service to the Development can be provided; and

WHEREAS, the Borough of Allendale would not permit such connection to its sanitary sewer system without the execution of such agreement with the Borough; and

WHEREAS, the Borough and SRUR are desirous of memorializing their rights and obligations relating to such sewer service and have negotiated a Sewer Agreement to govern same; and

WHEREAS, it is in the best interests of the Borough that the Sewer Agreement be executed;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River hereby approve the Sewer Agreement annexed hereto and that the Mayor is authorized to execute such Agreement; and it is

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute said Sewer Agreement in the form or substantially similar form as annexed hereto.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

SEWER CONNECTION AGREEMENT

THIS AGREEMENT ("Agreement") made this 8th day of ~~January~~ ^{February}, 2024, by and between: S.C.

THE BOROUGH OF ALLENDALE, a Municipal Corporation in the County of Bergen and State of New Jersey (hereinafter referred to as "Allendale"), and

THE BOROUGH OF SADDLE RIVER, a Municipal Corporation in the County of Bergen and State of New Jersey (hereinafter referred to as "Saddle River").

WITNESSETH:

WHEREAS, the parties acknowledge that on July 7, 1997 an agreement was entered into between Allendale, Saddle River and Saddle River Properties, Inc. to provide sanitary sewers for the development project known as Saddle River Properties, Inc., which property was identified as Lots 1, 3 and 4, Block 1302 on the Tax Assessment Map for the Borough of Saddle River (hereinafter referred to as the "1997 Agreement"). The 1997 Agreement, the terms of which speak for themselves, established the rights, rules and regulations whereby Allendale authorized utilization of the existing sanitary sewer system owned and operated by Allendale to convey wastewater from the planned development project to the Northwest Bergen County Utilities Authority (NBCUA) Wastewater Treatment Plant; and

WHEREAS, Saddle River is requesting authorization from Allendale to utilize the existing sanitary sewer system owned and operated by Allendale to convey wastewater from a second project, which includes a planned 112 Unit Affordable Housing development project known as Saddle River Urban Renewal, LLC (the "Affordable Housing Development Project") and a 16 Unit Special Needs Affordable Housing Development to the Northwest Bergen County Utilities Authority (NBCUA) Wastewater Treatment Plant; and

WHEREAS, Allendale has agreed to allow utilization of its sanitary sewers for the planned Affordable Housing Development Project, which property is identified as Lots 9.01, Block 1601 (The Affordable Housing Development) and Lot 1, Block 1605 (The Special Needs Affordable Housing Development) on the Tax Assessment Maps for the Borough of Saddle River (hereinafter generally "Property"). This property is more fully described in Exhibit "A" attached hereto and

made a part hereof, and generally located at the intersection of Route 17 North, East Allendale Road and Choctaw Trail, in the Borough of Saddle River, New Jersey; and

WHEREAS, the Affordable Housing Development Project proposes up to one hundred twelve (112) residential units of affordable housing within six (6) apartment buildings on said property; and the Special Needs Affordable Housing Development Project proposes sixteen (16) units of affordable housing restricted to persons with disabilities within one (1) building on the property;

WHEREAS, it is the intent and action of the parties with this present Agreement to supplant and supersede in their entirety the terms of the 1997 Agreement with the terms of the present Agreement; and

WHEREAS, the Mayor and Council of Allendale and the Mayor and Council of Saddle River have heretofore adopted a Resolution approving the execution of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, it is hereby agreed as follows:

1. Allendale hereby agrees, subject to the terms and conditions in this Agreement, to permit Saddle River, to connect into the sanitary sewer system of Allendale for the benefit of the owners of the Property, which is more fully described in Exhibit "A".
2. Allendale and Saddle River hereby agree to modify the 65,000 GPD originating from the previously approved Saddle River Properties, Inc. development project so as to provide for acceptance by Allendale of up to "53,500 GPD" and up to 28,250 GPD from Saddle River which will originate from the Saddle River Urban Renewal, LLC development project. The total Sewage of the two developments, i.e. Saddle River Properties, Inc. and the Affordable Housing Development Project, may not exceed the respective individual GPD described in the immediately preceding sentence or total of 81,750 GPD. (See calculations, Exhibit B hereto).

In the event that the total flow from Saddle River to Allendale exceeds 81,750 GPD, Saddle River agrees to pay to Allendale two times (2X) the sewer charge rate set forth in paragraph 9(c) of this Agreement.

- a. Prior to the execution of this Agreement, the Allendale sewer system was evaluated and an Engineering report was prepared by Paulus, Sokolowski and Sartor, LLC (PS&S). Infiltration and inflow and Allendale sewer system repairs were identified. The parties agree to pay their reasonable proportionate share, as defined below, of the costs required to repair and maintain the Allendale system.
- i. The initial upgrade/repair for the Affordable Housing Development Project is anticipated to include Cured-In-Place-Pipe (CIPP) lining and manhole repairs including, without limitation, re-cementing man holes and epoxying of the Allendale sewer system downstream of the proposed connection point. (hereinafter the "Work"). Saddle River's "reasonable proportionate share" for the Work is seventy-one and eight tenths (71.8%) and Allendale's reasonable proportionate share for the Work is twenty-eight and two tenths (28.2%). Saddle River agrees to pay its reasonable proportionate share of the costs of the Work immediately following the awarding of the contract for such Work.
 - ii. Saddle River agrees that it will certify to Allendale within thirty (30) days prior to the award of the bid for the Work, that it has available funds for its reasonable proportionate share of the Work. Notwithstanding the foregoing, if for any reason Saddle River fails to fund (i.e. pay to Allendale) its reasonable proportionate share of the costs of the Work within thirty (30) days of Allendale's delivery to Saddle River of an invoice/bill from the contractor performing the Work, for all or a portion of the Work completed by such contractor (the "Default"), then and in such event (1) Allendale shall have no obligation, and Saddle River shall have no right to require Allendale, to either (a) conduct any of the Work or (b) to allow Saddle River to utilize Allendale's sanitary sewers for the Affordable Housing Project Development; and (2) Saddle River agrees that it will, within sixty (60) days of the demand for same, nonetheless remit its reasonable

proportionate share to Allendale, notwithstanding the fact that Allendale will not be receiving from, and Saddle River shall not have the right to utilize Allendale's sanitary sewer system for, the wastewater from the Affordable Housing Development Project and Special Needs Affordable Housing Project; and (3) Saddle River will pay to Allendale the full amount of all costs incurred by Allendale relating to the Work through the date of the Default.

Notwithstanding the foregoing, from and after the Default, Saddle River will nonetheless be obligated to pay to Allendale an Annual Service Charge for all sewer flow emanating from Saddle River into the Allendale system, to be calculated in accordance with Article IX; as well as its reasonable proportionate share of the future costs required to repair, maintain and upgrade the Allendale system in accordance with Article IX(b).

- b. In addition to payment of its reasonable proportionate share to Allendale, Saddle River agrees to install and maintain, at its own cost and expense, all facilities necessary to make the connection from the Affordable Housing Development Project into the Allendale sewer system in accordance with plans approved by the Allendale Sewer Engineer (hereinafter Engineer) and/or appropriate officials of the Borough of Allendale. Such connection shall be constructed under the supervision of the Borough of Allendale and its authorized representatives. Any roads and property in Allendale that may be disturbed by the construction necessary for the connection shall be restored to substantially the same condition as it existed prior to the commencement of such construction. To monitor flow, meters with an accessible remote display are required to be installed. Saddle River shall be responsible for the installation and maintenance the meters. Allendale, however, shall have the right to access the meters upon reasonable notice to Saddle River. Saddle River will be responsible for having the meters calibrated twice per year and such calibration reports shall be furnished to Allendale.

3. Saddle River must make application to Allendale and comply with all of the terms and provisions of Allendale's Ordinances, including, but not limited to, such ordinances regulating to sewer connections (subject to any applicable state statutes) and the rules, regulations and standards of all authorities having jurisdiction of this matter including the NBCUA, as though the Property were located within Allendale and connecting into its sanitary sewer. Upon the granting of the application by Allendale and the connection from the Affordable Housing Development Project into Allendale's sanitary sewer system, Saddle River, its successors and assigns, shall be deemed to have consented to the jurisdiction of the Municipal Court of Allendale for any violations of the aforementioned ordinances, codes, standards and regulations and/or the regulations and rules of NBCUA to the extent that such jurisdiction is granted to a municipal court of the State of New Jersey.
4. Saddle River, agrees to deposit with Allendale and maintain an escrow amount of \$5,000.00 to cover the costs to Allendale of its engineering and legal review of the proposed sewer connection, to the Affordable Housing Development Project, provided however, that if such costs of engineering and legal review exceed \$5,000.00, Saddle River shall be responsible for, and shall deposit in escrow with Allendale such costs in excess of \$5,000.00. Said engineering and legal charges will be billed to this escrow deposit in a manner as provided in N.J.S. 40:55D-53.2, et seq. Saddle River also agrees to pay any and all permit fees which may be required for the sewer connection.
5. Saddle River agrees that in addition to any and all other approvals that may be required to implement this Agreement, the connection of the Affordable Housing Development Project into the Allendale sanitary sewer system shall be subject to and governed by any and all ordinances, codes, standards and regulations of Allendale as may be subsequently amended and supplemented including, but not limited to, Chapter 220 of the Code of the Borough of Allendale entitled, "Sewer Use." The parties further agree that said connection shall be subject to the rules, regulations and standards of the NBCUA and as the same may subsequently be

amended or supplemented, copies of which are in file in the office of the NBCUA and which are made a part hereof as though set forth herein at length.

6. Saddle River agrees to use its best efforts to obtain any and all additional approvals that may be necessary from NBCUA and any other governmental authorities having jurisdiction over the subject matter herein beyond those approvals which have already been obtained.
7. The parties hereto agree to execute any other agreements or documents which are reasonably required to implement this undertaking.
8. Saddle River agrees that no other building, facility, pipe or any drainage system shall be connected or directed into the sanitary sewer system that discharges into the Allendale sewer system other than the sanitary waste from the development projects described herein. In the event such unauthorized connections are made, Allendale shall give notice to Saddle River, who shall, at its sole cost and expense, take such steps as may be necessary to cause such violations of this Agreement to be immediately terminated. In the event such violations are not immediately terminated, Saddle River shall be subject to such penalties and fines as may be prescribed under the Allendale Code or any other applicable law or regulation.
9. As additional consideration for connection of the Affordable Housing Development Project and the Special Needs Affordable Housing Development into the Allendale sewer system, Saddle River, agrees to pay Allendale:
 - a. Connection fees payable to NBCUA and connection fees as set forth in the current ordinance of the Borough of Allendale, subject to the fifty percent (50%) reduction provided for by N.J.S.A 40:14B-22.3
 - b. Its reasonable proportionate share of the future costs required to repair, maintain and upgrade the Allendale system, in addition to an administrative fee equal to fifteen percent (15%) of any and all future costs incurred by Allendale to repair, maintain and upgrade the Allendale sewer system from and after the date of this Agreement.

- c. An annual sewer charge (the “Annual Service Charge”) for the Saddle River Properties, Inc. development project and the Affordable Housing Development Project (such projects being referred to herein collectively as the “Projects”) shall be paid by Saddle River to Allendale. Allendale will calculate the Annual Service Charge using the same methodology as NBCUA for the sanitary wastewater from the Projects. Saddle River will remit to Allendale the amount charged by NBCUA for the sanitary wastewater from the Projects plus an additional fifteen percent (15%) of such charged amount. Should this billing methodology change, Saddle River will remit to Allendale the new/revised amount charged by NBCUA for the sanitary wastewater from the Projects plus an additional fifteen percent (15%) of such new/revised charged amount.
10. Within thirty (30) days of presentation of an invoice or billing, Saddle River will pay the charge to Allendale. Saddle River shall not withhold payment of the annual service charge for any reason. The full annual payment must be made by December 1st of the billing year. Any dispute concerning said charge shall be promptly discussed in good faith and resolved by and between the Borough Administrators of Allendale and Saddle River. If any adjustment shall be required, said adjustment shall be made in the next annual service charge invoice or by another procedure which the municipalities may agree to. In the event that Saddle River willfully withholds payment or fails to timely provide the required information and Allendale is required to institute suit, Saddle River will reimburse Allendale for its reasonable attorneys’ fees and costs and shall be subject to any lawful interest that may be imposed by a court.
11. Saddle River will maintain and be solely responsible for the sewers within Saddle River, including but not limited to the pipes, meter pit and meter installed for the projects. Saddle River will maintain and be responsible for any pump station that may be installed.
12. Saddle River agrees that should any damage be sustained to the Allendale sewers or any portion thereof during the connection contemplated hereunder, that it shall

be required to repair same promptly at its own cost and expense, all to the reasonable satisfaction of Allendale and its Engineer.

13. Saddle River, shall defend, indemnify and hold harmless Allendale, its officials, agents and employees from and against all claims for personal injury or property damage arising out of the performance of any work of any kind required to be done by it pursuant to the terms of this Agreement or any other work of any kind undertaken by it or on its own behalf in connection with the work contemplated hereunder. Said indemnification shall include but not be limited to any and all suits or claims for liability, damages, costs, expenses, penalties, assessments, interest and/or attorneys' fees.

14. Saddle River and Allendale agree to reasonably work together to determine an appropriate allocation of unanticipated costs. At a minimum, the parties will meet on each five (five) year anniversary of this agreement to review and determine whether Allendale has incurred any costs not reasonably anticipated as of the date of execution of this agreement.

15. Any additional Sewer connection for Saddle River must be approved by Allendale's governing body by resolution and formal agreement and all connections fees must be paid to Allendale and NBCUA as required by code.

16. In the event that any legal action is required to enforce the terms, conditions and obligations of any party hereto, the prevailing party shall be entitled to recover all reasonable attorneys' fees, costs and expenses associated with the enforcement hereof.

17. The parties hereto agree that this Agreement or a memorandum thereof may be recorded by any party with the office of the Bergen County Clerk.

18. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and/or assigns or owners of the property herein.

19. The parties hereto mutually agree to perform and undertake any necessary action and execute and deliver any and all documents which may now or in the future become necessary in order to effectuate the intent and purpose of this Agreement.

20. Following completion of the Affordable Housing Development Project on the Property, in the event Saddle River provides alternate sewer service to the Property without

requiring Allendale sewer service, then Saddle River may terminate this Agreement on six (6) months' written notice to Allendale. In such event, Saddle River will be solely responsible for all costs and expenses related to the disconnection of the Allendale sewer and reconnection through Saddle River to the NWBCU sewer system.

21. Allendale and Saddle River agree and acknowledge that, other than the rights and benefits afforded to Allendale and Saddle River under this Agreement, this Agreement is not intended to, and shall not, create any rights, including but not limited to any third party beneficiary rights, in any person, including but not limited to the owners or developers of the Affordable Housing Development Project.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their proper corporate officers and caused their proper corporate seals to be hereunto affixed, the day and year first above mentions.

ATTEST:

Linda Louise Cennino

Borough Clerk

ATTEST:

Cindy Kirkpatrick
Borough Clerk Cindy Kirkpatrick

BOROUGH OF ALLENDALE

By: [Signature]
Mayor

BOROUGH OF SADDLE RIVER

By: [Signature]
Mayor Albert J. Kurpi's

EXHIBIT A

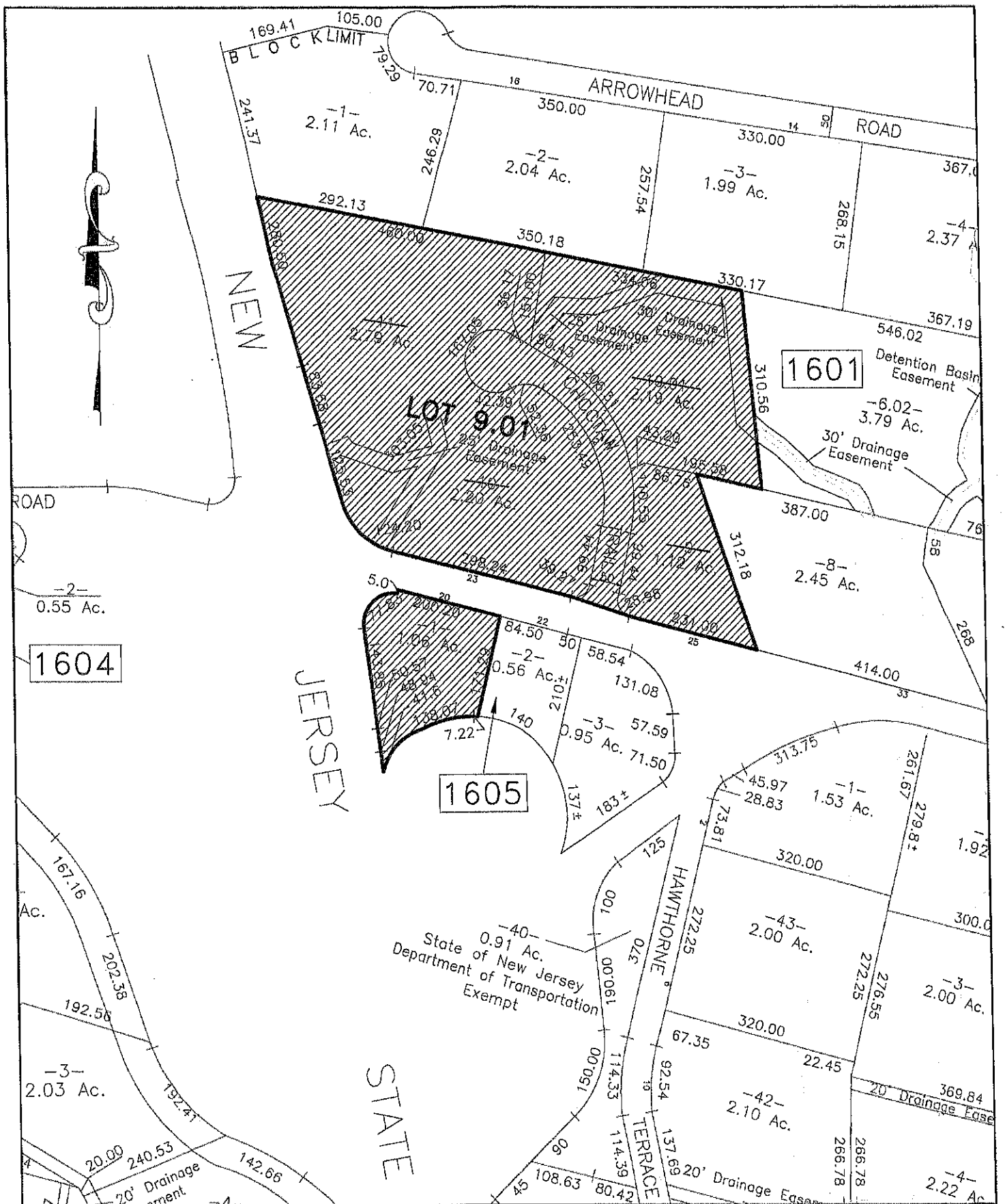


EXHIBIT "A"
BOROUGH OF SADDLE RIVER
SEWER CONNECTION AGREEMENT

REV: DEC/31, 2023
 DATE: NOVEMBER 2023

EXHIBIT B

EXHIBIT B

Saddle River and Allendale Sewer Calculations

PLANNED UNIT DEVELOPMENT SITE (SR TRIANGLE PROPERTY)

Flow Criteria per NJAC 7:14A-23.3

Marriott Residence Inn

Type of Establishment	No of Units	Measurement Unit	GPD Unit	Gallons Per Day
48 Unit Building				
1 Bedroom Units	42		75	3150
2 Bedroom Units	6		150	900
60 Unit Building				
1 Bedroom Units	48		75	3600
2 Bedroom Units	12		150	1800
66 Unit Building				
1 Bedroom Units	54		75	4050
2 Bedroom Units	12		150	1800
	SF			
Gatehouse (offices/mtg rooms)	6650	0.1		665
Total Marriott Residence Inn =			15965	GPD

		GPD Unit	Total GPD
Affordable Housing (76 Units)			
Senior (Age Restricted)			
1 Bedroom Units	10	110	1100
2 Bedroom Units	8	170	1360
3 Bedroom Units	1	225	225
Non Age Restricted			
1 Bedroom Units	10	150	1500
2 Bedroom Units	35	225	7875
3 Bedroom Units	12	300	3600
	SF	GPD Unit	
Total Affordable Housing (76 Units) =			15660

Brighton Gardens Assisted Living Facility			
	No of Beds	GPD Unit	Total GPD
	120	100	12000
Total Brighton Gardens Assisted Living Facility =			12000

Office Building			
	SF	GPD Unit	Total GPD
	98420	0.1	9842
Total Office Building =			9842

Planned Unit Development Site Total (only) =			53467
Rounded			53500
			Use

Proposed Developments			
TMO Choctaw	See separate PSS calculation		GPD
			25850
TMO 20 EAR	16	150	2400
Total (both developments) =			28250
			Use
			GPD
PUD Total and TMO Projects =			81750
			A

Allendale Flows (per Engineer)	Total Flows (A+C) =		113,850
32,100 GPD			
C			

Projected Percentages with TMO Project

	Allendale	Saddle River
Total	28.2%	71.8%

R 1.17.2024

Marriott Residence Inn

Type of Establishment		Measurement Unit	Gallons Per Day
48 Unit Building	No of Units	GPD Unit	Total GPD
1 Bedroom Units	42	75	3150
2 Bedroom Units	6	150	900
60 Unit Building			
1 Bedroom Units	48	75	3600
2 Bedroom Units	12	150	1800
66 Unit Building			
1 Bedroom Units	54	75	4050
2 Bedroom Units	12	150	1800
	SF		
Gatehouse (offices/mtg rooms)	6650	0.1	665
Total Marriott Residence Inn =			15965 GPD

		GPD Unit	Total GPD
Affordable Housing (76 Units)			
Senior (Age Restricted)			
1 Bedroom Units	10	110	1100
2 Bedroom Units	8	170	1360
3 Bedroom Units	1	225	225
Non Age Restricted			
1 Bedroom Units	10	150	1500
2 Bedroom Units	35	225	7875
3 Bedroom Units	12	300	3600
	SF	GPD Unit	
Total Affordable Housing (76 Units) =			15660

Brighton Gardens Assisted Living Facility			
	No of Beds	GPD Unit	Total GPD
	120	100	12000
Total Brighton Gardens Assisted Living Facility =			12000

Office Building	SF	GPD Unit	Total GPD
	98420	0.1	9842
Total Office Building =			9842

Planned Unit Development Site Total (only) = 53467
Rounded 53500 Use

Proposed Developments			GPD
TMO Choctaw	See separate PSS calculation		25850
TMO 20 EAR	Not Included		
Total (both developments) =			25850 Use
			GPD
PUD Total and TMO Projects =			79350 A

Allendale Flows (per Engineer) C
 32,100 GPD

Total Flows (A+C) = 111,450

Projected Percentages with TMO Project

	Allendale	Saddle River
Total	28.8%	71.2%

**RESOLUTION #210-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

**RESOLUTION AUTHORIZING THE EXECUTION OF A CERTIFICATE OF
COMPLETION REGARDING THE RESIDENCES AT CHOCTAW TRAIL, BLOCK
1601, LOT 9.01 IN THE BOROUGH OF SADDLE RIVER**

WHEREAS, the Borough of Saddle River (“Borough”), in order to address its Affordable Housing obligations, has entered into a certain agreement with Saddle River Urban Renewal, LLC (“SRUR”) relating to development of a 112-Unit 100% Affordable Housing development on property identified as Block 16.01, Lots 9.01 on the Tax Map of the Borough of Saddle River (the “Development”); and

WHEREAS, Saddle River Urban Renewal, LLC (“Developer”) has completed the Project in accordance with the requirements set forth in the applicable plans and agreements; and

WHEREAS, the Developer has requested that the Borough execute the attached Certificate of Completion to memorialize the completion of the Project; and

WHEREAS, the Borough of Saddle River concurs that the Developer has substantially completed the Development

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River hereby approve the Certificate of Completion attached hereto and that the Mayor is authorized to execute such Certificate

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk

Record and Return to:

Borough of Saddle River
100 E. Allendale Road
Saddle River, NJ 07458

CERTIFICATE OF COMPLETION

Borough of Saddle River, New Jersey

This Certificate of Completion is made as of this 11th day of December, 2025 and issued by the **Borough of Saddle River**, having an address of 100 E. Allendale Road, Saddle River, NJ 07458 (the “Borough”) to **Saddle River Urban Renewal LLC**, having an address of PO Box 90708, Camden, NJ 08101 (the “Developer”)

WHEREAS the Developer is the owner of property known as Tax Block 1601 Tax Lot 9.01 in the Borough of Saddle River, County of Bergen, and State of New Jersey for the project commonly known as **Residences at Choctaw Trail** (the “Project”).

AND WHEREAS, the Borough acknowledges and certifies that the following prerequisites for issuance of this Certificate of Completion have been satisfied:

1. A Temporary Certificate of Occupancy has been issued for the Project.
2. The Developer has provided proof that all labor, services, materials, and supplies used in connection with the Project have been fully paid for, or, to the extent any amounts are disputed, such amounts have been adequately bonded.
3. A Certificate of Substantial Completion has been issued for the Project.

NOW THEREFORE, the Borough hereby certifies that the Developer has completed the Project in accordance with the requirements set forth under the applicable redevelopment documents, ordinances, and agreements, and this Certificate of Completion is issued in **recordable form** to evidence the same. This Certificate of Completion is submitted for recording pursuant to N.J.S.A. 46:14-2.1 et seq.

IN WITNESS WHEREOF, the Borough of Saddle River has caused this Certificate of Completion to be executed by its duly authorized officials on this ____ day of December, 2025.

BOROUGH OF SADDLE RIVER

By: _____

Name: Al Kurpis

Title: Mayor

Borough of Saddle River

ATTESTED BY:

NAME:

TITLE: Municipal Clerk
Borough Saddle River

STATE OF NEW JERSEY
COUNTY OF BERGEN

I certify that on December _____ 2025 , Al Kurpis personally came before me and stated to my satisfaction that this person:

- (a) was the maker of the attached instrument;
- (b) was authorized to and did execute this instrument as Mayor of the Borough of Saddle River, the entity named in this instrument;
- (c) executed this instrument as the act of the entity named in this instrument.

NOTARY PUBLIC

ANTICIPATED REVENUES REPORT - ACTUAL VERSUS BUDGET
BOROUGH OF SADDLE RIVER

12/04/25 03:56:32 PM
From: 01/01/25 Through: 11/30/25
From: 01-1920- - - Through: 01-1920-99-9999-
Roll up: Account

Account	Budget	Cash	Journal Entries	Cash Plus Journal Entries	Pct	Minus Means Excess Revenue
01-1920-07-1900 AMOUNT TO BE RAISED:	11225475.64	0.00	0.00	0.00	0.0000	11,225,475.64
01-1920-08-1000 SURPLUS ANTICIPATED:	3800000.00	0.00	0.00	0.00	0.0000	3,800,000.00
01-1920-08-1100 MUNICIPAL COURT FEES	80000.00	61734.22	0.00	61734.22	77.1678	18,265.78
01-1920-08-1120 INT/COST TAXS 0416:	65000.00	58551.86	0.00	58551.86	90.0798	6,448.14
01-1920-08-1151 T-MOBILE BASE RENTS:	42800.00	40066.62	0.00	40066.62	93.6136	2,733.38
01-1920-08-1161 AT&T BASE RENTS:	45600.00	43497.52	0.00	43497.52	95.3893	2,102.48
01-1920-08-1600 CONST CODE:	490000.00	536801.00	0.00	536801.00	109.5512	-46,801.00
01-1920-08-2280 GEN CAPITAL FUND	36915.85	0.00	0.00	0.00	0.0000	36,915.85
01-1920-09-2022 ENERGY RECEIPTS TAX:	423310.65	404558.22	0.00	404558.22	95.5701	18,752.43
01-1920-10-5260 ARP FIREFIGHTER GRANT:	0.00	0.00	0.00	0.00	0.0000	0.00
01-1920-10-6930 BULLETPROOF VEST	2188.20	0.00	2188.20	2188.20	100.0000	0.00
01-1920-10-7020 ALCOHOL REHAB FUND	612.92	0.00	612.92	612.92	100.0000	0.00
01-1920-10-7030 MUN.ALLIANCE	3836.33	0.00	3836.33	3836.33	100.0000	0.00
01-1920-10-7100 BODY ARMOR REPLACEMNT	1573.95	0.00	1573.95	1573.95	100.0000	0.00
01-1920-10-7162 FEMA ASST TO FF GRANT:	20237.95	0.00	20237.95	20237.95	100.0000	0.00
01-1920-10-7454 BERGEN COUNTY MUNI	4369.59	0.00	4369.59	4369.59	100.0000	0.00
01-1920-10-7564 STORMWATER ASST GRANT:	10000.00	0.00	10000.00	10000.00	100.0000	0.00
01-1920-10-7700 CLEAN COMMUNITIES	0.00	0.00	0.00	0.00	0.0000	0.00
01-1920-10-8560 CDBG GRANT:	71000.00	0.00	71000.00	71000.00	100.0000	0.00
01-1920-11-1080 SHARED SERVICE COURT	117500.00	117500.00	0.00	117500.00	100.0000	0.00
01-1920-11-1100 SHARED SERVICE BOE:	20000.00	20000.00	0.00	20000.00	100.0000	0.00
01-1920-15-4990 DELINQUENT TAXES:	422000.00	0.00	0.00	0.00	0.0000	422,000.00
Grand Totals:	16,882,421.08		113,818.94			15,485,892.70
		1,282,709.44		1,396,528.38		

BUDGET STATUS REPORT
BOROUGH OF SADDLE RIVER

12/04/25 03:50:11 PM

as of 11/30/25

Account	Budget After Modification	Paid or Charged	Encumbered	Paid or Committed	Balance	Percentage Spent
01-2010 BUDGET						
- CURRENT FUND APPROPRIATIONS:	0.00	0.00	0.00	0.00	0.00	0.00 %
20-1001 ADMINISTRATIVE + EXECUT S+W:	170,000.00	135,453.56	0.00	135,453.56	34,546.44	79.67 %
20-1002 ADMINISTRATIVE + EXEC OPER EX:	132,000.00	112,932.31	6,662.24	119,594.55	12,405.45	90.60 %
20-1201 MUNICIPAL CLERK S&W:	101,000.00	89,714.86	0.00	89,714.86	11,285.14	88.82 %
20-1202 MUNICIPAL CLERK OPER EXP:	33,400.00	17,655.28	1,931.45	19,586.73	13,813.27	58.64 %
20-1301 FINANCIAL ADMINISTRATION S+W:	229,500.00	205,962.32	0.00	205,962.32	23,537.68	89.74 %
20-1302 FINANCIAL ADMIN O/E:	57,900.00	40,124.96	5,525.25	45,650.21	12,249.79	78.84 %
20-1352 AUDIT SERVICES:	50,000.00	0.00	0.00	0.00	50,000.00	0.00 %
20-1451 COLLECTION OF TAXES S + W:	66,000.00	57,462.98	0.00	57,462.98	8,537.02	87.06 %
20-1452 COLLECTION OF TAXES OPER EXP:	16,400.00	10,083.29	330.30	10,413.59	5,986.41	63.49 %
20-1501 ASSESSMENT OF TAXES S + W:	25,000.00	22,047.10	0.00	22,047.10	2,952.90	88.18 %
20-1502 ASSESSMENT OF TAXES OPER	49,000.00	31,325.89	0.00	31,325.89	17,674.11	63.93 %
20-1552 LEGAL SERVICES OPER.EXPENSES:	230,000.00	164,223.80	6,620.00	170,843.80	59,156.20	74.27 %
20-1652 ENGINEERING SVCS.OPER.EXP.:	85,000.00	53,079.43	0.00	53,079.43	31,920.57	62.44 %
20-1751 HISTORIC SITES OFFICE S+W:	1,600.00	1,223.10	0.00	1,223.10	376.90	76.44 %
20-1752 HISTORIC SITES OFFICE OPER EX:	12,600.00	2,796.85	0.00	2,796.85	9,803.15	22.19 %
21-1801 PLANNING BOARD S + W:	9,000.00	5,505.06	0.00	5,505.06	3,494.94	61.16 %
21-1802 PLANNING BOARD OPER.EXP.:	26,800.00	5,520.96	777.72	6,298.68	20,501.32	23.50 %
21-1851 BOARD OF ADJUSTMENT S + W:	57,000.00	50,565.36	0.00	50,565.36	6,434.64	88.71 %
21-1852 BOARD OF ADJUSTMENT OPER	17,700.00	5,438.08	25.08	5,463.16	12,236.84	30.86 %
22-1951 CONSTRUCTION CODE OFFIC S +	361,000.00	314,083.72	0.00	314,083.72	46,916.28	87.00 %
22-1952 CONSTRUCTION CODE OFF OPER	19,050.00	6,644.90	369.84	7,014.74	12,035.26	36.82 %
23-2102 INSURANCE GENERAL OPER EXP:	142,200.00	106,833.50	0.00	106,833.50	35,366.50	75.12 %
23-2150 INSURANCE GENERAL OPER EXP.:	142,200.00	106,833.50	0.00	106,833.50	35,366.50	75.12 %
23-2202 INSURANCE GENERAL OPER EXP.:	1,174,180.00	982,042.55	115,381.32	1,097,423.87	76,756.13	93.46 %
23-2210 INSURANCE GENERAL OPER EXP.:	130,820.00	130,820.00	0.00	130,820.00	0.00	100.00 %
25-2401 POLICE S + W:	3,320,000.00	2,742,772.52	0.00	2,742,772.52	577,227.48	82.61 %
25-2402 POLICE OPER EXPENSES:	349,800.00	291,700.66	15,416.93	307,117.59	42,682.41	87.79 %

Account	Budget After Modification	Paid or Charged	Encumbered	Paid or Committed	Balance	Percentage Spent
25-2410 AMERICAN RESCUE PLAN FUNDS:	0.00	0.00	0.00	0.00	0.00	0.00 %
25-2521 EMERGENCY MNGMENT S&W:	0.00	0.00	0.00	0.00	0.00	0.00 %
25-2522 EMERGENCY MNGMNT SVCS OPER	8,500.00	2,300.00	0.00	2,300.00	6,200.00	27.05 %
25-2602 ALLENDALE AMBULANCE OPER	15,000.00	15,000.00	0.00	15,000.00	0.00	100.00 %
25-2651 FIRE DEPARTMENT S&W:	23,000.00	19,091.19	0.00	19,091.19	3,908.81	83.00 %
25-2652 FIRE DEPARTMENT OE:	270,300.00	207,106.72	8,308.22	215,414.94	54,885.06	79.69 %
25-2653 FIRE DEPARTMENT OE:	210,800.00	0.00	0.00	0.00	210,800.00	0.00 %
25-2752 PROSECUTOR & PUBL DEF:	5,500.00	5,230.00	0.00	5,230.00	270.00	95.09 %
26-2901 ROADS REPAIRS+ MAINTENC S+ W:	364,000.00	302,886.03	0.00	302,886.03	61,113.97	83.21 %
26-2902 ROAD REPAIRS + MAINT OPER	417,500.00	199,613.47	20,404.96	220,018.43	197,481.57	52.69 %
26-3051 SOLID WASTE COLLECTION S+W:	0.00	0.00	0.00	0.00	0.00	0.00 %
26-3052 SOLID WASTE COLLECTION OE:	705,200.00	497,249.91	55,249.99	552,499.90	152,700.10	78.34 %
26-3101 PUBLIC BUILDINGS & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00 %
26-3102 PUBLIC BLDGS.&GROUNDS	273,250.00	198,529.50	17,461.17	215,990.67	57,259.33	79.04 %
26-3152 VEHICLE MAINTENANCE OE:	207,000.00	120,734.13	34,650.60	155,384.73	51,615.27	75.06 %
27-3301 PUBLIC HEALTH SERVICES S+W:	35,000.00	31,298.08	0.00	31,298.08	3,701.92	89.42 %
27-3302 INTERLOCAL AGREEMENTS:	42,100.00	38,581.07	3,507.37	42,088.44	11.56	99.97 %
27-3303 INTERLOCAL AGREEMENTS:	16,000.00	12,977.71	2,193.75	15,171.46	828.54	94.82 %
27-3311 PUBLIC HEALTH SERVICES S+W:	2,500.00	1,964.85	0.00	1,964.85	535.15	78.59 %
27-3322 PUBLIC HEALTH SERVICES OE:	5,055.00	1,741.20	3,100.00	4,841.20	213.80	95.77 %
27-3351 ENVIRONMENTAL COMMISSION:	1,500.00	1,223.10	0.00	1,223.10	276.90	81.54 %
27-3352 ENVIRONMENTAL COMMISSION:	15,000.00	6,554.00	58.25	6,612.25	8,387.75	44.08 %
27-3402 INTERLOCAL AGREEMENTS::	6,900.00	3,640.00	485.00	4,125.00	2,775.00	59.78 %
27-3602 CONTRIB TO SOCIAL SERVICE	5,300.00	2,950.00	0.00	2,950.00	2,350.00	55.66 %
28-7301 PARKS + PLAYGROUNDS S + W:	6,200.00	4,942.76	0.00	4,942.76	1,257.24	79.72 %
28-7302 PARKS + PLAYGRNDS OPER EXP:	11,750.00	9,579.75	0.00	9,579.75	2,170.25	81.52 %
30-4151 ACCUMULATED LEAVE COMP. S&W:	1,100.00	0.00	0.00	0.00	1,100.00	0.00 %
30-4202 CELEBRATION OF PUBL EVE	25,000.00	5,104.78	2,393.72	7,498.50	17,501.50	29.99 %
30-4250 SALARY ADJUSTMENTS:	0.00	0.00	0.00	0.00	0.00	0.00 %
31-4302 UTILITY EXPENSES-ELECTRICITY:	106,000.00	103,550.56	1,398.81	104,949.37	1,050.63	99.00 %
31-4352 UTILITY EXPENSES-STREET LIGHTI:	27,000.00	22,745.85	2,345.11	25,090.96	1,909.04	92.92 %
31-4402 UTILITY EXPENSES-TELEPHONE:	107,000.00	96,117.53	7,195.41	103,312.94	3,687.06	96.55 %
31-4552 UTILITY EXPENSES-SEWER:	91,000.00	8,640.05	66,580.81	75,220.86	15,779.14	82.66 %
31-4602 UTILITY EXPENSES-FUEL:	73,000.00	43,482.76	25,397.75	68,880.51	4,119.49	94.35 %

Account	Budget After Modification	Paid or Charged	Encumbered	Paid or Committed	Balance	Percentage Spent
32-4652 UTILITY EXPENSES-LANDFILL TIPP:	138,000.00	97,268.94	14,881.06	112,150.00	25,850.00	81.26 %
36-4712 PERS OPER EXP:	199,397.00	199,397.00	0.00	199,397.00	0.00	100.00 %
36-4715 DCRP OPER EX:	5,000.00	343.88	0.00	343.88	4,656.12	6.87 %
36-4722 SOCIAL SECURITY SYSTEM OPER	365,000.00	327,217.60	0.00	327,217.60	37,782.40	89.64 %
36-4752 POLICE RETIREMENT SYS OPER	917,755.00	917,755.00	0.00	917,755.00	0.00	100.00 %
41-5180 MA-DMHAS YTH LDSHP GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-5260 ARP FIREFIGHTER GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-6710 DCA REC IMPRVT GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7032 MUNICIPAL ALLIANCE ON	4,795.41	4,795.41	0.00	4,795.41	0.00	100.00 %
41-7102 BODY ARMOR REPLACEMENT	1,573.95	1,573.95	0.00	1,573.95	0.00	100.00 %
41-7103 BULLET PROOF VEST	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7160 FEMA FIREFIGHTER COVID19	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7161 FEMA IDA 5 N CHURCH RD GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7162 FEMA ASST TO FIREFIGHTER	20,237.95	20,237.95	0.00	20,237.95	0.00	100.00 %
41-7430 BERGEN COUNTY HISTORY GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7431 BC HISTORIC PRESERVATION	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7452 DRUNK DRIVING ENFORCEMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7502 BODY WORN CAMERA GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7564 NJDEP STORMWATER ASST GR:	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00 %
41-7702 CLEAN COMMUNITIES GRNT S + W:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7722 MUN.RECYCLING ASST. OPER EXP:	4,369.59	4,369.59	0.00	4,369.59	0.00	100.00 %
41-7725 DRIVE SOBER OR GET PULLED	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7727 CLICK OR TICKET:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7728 OBEY THE SIGNS:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-7731 ALCOHOL ED./REHAB FUND S + W:	612.92	612.92	0.00	612.92	0.00	100.00 %
41-8560 CDBG GRANT:	71,000.00	71,000.00	0.00	71,000.00	0.00	100.00 %
41-8780 FIREHOUSE SUBS GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
41-8790 SPOTTED LANTERNFLY GRANT:	0.00	0.00	0.00	0.00	0.00	0.00 %
42-1080 SHARED SERVICE COURT ADMIN:	117,500.00	107,500.00	2,000.00	109,500.00	8,000.00	93.19 %
42-1100 SHARED SERVICE BOE:	20,000.00	18,334.00	0.00	18,334.00	1,666.00	91.67 %
43-4901 MUNICIPAL COURT S + W:	44,500.00	24,462.03	0.00	24,462.03	20,037.97	54.97 %
43-4902 MUNICIPAL COURT OPER EXP:	17,325.00	8,446.61	1,395.98	9,842.59	7,482.41	56.81 %
43-4952 MUNICIPAL COURT OPER EXP:	1,000.00	500.00	83.33	583.33	416.67	58.33 %
43-5200 GRP.INS.PLAN EMPLOYEES OPER	79,000.00	58,960.36	2,500.00	61,460.36	17,539.64	77.79 %

Account	Budget After Modification	Paid or Charged	Encumbered	Paid or Committed	Balance	Percentage Spent
43-5250 RESERVE FOR TAX APPEALS:	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00 %
43-5300 STORMWATER MANAGEMENT:	15,250.00	7,130.90	0.00	7,130.90	8,119.10	46.76 %
43-5600 SPECIAL EMERGENCY:	0.00	0.00	0.00	0.00	0.00	0.00 %
44-9012 CAPITAL IMPROVEMENT FD OPER	150,000.00	150,000.00	0.00	150,000.00	0.00	100.00 %
46-8702 DEFERRED CHARGES OPER EXP:	0.00	0.00	0.00	0.00	0.00	0.00 %
46-8712 SPECIAL EMERGENCY:	0.00	0.00	0.00	0.00	0.00	0.00 %
46-8752 SPECIAL EMERGENCY:	0.00	0.00	0.00	0.00	0.00	0.00 %
48-9252 DEBT SERVICE-PRINCIPAL O&E:	1,592,601.00	1,592,601.00	0.00	1,592,601.00	0.00	100.00 %
48-9352 DEBT SERVICE-INTEREST O&E:	673,775.01	673,368.44	0.00	673,368.44	406.57	99.93 %
48-9401 DEBT SERV-NJ	123,250.47	123,250.47	0.00	123,250.47	0.00	100.00 %
48-9501 DEBT SERV-NJ ENVIRONNMENTAL	6,000.00	5,872.28	0.00	5,872.28	127.72	97.87 %
50-8992 UNCOLLECTED TAXES RESERVE:	2,195,684.58	2,195,684.58	0.00	2,195,684.58	0.00	100.00 %
01-2010 BUDGET:	16,880,232.88	14,296,364.45	424,631.42	14,720,995.87	2,159,237.01	87.20 %
Grand Total:	16,880,232.88	14,296,364.45	424,631.42	14,720,995.87	2,159,237.01	

MONTHLY SUMMARY REPORT
BOROUGH OF SADDLE RIVER

12/04/25 03:54:47 PM

Account	Tot	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
01-1060-00-0000-000 CURRENT YEAR TAXES	26511778.39	1807441.14	4247913.00	671,173.87	1657723.57	4177726.59	249928.19	1726693.60	5304510.37	359635.96	1658514.30	4650517.80	0.00
01-1070-00-0000-000 PRIOR YEAR TAXES	440669.28	224566.18	54023.11	95,651.41	43653.97	17405.23	0.00	0.00	0.00	0.00	0.00	5369.38	0.00
01-1603- - - INTERFUND TRUST OTHER:	14640.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13200.00	1440.69	0.00	0.00	0.00
01-1604- - - INTERFUND GENERAL CAPITAL:	986113.75	0.00	121113.75	0.00	0.00	857500.00	0.00	0.00	0.00	0.00	7500.00	0.00	0.00
01-1612- - - INTERFUND DOG FUND 0030:	2615.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2615.60	0.00	0.00	0.00
01-1619- - - INTERFUND POLICE	19789.54	0.00	0.00	0.00	2059.78	9351.93	1880.27	3550.27	0.00	2947.29	0.00	0.00	0.00
01-1620- - - INTERFUND PAYROLL:	18007.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18007.81	0.00	0.00	0.00
01-1920-08-1100-000 MUNICIPAL COURT FEES	61734.22	3663.72	5137.84	5,974.10	7188.92	4770.18	4476.35	7071.44	5473.45	6178.03	6424.86	5375.33	0.00
01-1920-08-1120-000 INT/COST TAXS 0416:	58551.86	5081.20	3685.10	12,286.45	4674.61	4140.09	4517.22	2638.62	4380.27	6094.96	3595.95	7457.39	0.00
01-1920-08-1151- T-MOBILE BASE RENTS:	40066.62	3642.42	7284.84	3,642.42	3642.42	0.00	3642.42	7284.84	0.00	7284.84	3642.42	0.00	0.00
01-1920-08-1161- AT&T BASE RENTS:	43497.52	3954.32	3954.32	3,954.32	3954.32	3954.32	3954.32	7908.64	0.00	3954.32	3954.32	3954.32	0.00
01-1920-08-1600-028 CONST CODE FIRE	536801.00	15863.00	42531.00	47,338.00	118147.00	13810.00	45445.00	65623.00	85078.00	22066.00	36507.00	44393.00	0.00
01-1920-09-2022-000 ENERGY RECEIPTS TAX:	404558.22	0.00	0.00	0.00	0.00	0.00	0.00	48262.00	168771.89	112514.60	75009.73	0.00	0.00
01-1920-11-1080-000 SHARED SERVICE	117500.00	58750.00	0.00	0.00	0.00	0.00	58750.00	0.00	0.00	0.00	0.00	0.00	0.00
01-1920-11-1100-000 SHARED SERVICE BOE:	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20000.00	0.00	0.00	0.00
01-1940-00-0000-086 MRNA:	477787.78	94506.66	16114.12	41,405.82	26891.59	24701.94	75770.94	59897.05	53975.82	38825.34	26896.67	18801.83	0.00
01-1940-08-1050-035 MRNA FEES AND	39114.99	2865.00	4365.00	2,596.00	4243.00	4203.00	4110.00	3736.00	2002.99	2099.00	4420.00	4475.00	0.00
01-1940-08-1130-000 INTEREST ON INVEST.:	520458.97	49358.21	52976.34	48,243.45	39378.05	50126.15	45389.16	42084.44	52363.43	48157.39	45092.47	47289.88	0.00
01-2010-00-0000-053 BUDGET CONTRAS:	136861.17	7541.28	9163.85	10,361.74	13837.95	10704.26	12238.86	13084.99	14729.30	11874.30	17642.63	15682.01	0.00
01-2120-00-0000-000 PREPAID TAXES 0208:	351517.59	0.00	0.00	0.00	474.36	0.00	0.00	111851.05	95752.17	54281.82	5088.94	84069.25	0.00
01-2650-00-0000-000 SENIOR CITIZEN & VETS	6635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6635.00	0.00	0.00
01-3100- - - DCA ST NJ ST SHARE NJ	21354.00	770.00	1726.00	2,094.00	4489.00	639.00	1438.00	2122.00	3323.00	1360.00	1723.00	1670.00	0.00
01-7010-00-0010- MUNI. ALLIANCE F&S GRNT:	2102.04	0.00	0.00	0.00	0.00	271.91	0.00	0.00	0.00	0.00	0.00	1830.13	0.00
01-7010-00-0012- F&S REC GR DCA REC	65000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65000.00	0.00	0.00
01-7010-00-0014- F&S REC GR ARP	75000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75000.00	0.00	0.00	0.00

Account	Tot	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
01-7010-00-0015- F&S REC GR BW CAMERA	42798.00	0.00	0.00	0.00	0.00	0.00	42798.00	0.00	0.00	0.00	0.00	0.00	0.00
01-7065- - - UNAP ALCOHOL REHAB FUND:	722.16	0.00	0.00	0.00	0.00	0.00	722.16	0.00	0.00	0.00	0.00	0.00	0.00
01-7072- - - UNAP GT CLEAN	14275.83	0.00	0.00	0.00	0.00	14275.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-7076- - - UNAP GT BULLET PROOF VEST:	2188.20	0.00	0.00	0.00	0.00	0.00	0.00	2188.20	0.00	0.00	0.00	0.00	0.00
01-7094- - - UNAP GT RECYCLING:	4120.38	0.00	0.00	0.00	4120.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		2,278,003.13		944,721.58		5,193,580.43		2,103,996.14		794,337.95		4,890,885.32	
	31,036,260.61		4,569,988.27		1,934,478.92		555,060.89		5,803,560.69		1,967,647.29		0.00

MONTHLY SUMMARY REPORT
BOROUGH OF SADDLE RIVER

12/04/25 03:55:02 PM

Account	Tot	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-000 CONST CODE:	1650.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	1550.00	0.00	0.00	0.00	0.00
-001 BUILDING PERMITS:	357743.00	9893.00	27076.00	31938.00	97149.00	6135.00	26941.00	45689.00	52253.00	11421.00	22190.00	27058.00	0.00
-003 ELECTRICAL:	56460.00	2330.00	2575.00	5765.00	2625.00	3630.00	8725.00	6815.00	8740.00	3535.00	5680.00	6040.00	0.00
-005 PLUMBING:	51624.00	1380.00	1935.00	3290.00	15169.00	1645.00	4655.00	8510.00	4600.00	3795.00	1550.00	5095.00	0.00
-006 MECHANICAL INSPECTION:	22745.00	1615.00	875.00	3725.00	1200.00	1600.00	1725.00	200.00	3940.00	1350.00	4215.00	2300.00	0.00
-007 FIRE:	30485.00	325.00	8950.00	1000.00	260.00	200.00	1235.00	1805.00	12885.00	1155.00	1370.00	1300.00	0.00
-009 SOIL:	7550.00	0.00	800.00	1300.00	400.00	0.00	1400.00	1400.00	700.00	50.00	550.00	950.00	0.00
-011 TREE REMOVAL:	7170.00	250.00	290.00	240.00	1030.00	400.00	590.00	1010.00	360.00	700.00	650.00	1650.00	0.00
-017 SIGN PERMITS:	850.00	70.00	30.00	80.00	60.00	100.00	120.00	140.00	50.00	60.00	140.00	0.00	0.00
-027 FIRE PREVENTION PERMIT	324.00	0.00	0.00	0.00	54.00	0.00	54.00	54.00	0.00	0.00	162.00	0.00	0.00
-028 FIRE PREVENTION BUSINESS	200.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-1920-08-1600-028 CONST CODE FIRE	536801.00	15863.00	42531.00	47,338.00	118147.00	13810.00	45445.00	65623.00	85078.00	22066.00	36507.00	44393.00	0.00
-001 LANDSCAPERS PERMITS:	75.00	25.00	0.00	25.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-003 BUILDING RENTAL:	1790.00	0.00	350.00	0.00	350.00	0.00	350.00	40.00	350.00	350.00	0.00	0.00	0.00
-004 OPRA / COPY FEES:	23.60	0.00	0.00	6.40	2.00	2.00	8.00	2.00	2.20	1.00	0.00	0.00	0.00
-005 200 FT LIST:	500.00	50.00	60.00	30.00	50.00	40.00	90.00	50.00	50.00	10.00	40.00	30.00	0.00
-006 NJ DHSS EDRS -ELECTRONIC	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00
-007 COPY FEES:	680.54	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	206.50	464.04	0.00
-011 INSURANCE	1768.79	0.00	1768.79	0.00	0.00	0.00	0.00	3346.74	-3346.74	0.00	0.00	0.00	0.00
-013 WORKERS COMPENSATION	5008.71	5008.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-015 SEWER CHG WALDWICK:	21853.25	350.00	0.00	2466.65	4384.93	2195.62	545.91	7721.28	2258.54	1104.96	275.12	550.24	0.00
-017 SEWER CHG HO-HO-KUS:	4899.89	0.00	0.00	0.00	0.00	0.00	0.00	4533.73	366.16	0.00	0.00	0.00	0.00
-018 SEWER CHG ALLENDALE:	65735.53	3748.42	916.82	25154.27	8655.30	775.91	146.72	20196.15	816.29	255.01	3055.97	2014.67	0.00
-027 CABLEVISION FEES:	30097.00	29997.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
-029 BUSINESS & INSURANCE	400.00	300.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-030 CLERK RAFFLE LICENSES:	140.00	40.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-033 PERSONAL GROOMING	300.00	100.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-034 SEPTIC LICENSE:	3900.00	2700.00	150.00	300.00	300.00	0.00	150.00	0.00	0.00	150.00	0.00	150.00	0.00
-035 CLERK GARAGE SALE PERMIT:	120.00	0.00	0.00	10.00	10.00	30.00	20.00	0.00	30.00	0.00	0.00	20.00	0.00
-053 POLICE TAHOE CRASH	298.00	46.00	25.00	43.00	103.00	0.00	48.00	33.00	0.00	0.00	0.00	0.00	0.00

Account	Tot	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-054 RAMSEY, NJ	66151.38	0.00	0.00	0.00	0.00	0.00	66151.38	0.00	0.00	0.00	0.00	0.00	0.00
-055 ZONING FEES:	21110.00	1200.00	600.00	1350.00	1500.00	1800.00	2910.00	3750.00	1650.00	3350.00	2250.00	750.00	0.00
-061 ABANDONED PROP	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
-064 MUNICIPAL COURT (P.O.A.A.):	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00
-067 MISC. REVENUE NOT	72014.24	32797.76	0.00	149.46	0.00	1750.00	36.43	617.59	35033.00	1630.00	0.00	0.00	0.00
-069 TOWING FEES:	5800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	4600.00	200.00	0.00
-070 SMOKE/ C.O. INSPECTION:	11700.00	1000.00	0.00	800.00	1400.00	600.00	1400.00	2500.00	1000.00	0.00	1800.00	1200.00	0.00
-072 STREET OPENING PERMITS	3250.00	0.00	150.00	300.00	300.00	300.00	900.00	300.00	600.00	0.00	300.00	100.00	0.00
-077 ST. OF NJ/LEA REBATE-FIRE:	3395.28	0.00	0.00	209.95	0.00	2017.93	0.00	1167.40	0.00	0.00	0.00	0.00	0.00
-083 HOTEL MOTEL OCCUPANCY	145020.72	11524.86	12093.51	7915.65	9486.36	15165.48	0.00	15029.16	15164.37	30974.37	14344.08	13322.88	0.00
-084 ST OF NJ, INSPECTION FINES:	3014.50	0.00	0.00	0.00	0.00	0.00	3014.50	0.00	0.00	0.00	0.00	0.00	0.00
-086 DEA OT HOLDSWORTH:	8214.35	5618.91	0.00	2595.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-1940-00-0000-086 MRNA:	477787.78	94506.66	16114.12	41,405.82	26891.59	24701.94	75770.94	59897.05	53975.82	38825.34	26896.67	18801.83	0.00
-002 POLICE ACCIDENT REPORTS:	435.00	25.00	35.00	45.00	20.00	25.00	30.00	60.00	60.00	55.00	30.00	50.00	0.00
-006 PISTOL PERMITS:	5200.00	600.00	600.00	400.00	550.00	700.00	500.00	825.00	525.00	300.00	0.00	200.00	0.00
-008 FIREARMS I.D. CARDS:	1875.00	0.00	300.00	250.00	0.00	175.00	75.00	125.00	50.00	0.00	300.00	600.00	0.00
-010 POLICE MISCELLANEOUS	3762.99	900.00	0.00	750.00	600.00	450.00	450.00	450.00	9.99	0.00	150.00	3.00	0.00
-013 PLANNING BOARD:	6600.00	800.00	2100.00	0.00	1050.00	1050.00	0.00	0.00	0.00	400.00	800.00	400.00	0.00
-018 ZONING BOARD:	1850.00	0.00	300.00	250.00	400.00	0.00	150.00	300.00	0.00	300.00	150.00	0.00	0.00
-019 VITAL STATS MARRIAGE LIC	54.00	0.00	0.00	3.00	12.00	3.00	0.00	3.00	15.00	9.00	9.00	0.00	0.00
-021 BOARD OF HEALTH REALTY	490.00	50.00	30.00	60.00	200.00	0.00	30.00	30.00	0.00	0.00	90.00	0.00	0.00
-022 BOARD OF HEALTH SEPTIC	11900.00	400.00	500.00	200.00	600.00	500.00	2000.00	1700.00	800.00	200.00	2100.00	2900.00	0.00
-023 VITAL STATS CERT MARRIAGE	720.00	30.00	0.00	105.00	15.00	165.00	0.00	45.00	60.00	60.00	30.00	210.00	0.00
-026 VITAL STATS CERT DEATH	768.00	60.00	0.00	148.00	71.00	35.00	0.00	98.00	83.00	0.00	161.00	112.00	0.00
-029 BOARD OF HEALTH PERC	3300.00	0.00	500.00	200.00	200.00	600.00	200.00	0.00	400.00	600.00	600.00	0.00	0.00
-030 BOARD OF HEALTH WELL	300.00	0.00	0.00	0.00	100.00	50.00	50.00	100.00	0.00	0.00	0.00	0.00	0.00
-032 CLERK FOOD HANDLERS:	1850.00	0.00	0.00	175.00	425.00	450.00	625.00	0.00	0.00	175.00	0.00	0.00	0.00
-035 PEDDLERS:	10.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-1940-08-1050-035 MRNA FEES AND	39114.99	2865.00	4365.00	2,596.00	4243.00	4203.00	4110.00	3736.00	2002.99	2099.00	4420.00	4475.00	0.00
-050 ADMINISTRATIVE BUDGET	11005.81	0.00	50.00	520.00	0.00	0.00	0.00	560.00	3346.74	1250.00	3779.07	1500.00	0.00
-052 EMPLOYEE MEDICAL PREM.	111609.69	7541.28	9113.85	9841.74	10308.37	10704.26	10704.26	10683.47	10551.62	10624.30	10678.29	10858.25	0.00
-053 DEA - HOLDSWORTH OT:	14245.67	0.00	0.00	0.00	3529.58	0.00	1534.60	1841.52	830.94	0.00	3185.27	3323.76	0.00
01-2010-00-0000-053 BUDGET CONTRAS:	136861.17	7541.28	9163.85	10,361.74	13837.95	10704.26	12238.86	13084.99	14729.30	11874.30	17642.63	15682.01	0.00

Grand Total:	120,775.94	101,701.56	53,419.20	142,341.04	74,864.64	83,351.84			
	1,190,564.94	72,173.97	163,119.54	137,564.80	155,786.11	85,466.30			0.00

**RESOLUTION #-25
BOROUGH OF SADDLE RIVER
BERGEN COUNTY, NJ**

Date: 12/15/25

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-12 allows for a public body to go into closed session during a public meeting, and

WHEREAS, the Mayor and Council of the Borough of Saddle River has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, the regular meeting of this Governing Body may or may not reconvene; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Saddle River will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12b:

_____ Any matter which, by express provision of Federal Law or State statute or Rule of Court shall be rendered confidential or excluded from discussion in public;

_____ Any matter in which the release of information would impair a right to receive funds from the Federal Government;

_____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy.

_____ Any collective bargaining agreement;

_____ Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection, any investigations of violations or possible violations of the law;

_____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

_____ Any matter involving the employment, appointment, termination of employment, disciplinary action unless individual, in writing requests a public meeting;

_____ Any deliberations of the public body occurring after a public hearing that may result in the imposition of specific civil penalty.

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Carpenter, Duncan						
DiGirolamo, Christopher						
Hekemian, David						
Kurpis, Jonathan						
Liva, Jeffrey						
Sachdev, Ravi						
Kurpis, Albert J., - Mayor						

I hereby certify that this is a true copy of the resolution passed at the meeting held on **December 15, 2025**.

Cindy Kirkpatrick, RMC
Municipal Clerk