

PUBLIC MEETING – Wednesday, February 8, 2017 at 8:00 p.m.

There will be a Public Meeting of the Mayor and Council of the Borough of Glen Rock on Wednesday, January 25, 2017, at 8:00 p.m. in the Council Chambers of the Municipal Building.

Agenda: (May be subject to change)

1. CALL TO ORDER /ROLL CALL

This meeting is called pursuant to the provisions of the Open Public Meeting Law. This Meeting was included in a list of meeting notices sent to the Bergen Record and advertised in said newspaper in December, posted on the bulletin board in the Municipal Building, and has remained continuously posted as the required notices under the Statue. 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.

In accordance with the New Jersey State Fire & Safety Code I call your attention to the lighted exit signs. In the event the alarm sounds, move in an orderly manner toward the exit nearest you and leave the building.

**Council Member O’Hagan – present
Council Member Martin – present
Council Member Morieko – present**

**Council Member Pazan – present
Council Member Huisking - present
Council Member Leonard - present**

2. FLAG SALUTE/ANNOUNCEMENTS

Council member O’Hagan led the Council and audience in the flag salute.

At this time, Mayor Packer read the following proclamation honoring Detective Trover.

**A PROCLAMATION OF COMMENDATION TO
DETECTIVE MICHAEL TROVER**

Whereas, the Glen Rock Police Department has protected and served its citizens since 1918, and

Whereas, many of the cases that they are faced with are complicated, difficult to solve, and require incredible perception, intelligence and an ability to organize and turn thousands of facts into one conclusion, and

Whereas, the detectives of the Glen Rock Police Department have excelled in solving such cases, and

Whereas, FBI Director James Comey recognized GRPD Detective Michael Trover with a certificate for his participation in the task force that led to the apprehension of the man who was responsible for ten area bank robberies including one at the former Hudson City Savings Bank in Glen Rock last year.

Now therefore, the Borough Council and I commend and praise Detective Trover for his investigative and overall excellence and designate Friday, September 23, 2016 as Detective Michael Trover Day in Glen Rock, NJ.

Next, Mayor Packer read the following proclamation for Simon Toffell praising him and his efforts is the redesign of the Borough website.

**A PROCLAMATION OF COMMENDATION TO
SIMON TOFFELL**

Whereas, the Borough of Glen Rock has created a brand new Borough webpage, and,

Whereas, we were asked to provide the web company with about forty to fifty pictures and

Whereas, we asked Simon Toffell to lend us his amazing skills as a photographer and snap a few shots around town for the webpage, and

Whereas, Simon submitted a thumb drive with over one thousand amazing pictures from around town from which all of the pictures that are currently housed on the website were selected,

Now therefore, the Borough Council and I, Mayor Bruce Packer, offer a sincere thank you to Simon for giving us a website that properly reflects the beauty of our town, and we designate tomorrow, February 9th, 2017, as Simon Toffell Snow Day in Glen Rock, NJ and ask that everyone stay home and enjoy his many wonderful pictures.

Mayor Packer announced that the first reading off the Arboretum ordinance will be February 22, 2017 with a final reading in March.

Mayor Packer stated there will be a joint meeting with the Board of Education to discuss past endeavors that have been beneficial as well as discuss new ideas.

Council member Pazan reminded residents with the pending snow that each family should have an emergency plan, a transistor radio and stay off the roads. Residents are also reminded to clear any fire hydrant that may be near your home. The Second Annual Valentine's Finance meeting will be held February 11th at 9:00 a.m.

Council member Leonard reported that he sat in on the Business Owners Forum and will be the liaison between the Borough and the newly, resurrected Chamber of Commerce.

Council member Huisling noted Central Dispatch recently had a fire. It was great to see the back-up plan initiated and efficiently working.

Council member O'Hagan reported that Spring sport registration is underway and can be found on the website.

3. CONSENT AGENDA

All items listed are considered to be routine and non-controversial by the Borough Council and will be approved by one motion. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The one motion signifies adoption of all resolutions, received and filed letters, correspondence, reports and approval of applications and minutes.

Resolutions:

1. Resolution for Approval of Minutes

Resolution No. 65-17

Offered by Council Member Martin

Seconded by Council Member Pazan

BE IT RESOLVED, that the Minutes of:

Public Meeting – 12/14 & 12/28/16
Work Session 12/12 & 12/28/16

Be accepted as submitted.

ROLL CALL:

Council Member O'Hagan – yes

Council Member Martin - yes

Council Member Morieko - yes

Council Member Pazan - yes

Council Member Huisling - yes

Council Member Leonard - yes

2. Resolution Authorizing Municipal Lien (Property Maintenance)

Resolution No. 66-17

Offered by Council Member Martin

Seconded by Council Member Pazan

RESOLUTION AUTHORIZING TAX COLLECTOR TO PLACE A MUNICIPAL CHARGE AGAINST PROPERTIES FOR VIOLATION OF CHAPTER 162, ARTICLE 1 (PROPERTY MAINTENANCE)

WHEREAS, the Borough of Glen Rock Property Maintenance Officer has contracted a third party to remediate property maintenance issues on the following properties: Block 71 Lot 11 also known as 655 Doremus Ave. in the amount of \$107.00; and Block 141 lot 14 also known as 727 Ackerman Ave. in the amount of \$125.00

NOW THEREFORE BE IT RESOLVED, The Tax Collector is authorized to place a municipal lien on the foregoing properties in the amount of the maintenance charges which will accrue interest at the same rate as taxes.

ROLL CALL:

Council Member O’Hagan – yes
Council Member Martin - yes
Council Member Morieko - yes

Council Member Pazan - yes
Council Member Huisking - yes
Council Member Leonard - yes

3. Resolution Appointing Planning Board Member

Resolution No. 67-17

Offered by Council Member Martin
Seconded by Council Member Pazan

COMMUNICATION FROM THE MAYOR

Ladies and Gentlemen of the Council:

With your advice and consent I hereby made the following **statutory** appointments to the various Boards of the Borough of Glen Rock for the year 2017.

PLANNING BOARD

7 Member Board

4 year term

Members of the Board

Alt. 2

John Thielke
(to replace Kristen Bond)

1/1/2017 to 12/31/2017

ROLL CALL:

Council Member O’Hagan - yes
Council Member Martin - yes
Council Member Morieko - yes

Council Member Pazan – yes
Council Member Huisking - yes
Council Member Leonard - yes

4. Resolution Authorizing Designation of Acting Court Administrator (Emerson,Old Tappan)

Resolution No. 68-17

Offered by Council Member Martin
Seconded by Council Member Pazan

AUTHORIZATION AND DESIGNATION OF AN ACTING MUNICIPAL COURT ADMINISTRATOR

WHEREAS, pursuant to N.J.S.A. 2B:12-10, the Borough of Glen Rock has appointed Kimberly McWilliams, as Municipal Court Administrator; and

WHEREAS, the new court regulations require that each municipality have someone appointed as Acting Municipal Court Administrator to have coverage during an emergency leave or in the absent of Court Administrator; and

WHEREAS, Laurel Carnazza, CMCA has been permanently appointed as Municipal Court Administrator of the Emerson and Old Tappan Municipal Courts; and

NOW THEREFORE BE IT RESOLVED, that Kimberly McWilliams is appointed as Acting Municipal Court Administrator for the Borough of Emerson and Old Tappan Municipal Court on a provisional basis to undertake the duties in the absent of the Municipal Court Administrator and/or Deputy Municipal Court Administrator, during emergencies, scheduled and/or unscheduled leaves.

ROLL CALL:

Council Member O’Hagan – yes
Council Member Martin - yes
Council Member Morieko - yes

Council Member Pazan - yes
Council Member Huisking - yes
Council Member Leonard - yes

5. Resolution Appoint Deputy Court Administrator (L. Candeloro & L. Lasini)

Resolution No. 69-17

Offered by Council Member Martin
Seconded by Council Member Pazan

**AUTHORIZATION AND DESIGNATION OF DEPUTY COURT ADMINISTRATOR
COURT SESSIONS ONLY**

WHEREAS, pursuant to N.J.S.A. 2B:12-10, the Borough of Glen Rock is required to provide for a Municipal Court Administrator; and

WHEREAS, Kimberly McWilliams, CMCA has been permanently appointed as Municipal Court Administrator of the Glen Rock Municipal Court; and

NOW THEREFORE BE IT RESOLVED, Leticia Candeloro, is appointed as Deputy Municipal Court Administrator, during scheduled court sessions once or twice per month as needed when Lynda Lasini is not scheduled.

ROLL CALL:

Council Member O’Hagan – yes
Council Member Martin - yes
Council Member Morieko - yes

Council Member Pazan - yes
Council Member Huisking - yes
Council Member Leonard - yes

6. Resolution Authorizing Designation of Acting Court Administrator (Ridgewood)

Resolution No. 70-17

Offered by Council Member Martin
Seconded by Council Member Pazan

**AUTHORIZATION AND DESIGNATION OF AN ACTING MUNICIPAL COURT
ADMINISTRATOR**

WHEREAS, pursuant to N.J.S.A. 2B:12-10, the Borough of Glen Rock has appointed Kimberly McWilliams, as Municipal Court Administrator; and

WHEREAS, under the new Criminal Justice Legislation it is required that each municipality have someone appointed as Acting Municipal Court Administrator to have coverage during an emergency leave or in the absent of Court Administrator; and

WHEREAS, Maria Doerr, CMCA has been permanently appointed as Municipal Court Administrator of the Village of Ridgewood Municipal Court; and

NOW THEREFORE BE IT RESOLVED, that Kimberly McWilliams is appointed as Acting Municipal Court Administrator for the Village of Ridgewood Municipal Court on a provisional basis to undertake the duties in the absent of the Municipal Court Administrator and/or Deputy Municipal Court Administrator, during emergencies, scheduled and/or unscheduled leaves.

ROLL CALL:

Council Member O’Hagan – yes

Council Member Martin -yes

Council Member Morieko - yes

Council Member Pazan - yes

Council Member Huisiking - yes

Council Member Leonard - yes

7. Resolution for LOSAP Increase

Resolution No. 71-17

Offered by Council Member Martin

Seconded by Council Member Pazan

WHEREAS, the Borough of Glen Rock deems it appropriate to act to ensure retention of existing members and to provide incentives for recruiting new volunteer firefighters/first aid organization members; and

WHEREAS, the Borough of Glen Rock has a Length of Service Award Plan Document that implements the Programs objectives; and

WHEREAS, the Division of Local Government Services has calculated the CY 2016 adjustment to the maximum LOSAP contribution due to changes in the CPI in the amount of 1.3% for municipalities;

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Glen Rock is authorizing the adjustment of 1.3% increase in qualifying LOSAP participants to an amount of \$1,456.88 for 2016.

ROLL CALL:

Council Member O’Hagan – yes Council Member Pazan - yes
Council Member Martin - yes Council Member Huisking - yes
Council Member Morieko - yes Council Member Leonard - yes

8. Resolution for Transfer of Funds

Resolution No. 72-17

Offered by Council Member Martin
Seconded by Council Member Pazan

BE IT RESOLVED by the Mayor and Council that the following transfers be made within the 2016 Municipal Budget:

FROM		TO		AMOUNT
Recreation OE	28-3702	Legal	20-1552	\$ 3,000.00
Recreation OE	28-3702	Engineering	20-1652	\$ 5,000.00
Recreation OE	28-3702	Building & Gr. OE	20-3102	\$ 3,000.00
Board of Health OE	27-3302	Planning Bd. OE	21-1802	\$ 3,200.00
Police Dept S&W	25-2401	Police OE	25-2402	\$ 8,000.00
Pool OE	28-3752	Fire OE	25-2652	\$ 1,400.00
Pool OE	28-3752	Fire Prev S&W	25-2681	\$ 1,400.00
Sanitation OE	26-3052	Sanitation S&W	26-3051	\$ 2,000.00
Sanitation OE	26-3052	Recycling S&W	26-3061	\$ 8,400.00
Shuttle Bus OE	28-3772	Shuttle Bus S&W	28-3771	\$ 1,200.00
Gasoline	31-4660	Dumping Fees	32-4652	\$15,400.00
Gasoline	31-4660	Public Def	43-4903	\$ 500.00
Emp Group	23-2252	Recycling OE	26-3062	\$ 7,000.00
Electricity	31-4301	Recycling OE	26-3062	\$ 3,000.00
Natural Gas	31-4303	Recycling OE	26-3062	\$28,000.00
Street Lighting	31-4352	DPW S&W	26-3301	\$20,000.00
Telephone	31-4376	DPW S&W	26-3301	\$14,000.00
Clerk S&W	20-1201	LOSAP	25-2652	\$ 3,909.00
Total				\$128,409.00

ROLL CALL:

Council Member O’Hagan – yes Council Member Pazan – yes
Council Member Martin - yes Council Member Huisking - yes
Council Member Morieko - yes Council Member Leonard - yes

9. Resolution Appointing Qualified Purchasing Agent (S. Sanzari)

Resolution No. 73-17

Offered by Council Member Martin
Seconded by Council Member Pazan

RESOLUTION APPOINTING QUALIFIED PURCHASING AGENT

WHEREAS, N.J.S.A. 40A:11-9 authorizes the appointment of a Qualified Purchasing Agent for the Borough of Glen Rock, County of Bergen, State of New Jersey, and;

WHEREAS, Stephen Sanzari, holds the certification of Qualified Purchasing Agent awarded by the Division of Local Government Services, State of New Jersey, and is qualified to hold the position of Qualified Purchasing Agent;

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Glen Rock hereby appoint Stephen Sanzari as Qualified Purchasing Agent for the Borough of Glen Rock for the year 2017.

ROLL CALL:

**Council Member O’Hagan - yes
Council Member Martin - yes
Council Member Morieko - yes**

**Council Member Pazan – yes
Council Member Huisking - yes
Council Member Leonard - yes**

10. Resolution for LOSP Certification

Resolution No. 74-17

Offered by Council Member Martin

Seconded by Council Member Pazan

**RESOLUTION APPROVING FINAL CERTIFICATION OF LENGTH OF SERVICE
AWARD PROGRAM (LOSAP) LISTS FOR 2016 FOR GLEN ROCK VOLUNTEER
AMBULANCE CORPS MEMBERS AND GLEN ROCK VOLUNTEER FIRE
DEPARTMENT MEMBERS**

WHEREAS, the Mayor and Council are in receipt of a certified list of credits for LOSAP from Bruce D. Rigg, Local Plan Administrator, a requirement under the law establishing LOSAP for qualified ambulance and fire volunteers of Glen Rock, and

WHEREAS, there are fifty (50) members of the volunteer ambulance corps and fire department that qualify for this benefit for the year of 2016, at an amount of \$1,438.18 per qualified participant, for a total investment of \$71,909.00.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of Glen Rock, that the attached certified list for the year 2016 is hereby approved, and instructs the Borough Clerk to forward a copy of the approved resolution to the Local Plan Administrator as required in LOSAP regulations, and post such list in the municipal building for a period of 30 days.

ROLL CALL:

**Council Member O’Hagan – yes
Council Member Martin -yes
Council Member Morieko - yes**

**Council Member Pazan - yes
Council Member Huisking -yes
Council Member Leonard - yes**

11. Resolution Authorizing Agreement with BCUA for Solid Waste Program

Resolution No. 75-17
Offered by Council Member Martin
Seconded by Council Member Pazan

**RESOLUTION APPROVING SOLID WASTE SERVICE AGREEMENT WITH THE
BERGEN COUNTY UTILITIES AUTHORITY**

WHEREAS, Glen Rock is a customer of the Bergen County Utilities Authority (BCUA) for disposal of our solid waste, and the current solid waste service agreement expires May, 31, 2017; and

WHEREAS, the Borough of Glen Rock wishes to approve a contract extension with BCUA to continue to dispose of solid waste for an additional year, from June 1, 2017 through May 31, 2018 at the cost of \$68.250 per ton, and funds have been budgeted for this increase in the 2017 municipal budget; now therefore

BE IT RESOLVED, by the Borough Council of Glen Rock, that the Solid Waste Service Agreement Extension dated February 8, 2017 is hereby approved, and authorizes the Mayor and Borough Clerk to sign and attest a copy of the agreement and return it to BCUA.

ROLL CALL:

Council Member O'Hagan – yes	Council Member Pazan - yes
Council Member Martin - yes	Council Member Huisking - yes
Council Member Morieko - yes	Council Member Leonard - yes

12. Resolution for 2017 Salaries (Library)

Resolution No. 76-17
Offered by Council Member Martin
Seconded by Council Member Pazan

RESOLVED, that the following salaries and wages be authorized and approved for the year 2017:

Full Time Library Personnel:

Danielle Cesena	\$53,060
Joanne Frank	\$30,325
Glenn Hoefler	\$35,731
Bette Karoly	\$30,549
Mary Ellen Kruffyff	\$50,368
Theresa Sarracino	\$51,000

Morgan Taylor	\$45,518
Betsy Wald	\$85,086

Part-Time Library Personnel:

Antonella Barila	\$20.60
Maureen Barone	\$12.86
Arlene Blain	\$ 8.98
Kristen Breen	\$11.00
Oliver Bruce	\$ 8.63
Sally Clark	\$11.00
Sean Cosenza	\$11.00
Sean Cosenza(page)	\$ 8.98
Jennifer Cullen	\$10.30
Jennifer Cullen(Ref)	\$20.60
Gerald Fadlalla	\$22.44
Satwinder Farmah	\$10.30
Carl Fongeallaz	\$11.00
Theresa Gortowski	\$10.30
Mary Genneken	\$11.00
Rhonie Grant	\$15.00
Genesis Jai	\$10.30
Annie Kim	\$ 8.98
Susan Lazzari(Circ)	\$10.70
Susan Lazzari(Ref)	\$21.00
Margie Liang	\$22.44
Elizabeth McSorley	\$10.70
Kathleen Mindszenty	\$ 9.16
Robin Rockman	\$21.00
Vionnette Rogers	\$11.00
Lee Ann Ryerson	\$11.00
David Schwalbe	\$13.20
Norma Tamburrino	\$10.30
Janine Tuttle	\$11.00
Marian Yates	\$ 9.16
Jeanne Zamonski	\$18.45

All salaries in this resolution are annual salaries unless otherwise stated.

ROLL CALL:

Council Member O'Hagan – yes	Council Member Pazan - yes
Council Member Martin - yes	Council Member Huisking - yes
Council Member Morieko - yes	Council Member Leonard - yes

13. Resolution Authorizing Farmers Market

Resolution No.: 77-17

Offered by Council Member: Martin
Seconded by Council Member: Pazan

WHEREAS, the Borough of Glen Rock desires to request proposals for a weekly Farmers Market, under the following conditions, terms and methods of service; and

WHEREAS, there shall be a weekly farmers market for roughly 22 weeks on Sundays from 10-2pm in the Borough Hall employee parking area, with potential expansion to be approved by the Glen Rock Police Department and Glen Rock Department of Public Works; and

WHEREAS, the mission of the farmers market is to strengthen our community and support our local sustainable food culture. Participating vendors cultivate and source sustainably and responsibly grown ingredients from local farms. A market goal is to avoid direct competition among vendors while creating a diverse, supportive, and authentic market. The market may also include art crafted by local artists who promote the market's mission; and

WHEREAS, management of the farmers market shall be through the Glen Rock Borough, in partnership with a bidder to be selected thorough the request for proposals with the following duties:

- a. Act as liaison between the borough & the selected bidder (Board of Health correspondence as needed, fire/police, DPW, buildings & grounds, town organizations, scheduling conflicts, etc.);**
- b. Provide Buildings & Grounds support (coordinate the DPW drop off and pick up of barricades & trash cans; ensure electricity and other essential utilities are functioning; connect with the police if the owner of a car needs to move their car from a parking space; etc.);**
- c. Involve town organizations that meet the mission with support from the selected bidder;**
- d. Coordinate town volunteers with support from the selected bidder as support staff as needed pulling from town organizations such as the HS National Honor Society or Environmental Club for example. The Market Manager, with assistance from the Director of Parks & Rec will prioritize volunteers based on the mission, community needs, and volunteer availability. The Director of Parks & Rec will sign off on student community service hour credits. Furthermore, at the borough's discretion, to involve the selected bidder and the farmers market in other town events to continue to help promote market success.**
- e. Attend the market as Market Manager, or hire a Market Manager with input and consensus from the selected bidder.**

- f. Provide marketing & informational support - i.e. On town websites, the borough hall electronic sign, town social media pages, social media and/or print ads, lawn signs; and

WHEREAS, along with strong support in many of the jobs mentioned above, the selected bidder will:

- a. Act as the market curator by procuring vendors who meet the mission
- b. Handle and process all vendor paperwork: insurance certificates, board of health forms, registration forms.
- c. Will require each vendor to indemnify the Borough of Glen Rock and the selected bidder.
- d. Manage vendor correspondence regarding their questions, information needed (i.e. It will be windy this Sunday so no tents. Remember your tent weights. Remember signage and prices on all items.) And specific to vendors (i.e. Bring another employee next week because the line was too long. Please consider a discount program just for Glen Rock or a Visit the Farm Day).
- e. Manage education at the market through theme days, town organizations, town initiatives, and vendor education/support with support from the Director of Parks & Recreation
- f. Manage all online vendor forms & registrations - board of health forms with support from The Director of Parks & Recreation
- g. Promote the market with special events, theme days, education days, and strong mission-related community/town/organization collaborations.
- h. Help market the market
- i. Procure and oversee musicians and entertainment; and

WHEREAS, this resolution acknowledges the strong partnership between the Borough of Glen Rock and the selected bidder will not receive any compensation from the town to procure vendors for the Glen Rock Farmers Market. Supporting roles may be compensated at the town and the selected bidder's discretion;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Glen Rock hereby expresses its interest with regard to the farmers market to be conducted in the manner outlined above, permitting the Borough Clerk to advertise for proposals in accordance with this resolution, with the selection of the bidder to be done by the Mayor and Council of the Borough of Glen Rock.

Motion to accept consent agenda by Council Member Martin
Seconded by Council Member Pazan

ROLL CALL:

Council Member O'Hagan – yes Council Member Pazan - yes

**Council Member Martin - yes
Council Member Morieko - yes**

**Council Member Huisking - yes
Council Member Leonard - yes**

4. ORDINANCES

**Ordinance Procedure: # 1756 (Police Department Promotions)
Date of Introduction: January 25, 2017**

**Motion to Withdraw 78-17
Made by Council Member Huisking
Seconded by Council Member Morieko**

AN ORDINANCE AMENDING THE BOROUGH CODE OF THE BOROUGH OF GLEN ROCK, CHAPTER 40 ENTITLED "POLICE DEPARTMENT"

Be passed upon second and final reading, and that the Borough Clerk be, and is hereby authorized and directed, to advertise the same according to law by publishing the same by title in the Bergen Record.

ROLL CALL:

**Council Member O'Hagan -yes
Council Member Martin- yes
Council Member Morieko - yes**

**Council Member Pazan - yes
Council Member Huisking - yes
Council Member Leonard - yes**

**Ordinance Procedure # 1757
Date of Introduction: February 8, 2017**

**Council Resolution # 79-17 (Police Department Promotions)
Introduced by Council Member Huisking
Seconded by Council Member Morieko**

Be It Resolved by the Borough Council of the Borough of Glen Rock that AN ORDINANCE AMENDING THE BOROUGH CODE OF THE BOROUGH OF GLEN ROCK, CHAPTER 40 ENTITLED "POLICE DEPARTMENT

Heretofore introduced and does now pass on first reading, and that the said Ordinance be further considered for final passage at a meeting to be held on February 22, 2017 at 8:00 p.m., or as soon thereafter as the matter can be reached, at the Municipal Building in the Borough of Glen Rock, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance, and that the Borough Clerk is hereby authorized and directed to publish said ordinance in the Bergen Record according to law with a notice of its introduction and passage on first reading and of the time and place when and where said ordinance will be further considered for final passage.

ROLL CALL:

**Council Member O'Hagan – yes
Council Member Martin - yes
Council Member Morieko - yes**

**Council Member Pazan - yes
Council Member Huisking– yes
Council Member Leonard – yes**

BOROUGH OF GLEN ROCK
ORDINANCE #1757
AN ORDINANCE AMENDING THE BOROUGH CODE OF THE BOROUGH OF GLEN
ROCK, CHAPTER 40 ENTITLED "POLICE DEPARTMENT"

WHEREAS, the Mayor and Council of the Borough of Glen Rock recognize the need to amend the Chapter 40-5, "Promotional Procedures" of the Borough Ordinance as follows:

Now, therefore, be it ordained as follows:

SECTION 1.

Chapter 40-5 is amended and supplemented as set forth below:

Procedure.

- A. Scope: Covers all Police Department promotions, except promotion to Chief of Police.
- B. Eligibility: Only officers who are currently members of the Glen Rock Police Department at the time of the promotional process are eligible for consideration consistent with New Jersey law. The Chief of Police, or his/her designated representative, shall be responsible for coordinating the promotional process.
- C. Prequalification.
 - (1) **Sergeant:** Shall have served as a full-time police officer with the Glen Rock Police Department for a minimum of five continuous years prior to the date of vacancy announcement.
 - (2) **Detective Sergeant:** Shall have served as a full-time police officer with the Glen Rock Police Department for a minimum of five continuous years, further have served in the position of Detective for no less than one year prior to the date of vacancy announcement.
 - a) *Candidates who qualify for both a Sergeant and Detective Sergeant Positions may apply for one or both positions. The candidate's intention must be stated in his/her letter of intention.*
 - b) *A Sergeant having previously served as a Detective may be considered for the position of Detective Sergeant at the discretion of the Chief of Police and without a written examination.*
 - (3) **Lieutenant:** Shall have held the rank of Sergeant for a minimum of two years prior to the date vacancy announcement.
 - (4) **Captain:** Shall have held the rank of Lieutenant for at least one year or Sergeant for four years.
- B. Promotional announcement. Whenever a vacancy occurs for the filling of a position, a written announcement shall be made at least 30 days before the start of the process. The announcement will include eligibility requirements, position title and a brief description of the promotional process.
- C. Promotion criteria. The following factors will be considered in the evaluation and recommendation of candidates for promotion:
 - (1) Resume and position paper which will be scored as part of the personnel review.

- (2) Written examination which will count for a maximum of 55 points.
- (3) Length of service – Seniority which will count for a maximum of 10 point
- (4) Personnel review – Merit of Service, Education and Professional Development which will count for a maximum of 15 points.
- (5) Interview by Public Safety Committee which will count for a maximum of 20 points.

D. Procedure.

- (1) Resume and position paper.
 - (a) Each officer intending to participate in the process must submit a resume and letter of intent no later than 10 calendar days after the announcement to the Chief of Police.
 - (b) Each candidate shall submit to the Chief of Police a position paper of no less than 750 nor more than 1000 words. The subject of the position paper will be established by the Chief of Police and provided to each candidate following the closing of the resume and letter of intent submission period. The paper must be submitted within 2 calendar days thereafter and produced in Microsoft word or other format similar to those available to all department members. Handwritten documents will be not acceptable.
 - (c) Each candidate shall have the prior right to examine his/her personnel file both written and electronic. The personnel file review shall consist of, but not be limited to, work habits, initiative, job skills, enforcement activities, availability, attendance, performance evaluations, disciplinary actions, letters of commendation, citations and awards, educational and professional development (elective in-service training) history, leadership abilities, management skills, productivity, reliability and adherence to policy.

(2) Written examination.

- (a) Each candidate for promotion shall be required to take a written examination, which shall be administered by the New Jersey State Association of Chiefs of Police.
- (b) The testing organization shall assign each candidate an identification number, which shall be the only identification used when the examination is graded and results are posted. Each participating candidate will be provided a printed notice of the examination results. Only the Chief of Police will be provided with the list of candidates and their identification numbers for tabulation purposes as provided in section (d) below.
- (c) Those applicants receiving a grade of 70 percent or above shall be eligible to move on with the process. Candidates who do not achieve a passing grade are ineligible to move on with the process.
- (d) Scoring of passing examinations for purposes of final evaluation.

[1] The maximum number of points a candidate shall receive on the written examination shall be 55.

[2] Points will be awarded based upon examination results as follows:

<u>Grade</u>	<u>Points</u>
70-75%	50
76-80%	51
81-85%	52
86-90%	53

91-95%	54
96-100%	55

[3] The results of the written examination, including all candidate identification numbers, shall be sealed in and held by the Chief of Police until the interviews by the Public Safety Committed have been completed and scored.

- (3) Length of service.
 - (a) One-half point shall be awarded to a candidate for each year of service completed as a member of the Glen Rock Police Department. Credit will be given only for fully completed years of service; no partial credit will be granted.
 - (b) The maximum allowable points will be 10.
- (4) Personnel review.
 - (a) The Chief of police shall review the candidate's qualifications. A maximum grade of 15 points may be awarded based upon this review.
 - (b) This review shall include, but not be limited to, work habits, initiative, job skills, enforcement activities, availability, attendance, performance evaluations, disciplinary actions, letters of commendation, citations and awards, educational and professional development (elective in-service training) history, leadership abilities, management skills, productivity, reliability and adherence to policy.
 - (c) The candidate's position paper will also be reviewed and considered by the Chief of Police towards this assessment. Credit will be given for both content as well as manner of presentation.
 - (d) The personnel review shall take place before the written exam. A complete master list of the results shall be placed under seal and retained in the office of the Borough Administrator before the written examination is administered. The results shall be submitted to the Public Safety Committee sitting as the appropriate authority along with the results of the written exam only after completion of the Public Safety Interview scoring.
- (9) Interview by Public Safety Committee - 20 points

The governing body's public safety committee shall interview each successful candidate for promotion. The committee will prepare questions related to the community as well as the Glen Rock Police Department, with each candidate being asked the same questions. The Chief of Police may be present for advice and counsel only, all scoring of candidates for this phase will be completed by the committee.
- (8) Approval of Appropriate Authority.
 - (a) The Public Safety Committee and Chief of Police shall tabulate the scores of all the candidates only after scoring of the Public Safety Committee Interview has been completed.
 - (b) After scores are tabulated, the Public Safety Committee and Chief of Police shall review all scores and compile a list of candidates in order of point standing, together with any mutually derived comments as to the suitability of each candidate for promotion.

- (c) The appropriate authority shall have the final decision on all promotions.
- (10) Within ten (10) days of the posting of the final ranking of candidates a candidate may file a written letter of redress. Said letter must contain the reason(s) or justification(s) for a redress and must be submitted to the Chief of Police. The Chief of Police will assess the request, and make a determination of how the request will be addressed on a case by case basis. Such requests may address the following areas of the promotional process:
 - (a) Review and re-tabulation of the scored elements of the selection process.
 - (b) Review any evaluation or internal document that was used in the selection process related to the candidate.
 - (c) If the issue of redress impacts upon the results of the promotional ranking as determined by the Chief of Police, the candidate may be permitted to be re-evaluated.

Subsequent Promotions.

- A. Results from the promotional exam shall be valid for eighteen (18) months from the day following the written examination.
- B. In the event that a vacancy occurs within the eighteen (18) months that examination scores are valid, the Public Safety Committee and Chief of Police shall meet and compile a new list of finalists from among the highest scoring candidates, using the scores of the last evaluation process. The list submitted to the Mayor shall be compiled using the same procedures contained herein.
- C. In the event that the list of successful candidates has been exhausted a new examination process will be conducted.

SECTION 2.

All other parts, portions and provisions of the Borough Code of the Borough of Glen Rock, be and the same, are hereby ratified and confirmed, except where inconsistent with the terms thereof. In the event of any such inconsistency, the terms of this Ordinance shall be deemed to govern.

SECTION 3.

The terms of this Ordinance are hereby declared to be severable; should any part, portion or provision hereof be declared invalid or unconstitutional, said finding shall not affect any other part, portion or provision thereof.

SECTION 4.

This Ordinance shall take effect immediately upon final passage and publication according to law.

5. MEETING OPEN TO THE PUBLIC: (Before speaking at the meeting, each person must state their name and address. 3-minute limit)

Michelle Hillock, 30 Edgemont Road - Michelle requested permission from the Council to apply for a grant for the Dog Park through Sustainable New Jersey. Hopefully, we'll be able to break ground in June.

Eileen Hillock, 30 Edgemont Road - Mrs. Hillock presented pictures to the Council of the look of the proposed Dog Park. Donations have increased by over 300% to within 20% of our goal. Fundraising continues with a groundbreaking set for June 2017. The previously mentioned grant would be a tremendous help with achieving our financial goals.

Gabe Bullaro, Doremus Avenue - Mr. Bullaro believes the Council members should attend the Zoning Board meetings concerning the Prospect Street application, which would give Council members privy to the professionals testimony. Mr. Bullaro questioned some of the terms in the Arboretum lease. Additionally, Mr. Bullaro questioned the true balance of funds that FOGRA has for this project.

Mayor Packer commented based on classes he has taken for the Planning Board it has been stressed that the Mayor (and Council members) should not attend these meetings so there is a clear and distinct separation between the Mayor/Council and the Planning/Zoning Board.

6. ADJOURNMENT

**Motion to adjourn the meeting was made by Council member Moreiko
Seconded by Council member Huisking
Meeting adjourned at 8:50 p.m.**