

**STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK**

**RESOLUTION No. #28-2021**

**UPDATING PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, it is the policy of the Borough of Tavistock 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 Workers compensation Act, and the Open Public Meeting Act; and

**WHEREAS**, the Municipal Joint Insurance Fund periodically require updates to the personnel policies and procedures through the Employee Practices Liability Compliance Program to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

**WHEREAS**, the Tavistock Personnel Manual was reviewed by the Borough Solicitor and approved the Employment Practices Best Practice Checklist acknowledging that the required policies are including the Tavistock Personnel Manual; and

**NOW, THEREFOR BE IT RESOLVED** by the Board of Commissioners of the Borough of Tavistock that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**NOW, THEREFOR, BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Borough of Tavistock that this Resolution shall take effect immediately upon adoption.

**BOROUGH OF TAVISTOCK**

\_\_\_\_\_  
JOSEPH DEL DUCA  
Mayor

ATTEST:

\_\_\_\_\_  
DENISE MOULES  
Clerk

**CERTIFICATION**

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on November 23, 2021.

\_\_\_\_\_  
DENISE MOULES  
Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Mack-Allen				
Commissioner Del Duca				

**STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK**

**RESOLUTION #29-2021**

**RESOLUTION AUTHORIZING A TRANSFER OF BUDGET APPROPRIATIONS**

**WHEREAS**, for the fiscal year 2021 there exists a need to transfer excess funds from certain budgetary appropriations to appropriations with inadequate funds, and

**WHEREAS**, N.J.S.A. 40A:4-58 permits certain transfers of funds when necessary during the last two months of the fiscal year; and

**WHEREAS**, the transfer amount is \$ 1,505.00 as evidenced by the list of appropriation transfers prepared by the Chief Financial Officer.

<b>Appropriation</b>	<b>Transfer Out</b>	<b>Transfer In</b>
Director Other Expense	1,505.00	
Social Security		500.00
Haddonfield SSA – Police Services		1,000.00
Director Salary & Wages		5.00
<b>Total</b>	<b>1,505.00</b>	<b>1,505.00</b>

**NOW, THEREFORE, BE IT RESOLVED**, by not less than two-thirds, vote of the Commissioners of the Borough of Tavistock in the County of Camden, State of New Jersey that the Borough is hereby authorized to transfer appropriations as shown in the attached list. This Resolution shall take effect immediately.

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**JOSEPH DEL DUCA**  
Mayor

**CERTIFICATION**

**The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on November 23, 2021.**

\_\_\_\_\_  
**DENISE MOULES**  
Borough Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Mack-Allen				
Commissioner Del Duca				

**STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK**

**RESOLUTION #30-2021**

**SETTING THE DATES FOR 2022 REORGANIZATION MEETINGS**

**BE IT HEREBY RESOLVED** by the Governing Body of the Borough of Tavistock that the date established for the Annual Reorganization Meeting shall be Tuesday, January 5, 2022, at 6:00 pm as a virtual meeting.

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**JOSEPH DEL DUCA**  
Mayor

**CERTIFICATION**

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on November 23, 2021.

\_\_\_\_\_  
**DENISE MOULES**

Clerk

Borough

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Mack-Allen				
Commissioner Del Duca				