

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

RESOLUTION 24-2023

2022 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by a Registered Municipal Accountant with the Borough Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, the local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5 a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Findings and Questioned Costs” or “Findings and Recommendations”; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Findings and Questioned Costs” or “Findings and Recommendations”, as evidenced by the group affidavit form of the governing body, and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refused to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Borough of Tavistock, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Joseph Del Duca
Mayor

Attest:

Denise Moules
Clerk

I hereby certify that this is a true copy of the resolution passed at the meeting held on October 24, 2023.

(SEAL)

DENISE K. 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 No. #25-2023

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 October 24, 2023.

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 | | | | |