

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

RESOLUTION #28-2025

A RESOLUTION TO AFFIRM TAVISTOCK’S CIVIL RIGHTS POLICY WITH RESPECT TO OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS it is the policy of the Borough of Tavistock to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS the governing body of Borough of Tavistock has determined that certain procedures need to be established to accomplish this policy;

NOW, THEREFORE BE IT ADOPTED by the Governing Body of the Borough of Tavistock:

Section 1: No official, employee, appointee or volunteer of the Borough by whatever title known, or any entity that is in any way a part of the Borough shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person’s constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough’s business or using the facilities or property of the Borough .

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough to provide services that otherwise could be performed by the Borough.

Section 3: Discrimination, harassment, and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment, and civil rights.

Section 4: The Personnel Officer shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Personnel Officer shall establish written procedures that require all officials, employees, appointees, and volunteers of the Borough as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities, and rights pursuant to this resolution.

Section 7: The Personnel Officer shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Personnel Officer shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough’s web site.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published on the official website of the Borough in order for the public to be made aware of this policy and the Borough ’s commitment to the implementation and enforcement of this policy.

Mayor

JOSEPH DEL DUCA

CERTIFICATION

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on November 25, 2025.

DENISE MOULES
Borough Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Rubino				
Commissioner Damm				

**STATE OF NEW JERSEY – COUNTY OF CAMDEN
BOROUGH OF TAVISTOCK
RESOLUTION #29-2025
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; 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 following policy is hereby amended to coincide with NJ State Law or language amendments that are recommended by the Camden County Joint Insurance Fund:

1. Policy Concerning the American with Disabilities and Pregnant Workers Fairness Act
2. Policy Against Harassment Including Language About Hostile Work Environment
3. Addition to the Acknowledgement of Receipt Page

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 25, 2025.

DENISE MOULES
Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Rubino				
Commissioner Damm				

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

RESOLUTION #30-2025

**RESOLUTION CANCELLING 2025 BUDGET APPROPRIATIONS WITH
UNEXPENDED BALANCES**

WHEREAS, the attached schedule indicates there are budget accounts with unexpended balances; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Surplus; and

Appropriation	Cancellation
Audit	3,500.00
Engineer – Other Expense	3,000.00
Total	6,500.00

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 listed unexpended balances of the Current Funds are hereby canceled and shall take effect immediately.

Mayor **JOSEPH DEL DUCA**

CERTIFICATION

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on November 25, 2025.

DENISE MOULES

Borough Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Rubino				
Commissioner Damm				

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

RESOLUTION #31-2025

SETTING THE DATES FOR 2026 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 6, 2026, at 4:00 pm** as a virtual meeting.

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 25, 2025.

DENISE MOULES
Borough Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Rubino				
Commissioner Damm				

