



BOROUGH OF HADDON HEIGHTS  
COUNCIL WORK SESSION AGENDA  
Wednesday, July 8, 2020, 7:00 p.m.  
**ZOOM**

1. "In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, notice of this meeting was posted on the borough website and notice was transmitted to the official newspapers on April 23, 2020. Meeting notice has remained continuously posted on the borough website with details for the public to participate via the ZOOM platform.
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. CAUCUS WORK SESSION:
  - a) Update on COVID 19 – *Mayor Houck*
  - b) Update on 2020 Census – *Mayor Houck*
  - c) Borough Offices Reopened to the Public – *Clerk Santosusso*
  - d) Cash Flow Analysis – *Councilman Schreiber, Christie Ehret, CFO*
6. APPROVAL OF MINUTES of the June 16, 2020 Business Meeting
7. APPROVAL OF EXECUTIVE SESSION MINUTES of June 9, 2020 SPECIAL MEETING and June 16, 2020 Business Meeting
8. UNFINISHED BUSINESS:

None.
9. NEW BUSINESS:

Resolution 2020:126 – Resolution to Join New Jersey Sustainable Energy Joint Meeting

Resolution 2020:127 – Resolution Requesting the Insertion of A Special Item of Revenue in the Budget of Any County or Municipality Pursuant To N.J.S.A. 40A:4-87 (Chapter 159 P.L. 1948) – \$100,000 Camden County Trail Funding

Resolution 2020:128 – Resolution Requesting the Insertion of A Special Item of Revenue in the Budget of Any County or Municipality Pursuant To N.J.S.A. 40A:4-87 (Chapter 159 P.L. 1948) – \$315,000.00 NJDOT 2020 – Reconstruction of Devon Avenue - Phase II.

Resolution 2020:129 – Resolution Authorizing a Refund of a Fire Department Permit Fee

Resolution 2020:130 – Resolution Authorizing Submission of a Grant Application for Governor's Council on Alcoholism and Drug Abuse

Resolution 2020:131 – Resolution Authorizing Refund of Tax Overpayments to CoreLogic Tax Services

Resolution 2020:132 – Resolution Authorizing Refund of Tax Overpayments to Lereta, LLC

Resolution 2020:133 – Resolution Authorizing Payment of Bills and Claims for the First Half of July

Resolution 2020:134 – A Resolution Providing For A Meeting Not Open to the Public in Accordance With the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. ***1.) Matters of Attorney-Client Privilege. Discussion is expected to be ½ hr. in duration. Formal action may be taken following Executive Session.***

Resolution 2020:135 – Resolution Amending the Borough of Haddon Heights Personnel Policies and Procedures Manual To Include A Coronavirus (COVID-19) Policy

Resolution 2020:136 – Resolution Amending the Borough of Haddon Heights Personnel Policies and Procedures Manual to Include A Policy On Core Values and Mutual Cooperation in the Ongoing COVID-19 Response

10. PUBLIC COMMENT

11. ADJOURNMENT

**RESOLUTION 2020:126**

**RESOLUTION TO JOIN NEW JERSEY  
SUSTAINABLE ENERGY JOINT MEETING**

**WHEREAS**, Local Units of the State of New Jersey are authorized to enter into a joint contract to provide for the formation of a joint meeting for the joint procurement of natural gas, electricity and other forms of energy as permitted by N.J.S.A. 40A:65-14 et seq.; and

**WHEREAS**, the statutes regulating the creation and establishment of a Joint Meeting contain a mechanism for local units to aggregate their collective energy consumption in order to negotiate and contract for energy in a cost-effective, environmentally sensitive manner, furthering the public interest entrusted to such a Joint Meeting; and

**WHEREAS**, the governing body of the Borough of Haddon Heights has determined that membership in the Joint Meeting is in the best interest of the municipality.

**NOW THEREFORE, BE IT RESOLVED**, that the governing body of the Borough of Haddon Heights does hereby resolve and agree to become a member in the New Jersey Sustainable Energy Joint Meeting (NJSEM) for the purpose of joining with other Local Units in the State to aggregate purchasing power of energy so as to achieve financial savings and to encourage Local Units to cooperate in seeking ways to jointly implement sustainable energy alternatives;

**BE IT FURTHER RESOLVED** that the Mayor is authorized to execute the Joint Contract Joinder Agreement, attached hereto, and that Mayor Houck is hereby designated to represent the Local Unit as a member of the State Management Committee of the NJSEM; and

**BE IT FURTHER RESOLVED** that the Mayor is authorized and directed to execute such other documents signifying their membership in the NJSEM, and to deliver same to the Executive Director of the NJSEM.

AYES  
NAYS  
ABSTAIN

July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

**EXHIBIT A**

**JOINT CONTRACT JOINDER AGREEMENT**

THIS JOINT CONTRACT JOINDER AGREEMENT (this "Joinder"), is being executed by THE BOROUGH OF HADDON HEIGHTS, a municipal corporation of the State of New Jersey, having offices at 1025 STATION AVENUE HADDON HEIGHTS, NJ 08055, providing public and essential governmental functions (as such term is defined in N.J.S.A. 40A:65-4) (hereinafter designated as the "Municipality") pursuant to that certain Joint Contract Establishing The New Jersey Sustainable Energy Joint Meeting dated June 6, 2009 (the "Joint Contract").

WHEREAS, Article 4 of the Joint Contract requires any contracting local unit under N.J.S.A. 40A:65-3 desiring to become a member of the Joint Meeting (as defined in the Joint Contract) to adopt a resolution in accordance with applicable laws substantially in the same form attached to the Joint Contract as Exhibit A (the "Resolution") approving the execution of an agreement in the form of this Joinder ; and

WHEREAS, the Municipality has adopted the Resolution and transmitted a certified copy to the Chairman of the Executive Committee (as defined in the Joint Contract), or his designee, for transmission to the State of New Jersey pursuant to applicable law; and

WHEREAS, the Municipality has reviewed the terms of the Joint Contract and the Bylaws (as defined in the Joint Contract) and desires to be bound thereby;

NOW THEREFORE, for and in consideration of the promises herein contained and intending to be legally bound, the Municipality, covenants and agrees as follows:

1. The Municipality hereby acknowledges, consents to, joins in and agrees to be bound by the Joint Contract and all of the terms and conditions thereof, including the terms and conditions of the Bylaws, all of which are incorporated herein by this reference, as if the Municipality had been an original signatory thereto.

2. The Municipality agrees that (a) the representative appointed to the State Management Committee, and thereby to its respective County Management Sub-Committee, is hereby granted a power of attorney to vote by proxy the interests of the Municipality and (b) the County Management Committee representative to the State Management Committee is hereby granted a power of attorney to vote by proxy the interests of the Municipality.

IN WITNESS WHEREOF, the Municipality has properly executed this Joinder as of the date noted below.

ATTEST:

[MUNICIPALITY]

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: ZACHARY HOUCK

Title: MAYOR

Date: JULY 8, 2020

ACCEPTED AND AGREED:

By: \_\_\_\_\_  
Chairman of Executive Committee

Date: \_\_\_\_\_

**RESOLUTION 2020:127**

**RESOLUTION REQUESTING THE INSERTION OF A SPECIAL ITEM OF REVENUE  
IN THE BUDGET OF ANY COUNTY OR MUNICIPALITY PURSUANT TO  
N.J.S.A. 40A:4-87 (Chapter 159 P.L. 1948)**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of local Finance may approve the insertion of any special item if revenue in the budget of any County or Municipality when such item have been made available by Law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount.

**WHEREAS**, the Chief Financial Officer has certified that the Borough has received a grant in the amount of \$100,000.00 Camden County Trail Funding.

**NOW THEREFORE, BE IT RESOLVED** that the Borough of Haddon Heights hereby requests the Director of Division of Local Finance to approve the insertion of an item of revenue in the 2020 CY Budget in the amount of \$100,000.00 which item is now available as revenue from the receipt of the Camden County Trail Funding.

**BE IT FURTHER RESOLVED** that a like sum of \$100,000.00 is hereby appropriated under the caption of:

OPERATIONS "EXCLUDED FROM CAP"  
Camden County Trail Funding      \$100,000.00

**BE IT FURTHER RESOLVED** that the Borough CFO to email a copy of this resolution to the Director of Local Government Services for approval.

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, Borough Clerk

**RESOLUTION 2020:128**

**RESOLUTION REQUESTING THE INSERTION OF A SPECIAL ITEM OF REVENUE  
IN THE BUDGET OF ANY COUNTY OR MUNICIPALITY PURSUANT TO  
N.J.S.A. 40A:4-87 (Chapter 159 P.L. 1948)**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of local Finance may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item have been made available by Law and the amount thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for equal amount.

**WHEREAS**, the Chief Financial Officer has certified that the City has received a grant in the amount of \$315,000.00 NJDOT 2020 – Reconstruction of Devon Avenue - Phase II.

**NOW THEREFORE, BE IT RESOLVED** that the City of Lambertville hereby requests the Director of Division of Local Finance to approve the insertion of an item of revenue in the 2020 CY Budget in the amount of \$315,000.00 which item is now available as revenue from the receipt of the NJDOT 2020 – Reconstruction of Devon Avenue- Phase II.

**BE IT FURTHER RESOLVED** that a like sum of \$250,000.00 is hereby appropriated under the caption of:

OPERATIONS “EXCLUDED FROM CAP”	
NJDOT 2020 – Reconstruction of Devon Avenue- Phase II	\$315,000.00

**BE IT FURTHER RESOLVED** that the Borough CFO email a certified copies of this resolution to the Director of Local Government Services for approval.

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, Borough Clerk

**RESOLUTION 2020:129**

**RESOLUTION AUTHORIZING REFUND OF A  
FIRE DEPARTMENT PERMIT FEE**

**WHEREAS**, the Borough of Haddon Heights Fire Department issued Permit #000948 to Flamin Foods on March 13, 2020 for the purpose of providing food service at the annual Rhythm and Brews Festival; and

**WHEREAS**, due to circumstances related to COVID19, the Festival was canceled; and

**WHEREAS**, due to the cancelation, the refund below is necessary;

<u>Name</u>	<u>Amount</u>
Kim Schneck 40 Woodstone Drive Voorhees, NJ 08043	\$54.00

**NOW, THEREFORE BE IT RESOLVED**, by Mayor and Council of the Borough of Haddon Heights, County of Camden and in the State of New Jersey that the above refund is hereby approved.

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

## Kelly Santosusso

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**From:** Mario Scullan  
**Sent:** Thursday, June 4, 2020 10:52 AM  
**To:** Kelly Santosusso  
**Subject:** FW: Fire Inspection Refund  
**Attachments:** 2020 Flamin Foods Refund Request.pdf

Attached is our receipt for \$54.00

Thanks

**Mario Scullan**  
**Fire Official**  
**Borough of Haddon Heights**  
**Haddon Heights Fire Department**  
**Haddon Heights, New Jersey 08035**  
**Office: 856-546-7135 Ext. 82**  
**Cell: 609-868-8936**

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**From:** Flamin Foods [mailto:flaminfoods1@gmail.com]  
**Sent:** Sunday, May 17, 2020 2:07 PM  
**To:** Mario Scullan <mscullan@HaddonHTS.com>  
**Subject:** RE: Fire Inspection Refund

Ok thank you, I will wait to hear back from you.

Kim  
Flamin Foods

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**From:** Mario Scullan [mailto:mscullan@HaddonHTS.com]  
**Sent:** Saturday, May 16, 2020 11:44 AM  
**To:** Flamin Foods  
**Subject:** Re: Fire Inspection Refund

Hi Kim

I will forward your request through our financial office.  
I know in the past it takes a while to process and now with limited meetings it maybe longer.  
I will follow up when I speak with our clerk.  
Thank you for your patience.

Sent from my iPhone

On May 16, 2020, at 9:45 AM, Flamin Foods <[flaminfoods1@gmail.com](mailto:flaminfoods1@gmail.com)> wrote:

Good Morning,

I had sent in an application a while back for a Fire Inspection for my Food Truck Flamin Foods for the Rhythm and Brews Festival. Since most events have been cancelled and we are not doing any and are not going to open our business again I am requesting a refund of the fee since services will not be provided.

Can you issue a refund for the inspection to : Kim Schneck

Flamin Foods  
46 Woodstone Drive  
Voorhees, NJ 08043

Any questions, please contact me at 609-413-4223. Thank you for your help.

Kim Schneck  
Flamin Foods

HADDON HEIGHTS  
**BUREAU OF FIRE PREVENTION AND INSPECTIONS**  
No 000948

Amount Paid \$54.00 Ck# 2592

Smoke Detector Inspection Fee

Received From George E. Schneck

Annual Inspection Fee

Address 46 Woodstump Dr

Permit Fee

Northvale NJ 08043

Report

Penalty

Date 3/13/20

Received by B. Zaretska

**RESOLUTION 2020:130**  
**RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION FOR**  
**GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Borough Council of the Borough of Haddon Heights, County of Camden, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Camden;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Haddon Heights, County of Camden, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Haddon Heights Municipal Alliance grant for fiscal year 2021 in the amount of:

DEDR	\$3,108.44
Cash Match	\$777.11
In-Kind	\$2,331.33
  
2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Date: July 08, 2020

\_\_\_\_\_  
*Mayor Zachary Houck*

ATTEST: \_\_\_\_\_  
*Kelly Santosusso, RMC, Municipal Clerk*

**CERTIFICATION:**

I, Kelly Santosusso, Municipal Clerk of the Borough of Haddon Heights, County of Camden, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this 8<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
*Kelly Santosusso, RMC, Municipal Clerk*

Governor's Council on Alcoholism and Drug Abuse FY 2021-2025 July 2020-June 2025

FORM 5

COUNTY ALLIANCE/DEDR FISCAL SUMMARY FOR DCA

NAME OF COUNTY:	Camden FY 2020	GRANT YEAR:	
# OF ALLIANCES FUNDED:			
# OF MUNICIPALITIES IN COUNTY:			
# OF MUNICIPALITIES PARTICIPATING:			
Name of Municipality	Amount of Funding	FY 21 (Oct 1- Jun 30)	25% Cash Match
Audubon Borough**	\$ 25,778.72	\$ 7,459.80	\$ 1,864.95
Audubon Park			
Mt. Ephraim			
Stratford (Sterling Alliance) **	\$ 31,746.16	\$ 9,186.65	\$ 2,296.66
Hi-Nella			
Laurel Springs			
Somerdale			
Voorhees Township**	\$ 36,462.30	\$ 10,551.40	\$ 2,637.85
Berlin Borough			
Gibbsboro			
Barrington	\$ 10,160.75	\$ 2,940.30	\$ 735.07
Bellmawr	\$ 14,300.71	\$ 4,138.31	\$ 1,034.58
Berlin Twp	\$ 12,295.72	\$ 3,558.11	\$ 889.53
Brooklawn	\$ 6,712.40	\$ 1,942.42	\$ 485.61
Camden City	\$ 59,617.17	\$ 17,251.91	\$ 4,312.98
Cherry Hill	\$ 54,094.96	\$ 15,653.90	\$ 3,913.48
Chesilhurst	\$ 6,465.05	\$ 1,870.84	\$ 467.71
Clementon	\$ 9,259.62	\$ 2,679.53	\$ 669.88
Collingswood	\$ 15,665.50	\$ 4,533.25	\$ 1,133.31
Gloucester City	\$ 14,104.77	\$ 4,081.61	\$ 1,020.40
Gloucester Twp	\$ 39,826.26	\$ 11,524.85	\$ 2,881.21
Haddonfield	\$ 13,314.22	\$ 3,852.85	\$ 963.21
Haddon Heights	\$ 10,741.78	\$ 3,108.44	\$ 777.11
Haddon Township	\$ 15,920.61	\$ 4,607.08	\$ 1,151.77
Lawnside	\$ 7,359.39	\$ 2,129.65	\$ 532.41
Lindenwold	\$ 17,716.08	\$ 5,126.65	\$ 1,281.66
Magnolia	\$ 8,561.22	\$ 2,477.43	\$ 619.36
Merchantville	\$ 7,966.61	\$ 2,305.36	\$ 576.34
Oaklyn	\$ 8,143.15	\$ 2,356.45	\$ 589.11
Pennsauken Township	\$ 28,157.16	\$ 8,148.07	\$ 2,037.02
Pine Hill	\$ 11,407.17	\$ 3,300.99	\$ 825.25
Runnemede	\$ 11,517.75	\$ 3,332.99	\$ 833.25
Winslow Twp	\$ 22,926.92	\$ 6,634.55	\$ 1,658.64
Woodlynne	\$ 7,065.48	\$ 2,044.60	\$ 511.15
<b>SUB-TOTAL</b>	<b>\$ 507,287.63</b>	<b>\$ 146,798.00</b>	<b>\$ 36,699.50</b>

**RESOLUTION 2020:131**

**RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS  
TO CORELOGIC TAX SERVICES**

**WHEREAS**, on May 6, 2020 the Haddon Heights Tax Office received tax overpayments; and

**WHEREAS**, said overpayments will require a refund to CoreLogic Tax Services.

PROPERTY:

206 Kings Hwy  
Block 9, Lot 18

OVERPAYMENT:

\$3,793.75

PROPERTY:

1015 N Park Ave  
Block 47, Lot 12

OVERPAYMENT:

\$3,389.41

PROPERTY:

327 Eighth Ave  
Block 52, Lot 21

OVERPAYMENT:

\$2,341.73

PROPERTY:

2022 High St  
Block 149, Lot 8

OVERPAYMENT:

\$1,644.89

**REFUND OF \$11,169.78 TO:**

CoreLogic Tax Services  
Attn: Centralized Refunds  
P.O. Box 9202  
Coppell, TX 75019-9978

**NOW, THEREFORE BE IT RESOLVED** that the above referenced refund is hereby authorized by the governing body of the Borough of Haddon Heights in the amount of \$11,169.78.

July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

**RESOLUTION 2020:132**

**RESOLUTION AUTHORIZING REFUND OF TAX  
OVERPAYMENTS TO LERETA, LLC**

**WHEREAS**, on May 8, 2020 the Haddon Heights Tax Office received a tax overpayment; and

**WHEREAS**, said overpayment will require a refund to Lereta, LLC

PROPERTY:

223 E Atlantic Ave  
Block 26, Lot 30

OVERPAYMENT:

\$1,703.30

REFUND OF \$1,703.30 TO:

Lereta, LLC  
Attn: Tax Servicing Department  
1123 Park View Drive  
Covina, CA 91724

**NOW, THEREFORE BE IT RESOLVED** that the above referenced refund is hereby authorized by the governing body of the Borough of Haddon Heights in the amount of \$1,703.30.

July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

**RESOLUTION 2020:133**

**RESOLUTION AUTHORIZING PAYMENT OF BILLS & CLAIMS  
FOR THE FIRST HALF OF JULY**

Trust Account	\$	6,530.96
Capital Account	\$	-0-
Payroll Account <i>(7/01/2020 Current)</i>	\$	77,620.28
<i>(7/01/2020) Trust)</i>	\$	8,795.87
<b>Total Payroll</b>	\$	<b>86,416.15</b>
Animal Account	\$	28.80
Current & Grant Fund	\$	428,971.35
School Tax <i>(1<sup>st</sup> Half of July)</i>	\$	617,937.50
County Tax	\$	-0-
Library Tax	\$	23,333.33
Total Spending	\$	<u><b>1,163,218.09</b></u>

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

**Bill List Expenditures for Council Meeting**  
**7/8/2020**

<u>Fund</u>	<u>Amount</u>
<b><u>Trust</u></b>	
Per Attached Report	6,530.96
	<hr/>
<b>Total Trust</b>	<b>6,530.96</b>
<b><u>General Capital</u></b>	
Per Attached Report	0.00
	<hr/>
<b>Total Capital</b>	<b>0.00</b>
<b><u>Payroll</u></b>	
Payroll 07/1/2020 - Current Fund	77,620.28
Payroll 07/1/2020 - Trust Fund	8,795.87
	<hr/>
<b>Total Payroll</b>	<b>86,416.15</b>
<b><u>Animal</u></b>	
Per Attached Report	28.80
	<hr/>
<b>Total Animal</b>	<b>28.80</b>
<b><u>Current and Grant Fund</u></b>	
Per Attached Report	428,971.35
Library Tax	23,333.33
School Tax	617,937.50
County Taxes	0.00
	<hr/>
<b>Total Current and Grant</b>	<b>1,070,242.18</b>
<b>Total Spending 07/08/2020</b>	<b><u>\$ 1,163,218.09</u></b>







Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
<b>INDAC INDEPENDENT ANIMAL CARE SERVICE</b>											
	20-00604 06/30/20 ANIMAL CONTROL JUNE 2020	500.00	0-01-27-340-205		B Animal]	A	06/30/20	07/06/20		20-06	N
	1 ANIMAL CONTROL JUNE 2020	500.00									
	Vendor Total:	500.00									
<b>JHSR J H SERVICES INCORPORATED</b>											
	20-00587 06/25/20 ANNUAL FILE MAINTENANCE 2020	1,687.50	0-01-20-150-256		B Assessor - Equipment Service Contract	A	06/25/20	06/26/20			N
	1 ANNUAL FILE MAINTENANCE 2020	1,687.50									
	Vendor Total:	1,687.50									
<b>LEAGU NEW JERSEY LEAGUE OF MUN</b>											
	20-00578 06/19/20 2020-2021 NJMUN MAGAZINE	50.00	0-01-20-120-223		B Clerk - Dues	A	06/19/20	06/22/20		8902	N
	1 2020-2021 NJMUN MAGAZINE	50.00									
	Vendor Total:	50.00									
<b>MALEYG MALEY GIVENS</b>											
	20-00629 07/06/20 April 1 & June 2020	576.00	0-01-21-180-205		B Planning Bd - Professional Service	A	07/06/20	07/06/20		17225	N
	1 April 2020	1,008.00	0-01-21-180-205			A	07/06/20	07/06/20		17440	N
	2 June 2020	1,584.00									
	Vendor Total:	3,178.00									
<b>20-00630 07/06/20 April 1 2020</b>											
	1 una Voce Blk37 Lot8	144.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17230	N
	2 St, Marys	64.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17229	N
	3 Soul shine Juice Blk29 Lot2	160.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17228	N
	4 Santiago Blk77 Lot1	160.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17227	N
	5 Rhodes Blk 54 Lot 16	112.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17226	N
	6 Orzechowski Blk 19 Lot 13	240.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17224	N
	7 Macgibney Blk8 Lot2	160.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17222	N
	8 Elmer Blk 131 Lot 10	160.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17220	N
	9 DORLA Blk 32 Lot 31	112.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17219	N
	10 Corso Blk 19 Lot 2	160.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17218	N
	11 Ciampo Blk 25 Lot 24	272.00	T-13-56-860-802		B Reserve Planning Board Escrow (500)	A	07/06/20	07/06/20		17155	N



Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
<b>NJAMB NJ AMERICAN WATER</b>											
	20-00612 07/06/20 HH FIRE DEPT JUNE 2020	39.04	0-01-31-445-289		B Water Service	A	07/06/20	07/06/20			N
	1 HH FIRE DEPT JUNE 2020										
	Vendor Total:	39.04									
<b>NJDOR TREASURER STATE OF NJ</b>											
	20-00606 06/30/20 NJ ENVIRONMENTAL REG NJPDES	2,000.00	0-01-26-290-305		B Public Works - Stormwater	A	06/30/20	07/06/20		200464210	N
	1 NJ ENVIRONMENTAL REG NJPDES										
	Vendor Total:	2,000.00									
<b>NJHSS NJ DEPT. HEALTH &amp; SENIOR SVCS.</b>											
	20-00610 07/02/20 ANIMAL LICENSE JUNE 2020	28.80	T-12-56-850-821		B Dog Fees Due State of NJ	A	07/02/20	07/06/20			N
	1 ANIMAL LICENSE JUNE 2020										
	Vendor Total:	28.80									
<b>NJLW NJ DEPT OF LABOR &amp; WORKFORCE</b>											
	20-00621 07/06/20 3/31/2020 Unemploy	484.58	T-13-56-860-811		B Reserve Unemployment Comp (509)	A	07/06/20	07/06/20			N
	1 3/31/2020 Unemploy										
	Vendor Total:	484.58									
<b>NJRRF SOUTHERN NJ REGIONAL BENEFITS</b>											
	20-00585 06/19/20 EMPLOYEE HEALTH	28,058.00	0-01-23-220-242		B Active Employee Health Insurance	A	06/19/20	06/22/20			N
	1 ACTIVE EMPLOYEES HEALTH APRIL										
	2 ACTIVE EMPLOYEES HEALTH MAY	28,058.00	0-01-23-220-242		B Active Employee Health Insurance	A	06/19/20	06/22/20			N
	3 ACTIVE EMPLOYEES HEALTH JUNE	28,058.00	0-01-23-220-242		B Active Employee Health Insurance	A	06/19/20	06/22/20			N
	4 RETIRED EMPLOYEES HEALTH APRIL	54,326.00	0-01-23-220-234		B Retirees Health Insurance	A	06/19/20	06/22/20			N
	5 RETIRED EMPLOYEES HEALTH MAY	54,326.00	0-01-23-220-234		B Retirees Health Insurance	A	06/19/20	06/22/20			N
	6 RETIRED EMPLOYEES HEALTH JUNE	54,650.00	0-01-23-220-234		B Retirees Health Insurance	A	06/19/20	06/22/20			N
	Vendor Total:	247,476.00									
<b>20-00628 07/06/20 July 2020</b>											
	1 July 2020	53,650.00	0-01-23-220-234		B Retirees Health Insurance	A	07/06/20	07/06/20			N



Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
	PIRPP PIROLI PRINTING										
	20-00608 07/02/20 SOCIAL DISTANCING NOTICES										
	1 SOCIAL DISTANCING FLOOR SIGNS		280.80	0-01-25-252-201	B Emg Mgmt- Misc COVID19	A	07/02/20	07/06/20		19196	N
	2 COVID19 PREVENTION POSTERS		36.75	0-01-25-252-201	B Emg Mgmt- Misc COVID19	A	07/02/20	07/06/20		19196	N
			317.55								
	20-00625 07/06/20 Banners										
	1 Banners		375.85	T-13-56-860-823	B Reserve for Neighbor Night Out (520)	A	07/06/20	07/06/20		19128	N
			693.40								
	PLATR PLATT AND RISO, P.C.										
	20-00572 06/16/20 GENERAL FILE MAY 2020										
	1 GENERAL FILE MAY 2020		420.13	T-13-56-860-824	B Reserve for COAH (521)	A	06/16/20	06/19/20		7320	N
			420.13								
	PRINHS PRINCETON HOSTED SOLUTIONS										
	20-00617 07/06/20 PHONES JUNE										
	1 PHONES JUNE		242.00	0-01-31-440-216	B Regular Telephones	A	07/06/20	07/06/20		201820443	N
			242.00								
	PSEGR PSE&G										
	20-00622 07/06/20 PSE&G JUNE 2020										
	1 MUNICIPAL BLDG JUNE 2020		502.18	0-01-31-430-288	B Electric & Gas	A	07/06/20	07/06/20			N
	2 CERVINO FIELD JUNE 2020		7.88	0-01-31-430-288	B Electric & Gas	A	07/06/20	07/06/20			N
	3 LOG CABIN JUNE 2020		186.48	0-01-31-430-288	B Electric & Gas	A	07/06/20	07/06/20			N
	4 SOF BLDG JUNE 2020		702.05	0-01-31-430-288	B Electric & Gas	A	07/06/20	07/06/20			N
	5 COMMUNITY CENTER JUNE 2020		442.44	0-01-31-430-288	B Electric & Gas	A	07/06/20	07/06/20			N
	6 GLOVER AVE LIGHTS JUNE 2020		201.88	0-01-31-435-288	B Street Lighting	A	07/06/20	07/06/20			N

Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Enc Date Date	Chk/Void	Invoice	1099
PSEEG	PSEEG	Continued	Continued								
	20-00622 07/06/20 PSEEG JUNE 2020										
	7 E ATL AVE TRAF LIGHT JUNE 2020	20.69	0-01-31-435-288		B Street Lighting	A	07/06/20	07/06/20			N
	8 DEVON AVE TRAF LIGHT JUNE 2020	20.69	0-01-31-435-288		B Street Lighting	A	07/06/20	07/06/20			N
	Vendor Total:	2,084.29									
QUAD1005	Quadient, Inc										
	20-00582 06/19/20 INK & SEALING KIT FOR POSTAGE										
	1 INK & SEALING KIT FOR POSTAGE	136.80	0-01-20-100-311		B Office Supplies	A	06/19/20	06/22/20		16051578	N
	Vendor Total:	136.80									
RETRO	THE RETROSPECT										
	20-00605 06/30/20 PLANNING BOARD LEGAL AD										
	1 PLANNING BOARD LEGAL AD	42.13	0-01-21-180-217		B Planning Bd - Advertising	A	06/30/20	07/06/20		18327	N
	Vendor Total:	42.13									
SCHN	Kim Schneck										
	20-00566 06/12/20 Refund for Fire Inspection										
	1 Refund for Fire Inspection	54.00	0-01-55-004-001		B Refund Of CY Revenue	A	06/12/20	06/22/20			N
	Vendor Total:	54.00									
SJ5AN	SOUTH JERSEY SANITATION										
	20-00619 07/06/20 June 2020										
	1 June 2020	36,750.00	0-01-26-305-202		B Trash - SJ Sanitation	A	07/06/20	07/06/20		248758	N
	Vendor Total:	36,750.00									
SUPEV	SUPERIOR VISION INSURANCE NGL										
	20-00589 06/25/20 VISION JULY 2020										
	1 VISION JULY 2020 - CONTRACT FT	61.09	0-01-23-220-247		B Vision Plan	A	06/25/20	06/26/20		0000408634	N
	2 VISION JULY 2020 - GWU	122.18	0-01-23-220-247		B Vision Plan	A	06/25/20	06/26/20		0000408633	N
	3 VISION JULY 2020 - RETIREE	154.62	0-01-23-220-247		B Vision Plan	A	06/25/20	06/26/20		0000408635	N



Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	1099
Item Description							Enc Date Date	Date		Excl
VERIZON WIRELESS	20-00613 07/06/20 CELL PHONES JUNE 2020	Continued		Continued						
	4 CELL PHONES JUNE 2020		152.04	0-01-31-440-216	B Regular Telephones	A	07/06/20	07/06/20		N
			859.35							
Vendor Total:			859.35							
WB MASON	20-00594 06/26/20 Hazmat bags									
	1 Hazmat bags		69.99	0-01-25-240-233	B Police - Minor Equipment / Supplies	A	06/26/20	06/26/20		N
20-00602 06/30/20 WB MASON										
	1 TONER, FOLDERS, HAND SANITIZER		131.82	0-01-20-100-311	B office Supplies	A	06/30/20	07/06/20	210876258	N
	2 PAPER		239.92	0-01-20-100-311	B office Supplies	A	06/30/20	07/06/20	211155820	N
	3 INK & FOLDERS		92.67	0-01-20-100-311	B office Supplies	A	06/30/20	07/06/20	211197566	N
			464.41							
Vendor Total:			534.40							
WILSON WEB SERVICES	20-00591 06/25/20 TAX BILLS									
	1 2020/2021 TAX BILLS		535.00	0-01-20-145-282	B Tax Collector - Tax Bill Mailing Costs	A	06/25/20	06/26/20	3212	N
	2 2020 ESTIMATED TAX BILLS		220.00	0-01-20-145-282	B Tax Collector - Tax Bill Mailing Costs	A	06/25/20	06/26/20	3212	N
			755.00							
Vendor Total:			755.00							
YOUFA TREASURER STATE OF NEW JERSEY	20-00609 07/02/20 MARRIAGE LIC & CU FEE Q2 2020									
	1 MARRIAGE LIC & CU FEE Q2 2020		50.00	0-01-55-005-002	B Marriage Fees Due NJ	A	07/02/20	07/06/20		N
Vendor Total:			50.00							
Total Purchase Orders:	56	Total P.O. Line Items:	120	Total List Amount:	1,076,801.94	Total Void Amount:	0.00			

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	1,062,240.04	0.00	0.00	1,062,240.04
	G-02	8,002.14	0.00	0.00	8,002.14
DOG TRUST (ANIMAL)	T-12	28.80	0.00	0.00	28.80
TRUST - OTHER TRUST	T-13	6,530.96	0.00	0.00	6,530.96
	Year Total:	6,559.76	0.00	0.00	6,559.76
Total of All Funds:		<u>1,076,801.94</u>	<u>0.00</u>	<u>0.00</u>	<u>1,076,801.94</u>

RESOLUTION 2020:134

A RESOLUTION PROVIDING FOR A MEETING  
NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH  
THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT,  
N.J.S.A. 10:4-12

**WHEREAS**, the Governing Body of the Borough of Haddon Heights is subject to certain requirements of the *Open Public Meetings Act*, N.J.S.A. 10:4-6 et seq., and

**WHEREAS**, the *Open Public Meetings Act*, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

**WHEREAS**, it is necessary for the Governing Body of the Borough of Haddon Heights to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- \_\_\_\_\_ (1) **Matters required by Law to be Confidential:** Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- \_\_\_\_\_ (2) **Matters Where the Release of Information Would Impair the Right to Receive Funds:** Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- \_\_\_\_\_ (3) **Matters Involving Individual Privacy:** Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including, but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- \_\_\_\_\_ (4) **Matters Relating to Collective Bargaining Agreements:** Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- \_\_\_\_\_ (5) **Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:** Any matter involving the purchase, lease, or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

- \_\_\_\_\_ (6) **Matters Relating to Public Safety and Property:** 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 possible violations of the law.
- X   (7) **Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege:** 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. **1.) Matters of Attorney-Client Privilege. Discussion is expected to be ½ hour in duration. Formal action may be taken following Executive Session.**
- \_\_\_\_\_ (8) **Matters Relating to the Employment Relationship:** Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- \_\_\_\_\_ (9) **Matters Relating to the Potential Imposition of a Penalty:** Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Haddon Heights, assembled in public session on July 8, 2020 that an Executive Session closed to the public shall be held on July 8, 2020 at approximately 7:30 p.m. for the discussion of matters relating to the specified item(s) designated above. Session will be conducted through a telephonic means of communication due to circumstances related to COVID19.

It is anticipated that the deliberations conducted in Closed Session may be disclosed to the public upon the determination of the Governing Body that public interest will no longer be served by such confidentiality.

The following resolution was duly adopted by the Governing Body of the Borough of Haddon Heights at a public meeting held on July 8, 2020.

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

**RESOLUTION 2020:135**

**RESOLUTION AMENDING THE BOROUGH OF HADDON HEIGHTS  
PERSONNEL POLICIES AND PROCEDURES MANUAL TO  
INCLUDE A CORONAVIRUS (COVID-19) POLICY**

**WHEREAS**, on or about December 2, 2014, the Borough of Haddon Heights (“Borough”) adopted a Personnel and Procedures Manual; and

**WHEREAS**, the Mayor and Borough Council believe it in the best interest of the municipality to amending the aforesaid Personnel Policy Manual; and

**WHEREAS**, the Borough is actively taking measures to mitigate the spread of the Coronavirus and will follow the guidelines detailed by the Centers of Disease Control along with our State and Local Health Departments; and

**WHEREAS**, in order to achieve a proper balance between employee rights and workplace needs, the Borough desires to adopt Coronavirus (COVID-19) Policy in the form attached hereto and made a part hereof.

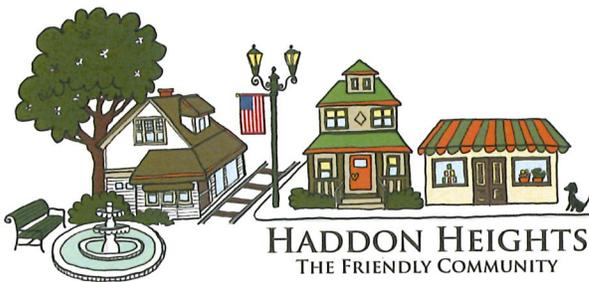
**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Haddon Heights in the County of Camden and State of New Jersey as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Borough of Haddon Heights (“Borough”) adopted a Personnel and Procedures Manual is hereby amended to include the Coronavirus (COVID-19) Policy attached hereto.
3. All Borough employees shall receive a copy of the Coronavirus (COVID-19) Policy and acknowledge receipt by written signature of the subject policy.

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk



BOROUGH OF HADDON HEIGHTS  
MUNICIPAL BUILDING  
625 STATION AVENUE  
HADDON HEIGHTS, NJ 08035  
WWW.HADDONHTS.COM  
PHONE: 856-547-7164 • FAX: 856-547-5259



ZACHARY HOUCK, MAYOR

# Coronavirus (COVID-19) Borough of Haddon Heights

## Policy Statement:

This Borough policy includes the measures we are actively taking to mitigate the spread of coronavirus. The Borough will follow the guidelines detailed by the CDC along with our State and Local Health Departments. You are requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions, The Borough will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) Borough policy is susceptible to changes with the introduction of additional governmental guidelines. If and where necessary, updates will be shared in a timely fashion with the Borough Staff.

## Scope

This coronavirus policy applies to all Borough employees who physically work in our office(s). We strongly recommend to any of our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

## Policy Details:

The Borough is anticipating that our employees will return to the physical workplace once the Governor lifts the stay at home order. Each employee shall adhere to the following actions to protect themselves and their co-workers from a potential coronavirus infection. Any employee who projects an inability to return to the physical workplace shall immediately consult with the Borough Administrative Consultant.

## Sick leave arrangements:

- If you become sick during the workday, notify your department head immediately.
- The Borough encourages all employees to seek medical treatment when necessary.

- If you have cold symptoms, such as cough/sneezing/fever/chills or muscle pain/loss of taste/smell or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you have fully recovered, with a doctor's note confirming your recovery.
- If anyone in your household have a positive COVID-19 diagnosis, notify the Administrative Consultant immediately. Please take steps to protect yourself and others and stay at home. Employees must be tested for COVID-19 and present proof of a negative result before returning to the workplace.

### Work from home requests:

- If you are feeling ill, but you can work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you must stay at home with your children, request work from home. Follow up with the Borough Administrative Consultant to plan and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, if you are asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time. Follow up with the Borough Administrative Consultant to plan and set expectations.

### Travelling/commuting measures:

Social distancing shall be maintained at all times when arriving or leaving the workplace to include all parking lots and common areas. Masks are required to be worn by all employees when social distancing is not possible.

- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution. A final determination shall be made by the Borough Administrative Consultant..
- If you are planning to travel voluntarily to a high-risk state or country with increased COVID-19 cases, the Borough will require you to self-quarantine for 14 days upon your return from vacation. You will also be asked not to come into physical contact with any colleagues during this time. The Borough will require you to utilize vacation or personal time during the 14-day quarantine.
- Off-site meetings shall be confined to virtual status when social distancing is not possible.

## General hygiene rules:

- Wash your hands frequently and after using the bathroom, electronic devices, hard surfaces, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly where possible.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- Hand sanitizer and cleaning wipes are readily available to all office staff.

## Physical Workplace Protocol:

- Maintain a 6 foot social distance of clearance from other office personnel as much as possible.
- Masks are to be worn by staff members when it is impossible to maintain a 6 foot social distance.
- Work from your own desk, do not share workstations.
- Do not gather in groups and limit inter-office visits
- Utilize your own printers where possible.
- Clean copier screens after each individual usage.
- Do not share counter space and clean after using any counter.
- Alert the Administrative Consultant to any workplace concerns.
- Limit persons inside of Borough vehicles to one person where possible (PD exempt).
- The Borough reserves the right to install and monitor a personal temperature device for the purpose of recording individual body temperature for all employees who enter the workplace.
- The Borough will sanitize the workspace on an as needed basis.
- Hand sanitizer, masks and cleaning wipes will be available to all workspaces.
- Shields will be installed on counters where necessary to avoid any potential contact from the general public.
- All in-person activity associated with Taxes, Construction, DPW and Zoning will be conducted at the office counter, no one from the general public will be allowed past the lobby counter.
- When the general public is permitted to re-enter Borough facilities, face masks will be required. No one from the general public will be permitted to enter without wearing a mask.

## ACKNOWLEDGEMENT OF RECEIPT OF CORONAVIRUS (COVID19) POLICY

I have read the above Policy on Coronavirus. I recognize that if I have specific questions or concerns regarding this document, I will bring them to the attention of the designated employer contact for this Policy identified below.

---

Print Name

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Signature

---

Date

**Employer Contact: Dave Taraschi**

**RESOLUTION 2020:136**

**RESOLUTION AMENDING THE BOROUGH OF HADDON HEIGHTS  
PERSONNEL POLICIES AND PROCEDURES MANUAL TO INCLUDE A POLICY  
ON CORE VALUES AND MUTUAL COOPERATION  
IN THE ONGOING COVID-19 RESPONSE**

**WHEREAS**, on or about December 2, 2014, the Borough of Haddon Heights (“Borough”) adopted a Personnel and Procedures Manual; and

**WHEREAS**, the Mayor and Borough Council believe it in the best interest of the municipality to amending the aforesaid Personnel Policy Manual; and

**WHEREAS**, the Borough wishes to establish common understanding, recognize core values, and affirm our shared mission as the organization continues to address COVID-19 both now and in the future; and

**WHEREAS**, it shall be the policy of our workplace to address COVID-19 issues in a safe, respectful, and professional manner to advance the health and welfare of our employees and to ensure the success and vitality of our entire organization, the Borough desires to adopt a Policy on Core Values and Mutual Cooperation in the Ongoing COVID-19 Response in the form attached hereto and made a part hereof.

**NOW, THEREFORE BE IT RESOLVED** that the Governing Body of the Borough of Haddon Heights in the County of Camden and State of New Jersey as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Borough of Haddon Heights (“Borough”) adopted a Personnel and Procedures Manual is hereby amended to include the Policy on Core Values and Mutual Cooperation in the Ongoing COVID-19 Response attached hereto.
3. All Borough employees shall receive a copy of the Policy on Core Values and Mutual Cooperation in the Ongoing COVID-19 Response and acknowledge receipt by written signature of the subject policy.

Date: July 8, 2020

\_\_\_\_\_  
Mayor Zachary Houck

ATTEST: \_\_\_\_\_  
Kelly Santosusso, RMC, Borough Clerk

## **BOROUGH OF HADDON HEIGHTS**

### **POLICY**

#### **CORE VALUES AND MUTUAL COOPERATION IN THE ONGOING COVID-19 RESPONSE**

**PURPOSE:** To establish common understanding, recognize core values, and affirm our shared mission as the organization continues to address COVID-19 both now and in the future.

**POLICY:** It shall be the policy of our workplace to address COVID-19 issues in a safe, respectful, and professional manner to advance the health and welfare of our employees and to ensure the success and vitality of our entire organization.

#### **THE COVID-19 PANDEMIC**

The Borough of Haddon Heights (“Borough” and/or “Haddon Heights”) as an organization, through its employees, and in all aspects of operations, face ongoing challenges associated with the COVID-19 pandemic. We will confront and overcome these challenges. To assist and enhance our decision-making and set expectations for all personnel, it is appropriate to recognize our operating facts and working assumptions.

1. Our nation and world has experienced the devastating effects of COVID-19, a viral infection claiming thousands of lives and causing major disruption in the work and personal lives of millions of people.
2. The virus affects persons of all ages and backgrounds.
3. The virus and its associated complications can be fatal.
4. The virus can be spread through person-to-person contact.
5. The virus can be spread when persons are in close proximity, including through small droplets from the nose or mouth which are spread when an infected person coughs or exhales.
6. People can catch COVID-19 by touching objects or surfaces contaminated with the virus, and then touching their eyes, nose, or mouth.
7. The virus may be transmitted by persons who do or do not display symptoms.
8. The virus may be transmitted by persons who have no symptoms at all.

9. Improvements in testing, diagnosis, vaccinations, and treatment are promising but will continue to take time to evolve.
10. COVID-19 presents complicated issues and problems at all levels of society which are not easily identifiable or explainable.
11. These are all unusual circumstances for the organization and its employees. People are affected in different ways and to different degrees.
12. Workplace accommodations and modifications have been needed and will continue to be necessary to protect our employees.
13. Further inconveniences and disruptions, many of which may not be presently foreseeable or predictable, may occur.

### **OUR CORE VALUES AND COMMITMENT IN THE ONGOING COVID-19 RESPONSE**

In facing these challenges, the Borough will adhere to certain core values to achieve optimal results. These core values should inform decision-making at all levels and by all employees. Policy development, ongoing work responsibilities, and everyday interactions with co-workers should reflect these core values.

1. Our greatest asset is our people.
2. Employee safety is paramount.
3. Employees have all been affected in serious, meaningful, and different ways.
4. Our COVID-19 protocols, policies, and procedures will be based on sound judgment, informed facts, recognized experts, government advisories, and legal requirements.
5. Full restoration to regular operations will take time.
6. We remain committed to effective and ongoing communication with our employees.
7. We will be good listeners.
8. We fully welcome the input, opinions, and suggestions of our employees, either in open discussion or confidentially. Harassment or retaliation in connection with such concerns will not be tolerated.
9. We will respect employee health privacy and personal COVID-19 concerns.
10. We will make adjustments and accommodations to respond to COVID-19 challenges, consistent with reasonableness and the legitimate business needs of the organization.

11. The words, actions, and directives of our decision-makers and managers should reflect our culture of COVID-19 adaptability and understanding.
12. We recognize that COVID-19 pandemic is not a one-dimensional physical problem affecting only infected individuals. It has generated stressors and demands which will continue to pose physical and mental challenges and illness. We will make best efforts to provide resources or information available accordingly.
13. Ongoing business continuity is vital.
14. Our service to our clients and customers must remain at the highest level.
15. We do not have unlimited resources and we cannot eliminate all risk in all situations to all people, or even all employees. This will not stop us, however, in our efforts to eliminate as much risk to our employees from COVID-19 as is reasonably foreseeable and of sound judgment.
16. Our fundamental commitments set forth elsewhere in our business policies, procedures, directives remain firm and unwavering.

#### **EMPLOYEE EXPECTATIONS IN THE ONGOING COVID-19 RESPONSE**

Our survival as an organization will depend on the cooperation, good faith, and understanding of all employees. We commit ourselves to the health and welfare of our employees. Likewise, we need and expect our employees to likewise commit to certain key principles.

1. The safety and security of all of us depends on the professional and personal actions of each and every one of us.
2. Employees must review and understand all COVID-19 directives, policies, practices, and protocols, in conjunction with our existing business policies, procedures and directives, all of which are in effect as we return to work.
3. Compliance with our COVID-19 directives, policies, practices, and protocols is mandatory.
4. Employees must act at all times with COVID-19 awareness.
5. Such awareness is best reflected in words, actions, and hygiene.
6. Irresponsible conduct outside of work as it pertains to COVID-19 can and will affect other employees.
7. Unreasonableness, inflexibility, noncooperation, and insubordination in dealing with COVID-19 issues cannot and will not be tolerated.
8. Adaptability, accountability, positivity, and diligence will be highly valued.

9. Harassment or similar unlawful conduct of any kind will not be tolerated.
10. Negative or improper behavior directed to certain minorities or protected classes of individuals for purposes of assigning blame for the coronavirus will not be tolerated.
11. Known or reasonably likely close contact with COVID-infected individuals must be reported immediately in accordance with established procedures.
12. Reports of known or reasonably likely close contact with COVID-infected individuals will be kept confidential to the extent possible, subject to any mandatory reporting requirements or contact-tracing assessments.
13. Concerns, questions, or comments regarding these expectations should be made in good faith and addressed to appropriate management personnel.

**RECEIPT**

I have read the above Policy on Core Values and Mutual Cooperation in the Ongoing COVID-19 Response. I recognize that if I have any specific questions or concerns regarding this document, or if I disagree with its contents and feel the need to discuss further, I will bring them to the attention of the designated employer contact for this Policy identified below.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employer Contact:** \_\_\_\_\_