

Town of Secaucus

CONSENT AGENDA – 2/28/23

THIS AGENDA IS FOR DISCUSSION PURPOSES AND IS SUBJECT TO CHANGE.

ITEMS MAY BE ADDED OR REMOVED AS DETERMINED BY THE TOWN COUNCIL.

- 1) A resolution on behalf of the Town of Secaucus regarding authorization to advertise and receive bids for the service of Concessionaire/Town Concession Stand at the Secaucus Swim Club
- 2) A resolution to extend the contract for Solid Waste Collection and Disposal Services to Joseph Smentkowski, Inc.
- 3) A resolution authorizing the contract for the provision of lighting repairs to Musco Sports Lighting through the Sourcewell Cooperative
- 4) A resolution approving a tax refund for Block 109, Lot 17 Qualifier: C0002
- 5) Resolution appointing Morris Scardigno to a Regular Part-Time Electrical Inspector position in the Construction Department, effective March 6, 2023, at the hourly rate of \$50.00 (by voucher)
- 6) Resolution appointing Michael Garcia to a Replacement Regular Part-Time Position of Parking Enforcement Officer, pending a successful completion of a pre-employment physical, including drug screening, effective February 29, 2023, at the hourly rate of \$14.50
- 7) Resolution correcting prior resolution number 2023-66, which had an error in the employee's name
- 8) A resolution authorizing the award of a contract for the installation of a new roof to New Jersey Roofing Company
- 9) A resolution to authorize an emergency contract to purchase three 2023 Ford Police Interceptor Utility Vehicles from Nielsen Ford
- 10) A resolution on behalf of the Town of Secaucus reflecting the adoption of revised Secaucus Police Department Rules and Regulations
- 11) A resolution authorizing the award of a contract for the purchase and installation of activity equipment for a dog park on Farm Road

**`TOWN OF SECAUCUS
MAYOR AND COUNCIL MEETING - FEBRUARY 28, 2023
MEETING TO COMMENCE 7:00 PM**

The town does not provide agenda for Council Meetings; however, below is a list of matters scheduled to be discussed which is intended to be a worksheet or reference sheet only for the Mayor and Council Members. No person shall rely on this sheet because scheduled items may be deleted and new items may be added, and Council Members may raise issues during the meeting and take action with respect to the same which are not listed herein.

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETINGS ACT

ROLL CALL

ORDINANCES FOR INTRODUCTION

Ordinance No. 2023-4: An ordinance amending Chapter 127-58B of the Code of the Town of Secaucus "Designation of Locations at or Near Private Residences" (for the addition of handicapped parking spots on Born Street and Maple Street)

RESOLUTIONS (CONSENT AGENDA)

PAYMENT OF CLAIMS

BINGO/RAFFLE APPLICATIONS

- 1) Application for an On-Premise 50/50 to be held on April 27, 2023, sponsored by the Secaucus High School PTSA
- 2) Application for an On-Premise 50/50 to be held on March 16, 2023, sponsored by the Hudson County Schools of Technology Foundation
- 3) Application for an Off-Premise 50/50 to be held on March 23, 2023, sponsored by Hudson County Community College Foundation
- 4) Application for a Casino Night to be held on April 15, 2023, sponsored by the Guma Foundation, Inc.

COMMUNICATIONS REQUIRING ACTION BY MAYOR AND COUNCIL

1) Request by Rob Bongiorno to use the Secaucus Ice Rink on March 1 for adult skate rental

COMMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

REMARKS OF CITIZENS

ADJOURNMENT

AN ORDINANCE OF
THE TOWN OF SECAUCUS, NEW JERSEY

ORDINANCE NO. 2023-4

AN ORDINANCE AMENDING SECTION 127-58B OF THE CODE OF THE TOWN OF SECAUCUS ENTITLED "DESIGNATION OF LOCATIONS AT OR NEAR PRIVATE RESIDENCES"

SECTION 1

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of Secaucus that Section 127-58B - "Designation of Locations at or Near Private Residences" shall be amended by adding the following location:

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Born Street	North	On the north side of Born Street beginning at a point 310 feet west of the northwest corner of Paterson Plank Road and Born Street continuing west for a distance of 20 feet in front of 268 Born Street

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Maple Street	South	On the south side of Maple Street, beginning at a point 694 feet west of the southwest corner of Paterson Plank Road and Maple Street continuing west for a distance of 20 feet in front of 275 Maple Street

That the parking space designated for 268 Born Street adopted by Ordinance is to be personalized for Placard Number P2636381.

That the parking space designated for 275 Maple Street adopted by Ordinance is to be personalized for Placard Number P2392356.

SECTION 2

SEVERABILITY

BE IT FURTHER ORDAINED, that the provisions of this ordinance are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of the regulation or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and if such persons or circumstances, to which the ordinance or part thereof is held inapplicable, had been specifically exempted therefrom.

SECTION 3

REPEALER

BE IT FURTHER ORDAINED, that all other ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed, to the extent of such inconsistency.

SECTION 4

EFFECTIVE DATE

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon passage and publication as provided by law.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an ordinance introduced and passed on first reading on February 28, 2023 and finally adopted by the Mayor and Council on March 28, 2023.

Town Clerk Mayor

Introduction 2-28-23

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Adoption 3-28-23

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
REGARDING AUTHORIZATION TO ADVERTISE AND RECEIVE BIDS
FOR THE SERVICE OF CONCESSIONAIRE/TOWN CONCESSION STAND
AT THE SECAUCUS SWIM CLUB**

WHEREAS, the Town of Secaucus requires the services of a qualified concessionaire to operate the Town's concession stand at the Secaucus Swim Club located at 1200 Koelle Boulevard.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Town Council for the Town of Secaucus, County of Hudson, State of New Jersey, that the Town Clerk is hereby authorized to advertise for and receive bids for the service of a Concessionaire/Town Concession Stand Services to operate the Town's concession stand at the Secaucus Swim Club located at 1200 Koelle Boulevard in Secaucus for the 2023 summer season.

Adopted: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION TO EXTEND THE CONTRACT TO FOR SOLID WASTE COLLECTION
AND DISPOSAL SERVICES TO JOSEPH SMENTKOWSKI, INC.**

WHEREAS, the Town of Secaucus ("Town") received responses to its Fair and Open Solicitation Process for Solid Waste Collection and Disposal Services on March 3, 2020, pursuant to N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, the Town awarded a contract to Joseph Smentkowski, Inc. for Solid Waste Collection and Disposal Services on March 24, 2020, under Resolution 2020-80, for a three-year period, recorded under Resolutions 2021-75 and 2022-75, with two (2) one (1) year extension options; and

WHEREAS, the Town has the continued need for a Contract for Solid Waste Collection and Removal Services; and

WHEREAS, the Town wishes to extend the contract for an additional one (1) year term pursuant to the bid documents; Said extension is the first of two (2) one (1) year renewal options for this contract; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 01-2010-00-31522-079.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, award a contract extension to Joseph Smentkowski, Inc. to provide Solid Waste Collection and Disposal Services for a one (1) year term, beginning on April 1, 2023, in accordance with the specifications utilized in connection with the bidding process and the attached contract; and

BE IT FURTHER RESOLVED, that Joseph Smentkowski, Inc. shall provide any and all compliance information requested by the Town of Secaucus Office of Purchasing and execute all associated contracts and documents; and

BE IT FURTHER RESOLVED, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract, or take any action necessary to effectuate the spirit and purpose of this resolution.

Adopted: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 28, 2023.

Town Clerk		Mayor		
Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION NO. _____
TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY

**A RESOLUTION AUTHORIZING THE CONTRACT FOR THE PROVISION
OF LIGHTING REPAIRS TO MUSCO SPORTS LIGHTING THROUGH
THE SOURCEWELL COOPERATIVE**

WHEREAS, the Town of Secaucus' Recreation Department has the need for lighting repairs within Buchmuller Park and Shetik Field, as well as a Full Re-Lamp for Kane Stadium, public parks utilized by Town residents for various sporting events; and

WHEREAS, Musco Sports Lighting of Oskaloosa, IA submitted a Quote dated January 25, 2023 providing for these services in the amount of Sixteen Thousand Seven Hundred Eighty-One Dollars and 00/100 (\$16,781.00); and

WHEREAS, the services that are offered by Musco Sports Lighting are offered through their Sourcewell Cooperative under Contract No. 071619-MSL Sports Lighting; and

WHEREAS, the Town of Secaucus is a member of the Sourcewell Cooperative (formerly National Joint Powers Alliance) previously authorized by Resolution 2014-279; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 10-2150-55-70609-011 @ \$12,019.00 and 03-2097 @ \$4,762.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, authorize the Contract for Lighting Repairs and Full Re-Lamp to Musco Sports Lighting in an amount not to exceed Sixteen Thousand Seven Hundred Eighty-One Dollars and 00/100 (\$16,781.00); and

BE IT FURTHER RESOLVED, that Musco Sports Lighting shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing; and

BE IT FURTHER RESOLVED, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract or take any action necessary to effectuate the spirit and purpose of this resolution.

Adopted: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION APPROVING
TAX REFUND FOR BLOCK 109, LOT 17 QUALIFIER: C0002**

WHEREAS, it has been determined by the Tax Collector that the taxpayer indicated is entitled to a 3rd Quarter 2022 Tax Refund due to the taxing service, CoreLogic, having incorrect property information; and

WHEREAS, it is the desire of the Mayor and Council to have this payment returned to the respective taxpayer.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Secaucus that the Tax Collector is hereby authorized to make a 3rd Quarter 2022 Tax Refund in the amount shown to Columbia Bank, Escrow Department, 19-01 Route 208, North Fair Lawn, New Jersey 07410:

BLOCK	LOT	QUALIFIER	ADDRESS	AMOUNT
109	17	C0002	817 Seventh Street	\$2,757.17

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Collector and Chief Financial Officer; and

BE IT FURTHER RESOLVED that the Tax Collector is hereby authorized to execute any documents or take any other action necessary to effectuate the spirit and purpose of this Resolution.

February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, and State of New Jersey, pursuant to the recommendation of Carl Leppin III, Construction Official, that the below individual is hereby appointed to a regular part-time Electrical Inspector position in the Construction Department (**#32000**) effective March 6, 2023 as follows:

Scardigno, Morris

\$50.00/hour (by voucher)

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION: _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON
STATE OF NEW JERSEY**

BE IT RESOLVED, by the Mayor and Town Council of Secaucus, County of Hudson, State of New Jersey, pursuant to the recommendation of the Police Chief that the below person is hereby appointed to a replacement regular part-time position of Parking Enforcement Officer in the Police Department (#31002), pending a successful completion of a pre-employment physical, including drug screening, effective February 29, 2023, as follows:

Garcia, Michael

\$14.50/Hour

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of as of February 28, 2023.

Town Clerk	Mayor			
Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

RESOLUTION:_____

TOWN OF SECAUCUS

**COUNTY OF HUDSON
STATE OF NEW JERSEY**

**RESOLUTION CORRECTING PRIOR RESOLUTION NUMBER 2023-66,
WHICH HAD AN ERROR IN THE EMPLOYEE'S NAME**

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, and State of New Jersey, that this will serve as a correction to Resolution No. 2023-66 adopted on February 14, 2023, wherein Mariana Castillo Parades was approved for employment as a Crossing Guard, however her name was incorrectly noted on the Resolution as "Castillo, Parades".

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
INSTALLATION OF A NEW ROOF TO NEW JERSEY ROOFING COMPANY**

WHEREAS, the Town of Secaucus has determined the need for the Installation of a New Roof for the second floor of the Municipal Building located at 1203 Paterson Plank Road; and

WHEREAS, the Secaucus Department of Buildings and Grounds has obtained three (3) quotes for said services; and

WHEREAS, New Jersey Roofing Company of Carlstadt, NJ has submitted the lowest proposal, providing for the Installation of a New Roof, in the amount of Sixteen Thousand One Hundred Dollars and 00/100 (\$16,100.00); and

WHEREAS, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 10-2150-55-70608-007

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey authorize the award of a Contract for the Installation of a New Roof for the second floor of the Municipal Building for an amount not to exceed Sixteen Thousand One Hundred Dollars and 00/100 (\$16,100.00); and

BE IT FURTHER RESOLVED, that New Jersey Roofing Company shall provide any and all compliance information requested by the Town of Secaucus Office of Purchasing; and

BE IT FURTHER RESOLVED, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract, or take any action necessary to effectuate the spirit and purpose of this resolution.

Adopted: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of as of February 28, 2023.

Town Clerk		Mayor		
Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				



Town of Secaucus

Quote Solicitation Record

Sandy D'Arzen, RPPS, QPA
Christine Smith, Purchasing Assistant
1203 Paterson Plank Road
Secaucus, NJ 07094
P: 201.330.2026
F: 201.271.3615
SDarzen@Secaucus.net

DEPARTMENT

ITEM OR SERVICE

B76

Town Hall 2nd Floor Roof

Complete this form for all purchase orders that exceed \$6,600

All purchase orders that exceed \$6,600 must obtain a minimum of 3 quotes.

All purchase orders that are exempt from quotations will be determined by the Q.P.A.

DATE CALLED:

VENDOR:

ADDRESS/PHONE:

A:

P:

PRICE:

1/5/23

N.J. Roofing

520 Rte 17 So.

Carlstadt, NJ.

\$16,100⁰⁰

866-921-8004

DATE CALLED:

VENDOR:

ADDRESS/PHONE:

A:

P:

PRICE:

1/5/23

Hido's Construction

69 Buffalo Ave.

Petersburg, NJ-07003

\$19,600⁰⁰

808-496-0021

DATE CALLED:

VENDOR:

ADDRESS/PHONE:

A:

P:

PRICE:

1/3/23

W.J. McGrath LLC

546 Harrison Rd.

Glen Rock, NJ-07452

\$29,400⁰⁰

201-447-6177

Recommended Vendor

Cost:

Comments:

N.J. Roofing

\$16,100⁰⁰

I certify that competition has been solicited and quotations obtained in accordance with the current Procurement Bureau regulations governing Direct Purchase Authorization

Ronald Merri

(Signature of department head)

Date:

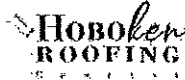
2/10/23

Please ensure to attach all appropriate written quotes and corresponding paperwork.

New Jersey Roofing C O M P A N Y



CERTIFIED
PROPERTY
SOLUTIONS



An Elite partnership of Service Professionals

Good Afternoon, Township of Secaucus

At your request, we have attached your proposal, researched, and prepared by **WJ McGrotty**. Please feel free to contact him directly at **(201) 446-0474**, with any questions or concerns, or email him directly at principal@njroofingcompany.com.

We are more than willing to meet with you, along with any other decision-makers, and do a formal presentation to answer any specific questions or concerns you may have about this project.

Please keep in mind what sets us apart:

- We are fully equipped to repair, maintain, and replace all types of roofs, siding, gutters, chimneys, windows, ventilation and more.
- For qualified residential projects, we offer NO interest, NO payment financing for up to 12 months, as well as affordable monthly payment plans for up to 10 years.
- With over 21 million sq. ft. of roofing, siding, and remodeling services installed in more than 30 years, you can feel confident that you're dealing with certified, licensed and insured professionals.
- New Jersey Roofing Company has a 32-year track record with over 20,000 Satisfied Customers.
- Lastly, we'd like to make you aware of our Customer Referral Program, where you can earn rewards for anyone you refer who gets work completed by us.

To learn more about our full range of services, please check out our [Website](#) and view our online [Brochure](#)

Feel free to contact us for any reason and we look forward to being of service to you.

For over 30 years, New Jersey Roofing Company,
has been keeping your property like new, while staying within your budget!

Commercial • Residential • Multi-Family • Churches

[Roofing Services](#)

[FAQ](#)

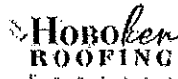
[Privacy Policy](#)

[Payment Methods](#)

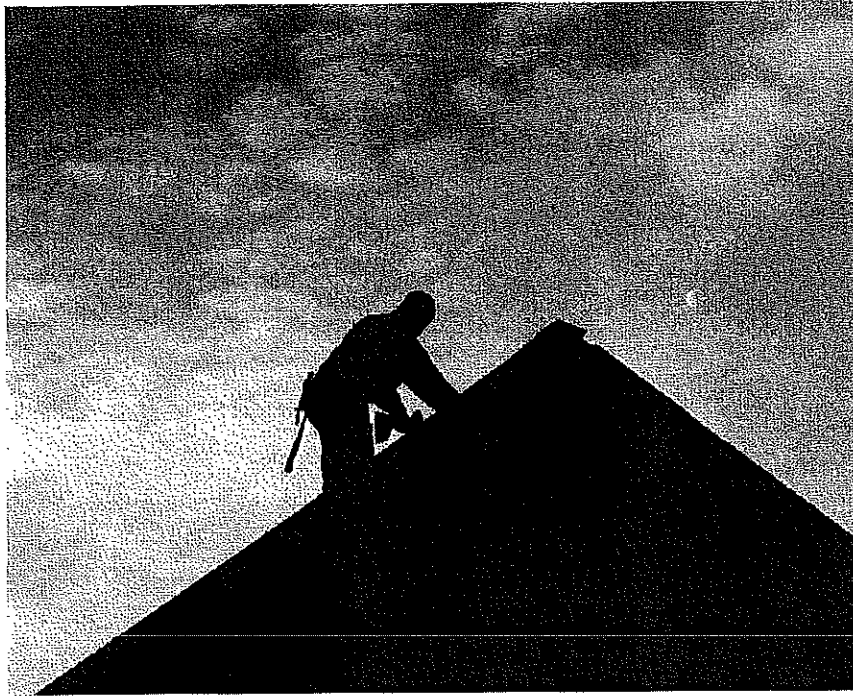
New Jersey Roofing C O M P A N Y



CERTIFIED
PROPERTY
SOLUTIONS



An Elite partnership of Service Professionals



Prepared for Township of Secaucus

Date 01/05/2023

Mailing Address Municipal Government Complex

City, State, Zip Secaucus

Phone # 201-401-1942

Email Address Rmorris@secaucus.net

Job Location Municipal Government Complex (2ND Floor roof)

Prepared by WJ McGrotty

1.866.921.8004

info@NJroofingcompany.com

520 Route 17 South, Carlstadt, NJ 07072



NJ13VH11322800

New Jersey Roofing
COMPANY



FLAT ROOF PROPOSAL

Prepared for Township of Secaucus

Date 01/05/2023

Mailing Address Municipal Government Complex

City, State, Zip Secaucus

Phone # 201-401-1942

Email Address Rmorris@secaucus.net

Job Location Municipal Government Complex (2ND Floor roof)

Prepared by WJ McGrotty

WE WILL PROVIDE THE LABOR, MATERIAL & EQUIPMENT TO PERFORM THE FOLLOWING

Proposed Section: Entire 2nd floor roof of the Municipal Government Complex

☐ **Cover** shrubs, bushes, steps, etc., from falling debris

☐ **Remove** up to 3 layers of roofing and insulation
(Additional \$3.00/sq. ft. to remove each additional layer)

☐ **Cut and fasten** all existing air pockets to ensure smooth roof surface

☐ **Replace** rotten roof decking as needed
(Additional ☐ per 4' x 8' sheet of 3/4" CDX plywood)
(Additional ☐ per ft. for framing lumber)
(Additional ☐ per sq. ft. of metal roof decking)

☐ **Install** ☐ sq. ft. of insulation ☐

☐ Mechanically fasten fiberglass base sheet

☐ **Install energy-efficient radiant barrier**

☐ **Install** ☐ roof material

☐ **Install** approximately ☐ ft. of gravel stop and ☐ ft. of ☐ C4 metal edging

☐ **Install** ☐ ft. of aluminum coping Color: ☐

☐ **Install** ☐ ft. of counterflashing Color: ☐

☒ **Re-flash** parapet walls with roof membrane

☐ **Install** ☐ vents to dry any remaining moisture.

☐ **Install** ☐ pitch pockets and fill with pourable sealer

☐ **Install** ☐ ft. of termination bar

☒ **Re-flash** penetrations (Pipes, Vents, HVAC, Skylights, Hatches, etc.)

☒ **Remove** all debris caused by work and keep area clean throughout the entire process.

☐ **Clean and fasten** gutters and leaders

☐ **Install** seamless alum. gutters and leaders ☐ 5" ☐ 6"

Color: ☐ Includes leaf screens.

☐ **Rebuild** ☐ ft. built-in gutters

☐ **Remove** ☐ ft. built-in gutters

☐ **Reline** ☐ ft. built-in gutter

☐ **Install** ☐ new roof drains. Type ☐ Size ☐

☐ **Install** ☐ new roof droptubes. Type ☐ Size ☐

☐ **Install** ☐ new roof scupper boxes. Type ☐ 7x7 Size ☐

☐ **Replace** ☐ ft. existing soffit

☐ Aluminum ☐ Vinyl ☐ Plywood ☐ Composite

☐ **Replace** ☐ ft. existing fascia Color: ☐

☐ Aluminum ☐ Wood ☐ Composite

☐ **Re-side** dormers with siding

☐ **Install** ☐ skylights to ☐ roof area

☐ ☐-year manufacturer and ☐-year installation warranty

(interior trim, sheet rock, painting, and finishing not included)

☐ **Chimney** ☐ Re-plaster ☐ Cap ☐ Repoint ☐

Rebuild

☐ Cricket ☐ Collar ☐ New Counterflashing ☐ Seal

Counterflashing ☐ Stepflashing

☐ **Clean** entire worksite using magnetic nail finder.

☐ **Hoboken residents:** ☐ Mandatory asbestos testing, in addition to price below:

(Construction code number 76-2.C)

☐ **Demo** (Customer acknowledges/affirms that chimney being demolished is no longer in use. NJRC is not licensed to certify that chimney is not venting toxic gases.)

ADDITIONAL WORK:

1.) Prime the entire 2nd floor roof with Karnak asphalt primer.

2.) Install a 2 ply JM Apex modified roof over the entire 2nd floor of the building. One ply smooth the second ply white granular.

3.) Wrap all parapet walls with the same JM roofing materials.

4.) Lift up all existing counter flashings to install the new roof then put them back down and secure them with concrete anchors.

5.) Install 4 new Olympic aluminum 4-inch retro fit roof drains one in each existing roof drain. Flash all roof drains with a section

of JM Apex modified roofing materials.

6.) Clean up and remove all debris from the job site.

IMPORTANT NOTES: 1) NJRC is not responsible for cleaning debris or removing, covering, or securing any contents of owner tenants in attics, garages, or any other locations. 2) Significant additional charges will apply if asbestos or other hazardous materials are found. 3) NJRC is not responsible for re-installation in any way of existing gutter guards/screens or satellite dishes. 4) Due to age, weathering, and product availability, NJRC cannot guarantee to match colors of materials when making repairs, but NJRC will find the closest match available, within reason. 5) Despite any possible verbal communications, NJRC is not responsible for any electrical, plumbing, or HVAC connections of any kind because NJRC is not insured or licensed to do so.

PRICING OPTIONS

Premium: Modified Bitumen Layover System, 20- Year Material Warranty, 10 - Year Membrane Installation Warranty.

COST: \$

Platinum: Modified Bitumen Torch applied Tear off System, 20-Year Material Warranty, 10 - Year Membrane Installation Warranty.

COST: \$

4EVER Roof: 60 ml. Fully Adhered EPDM, 1-Inch ISO Insulation, 40- Year Material Warranty, 10 - year Membrane Installation Warranty.

COST: \$ _

TOTAL COST*: \$ \$16,100.00

PRICE VALID FOR 30 DAYS FROM DATE OF PROPOSAL.

DEPOSIT DUE AT SIGNING:
\$ 0

DUE AT START DATE:
\$ 0

UPON COMPLETION:
\$ \$16,100.00

*All permits & fees required to complete this project must be paid to NJRC along with the final balance at completion of work.

*Due to extreme price-volatility with some products, prices quoted are only valid for 30 days.

*I acknowledge an interest of 2% per month will be added to any balance due over 30 days.

20 year MANUFACTURER WARRANTY

10 year WORKMANSHIP WARRANTY

All Drains, Droptubes, Flashings, Penetrations, Piping, Conduit, Edging, Terminations, Curbs, Sealants and Ventilation products are warranted for a period of 3 years unless otherwise specified above.

By Signing this proposal I hereby acknowledge that I have read, understand, and agree to Terms and Conditions and our Privacy Policy.

It is the responsibility of the property owner/representative to obtain a copy of the Terms and Conditions.

The above prices and specifications are satisfactory and are hereby accepted.

PROPERTY OWNER/REPRESENTATIVE

Randy Morris

REPRESENTATIVE

WJ McGrotty

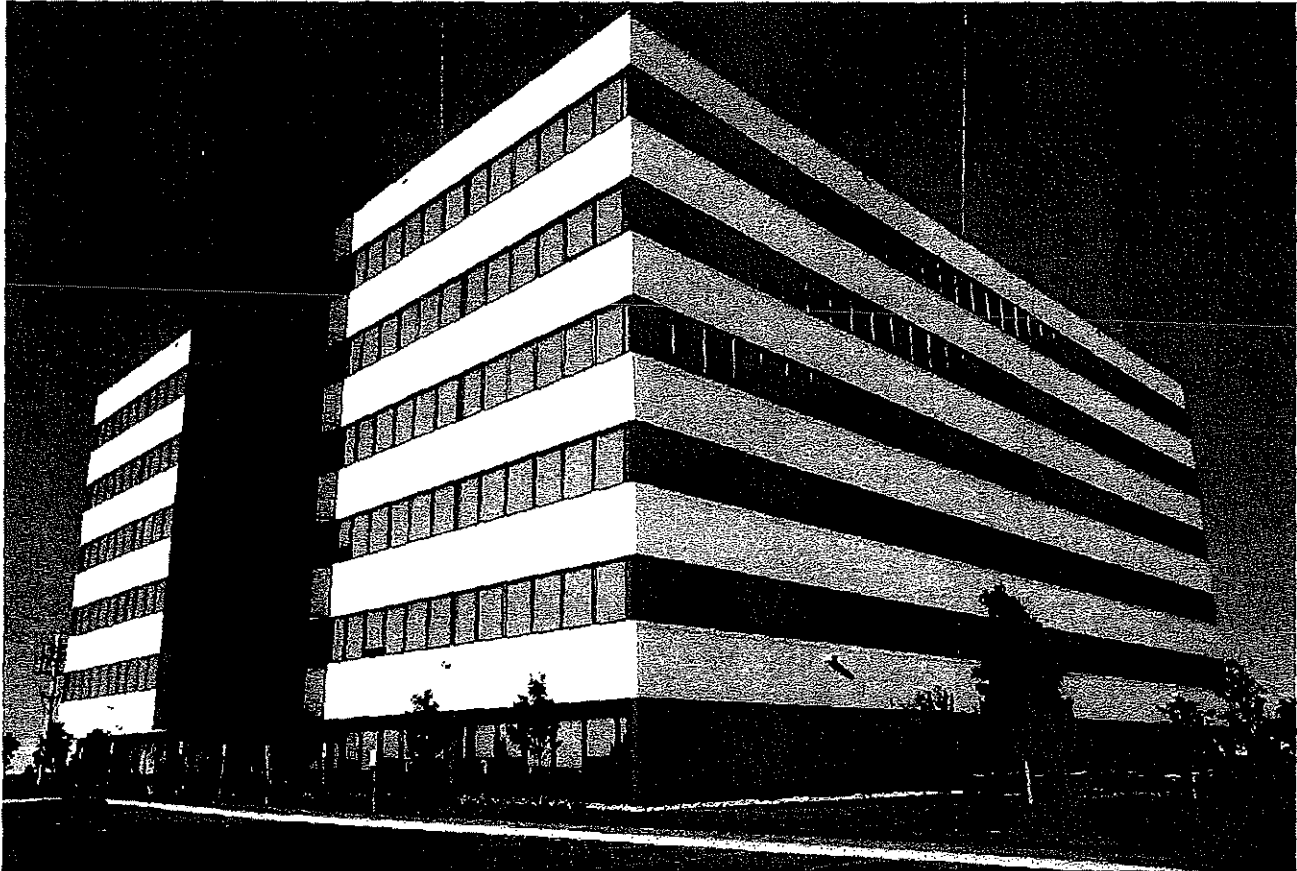
principal@njroofingcompany.com

(201) 446-0474

NEXT



LIC#13VH03133100



PROPOSAL

Prepared for Township of Secaucus

Date 01/07/2023

Mailing Address Municipal Government
Complex

City, State, Zip Secaucus, NJ, 07094

Phone # 2014011942

Email Address RMorris@Secaucus.gov

Job Location Municipal Government
Complex second floor roof

Prepared by Aldo Rojas

Aldo's Services
Specializing in:
ROOFING
SIDING

Aldo's Contact
69 Buffalo Ave.
Paterson, NJ 07503
Phone Number: 908.496.0021



Prepared for Township of Secaucus

Date 01/07/2023

Mailing Address Municipal Government Complex

City, State, Zip Secaucus, NJ, 07094

Phone # 2014011942

Email Address RMorris@Secaucus.gov

Job Location Municipal Government Complex
second floor roof

Prepared by Aldo Rojas

WE WILL PROVIDE THE LABOR, MATERIAL & EQUIPMENT TO PERFORM THE FOLLOWING

New second floor roof

A Cut open all bubbles on the roof and fasten them down with screws and plates
prior to installing the new roof.

B Install a 2 ply Certanteed torch down roof over the entire roof as per manufacturer's specs.

C Cover all parapet walls with the same Certanteed torch down roofing materials.

D Take the existing fasteners on the counter flashings of the parapet walls then install new
roofing materials under the counter flashings then refasten the flashings.

E Remove all garbage from the work from the work site.

F Total cost for this roof is - **\$19,600.00 dollars**

IMPORTANT NOTES: 1) ALDO'S is not responsible for cleaning debris or removing, covering, or securing any contents of owner tenants in attics, garages, or any other locations. 2) Significant additional charges will apply if asbestos or other hazardous materials are found. 3) ALDO'S is not responsible for re-installation in any way of existing gutter guards/screens or satellite dishes. 4) Due to age, weathering, and product availability, ALDO'S cannot guarantee to match colors of materials when making repairs, but ALDO'S will find the closest match available, within reason. 5) Despite any possible verbal communications, ALDO'S is not responsible for any electrical, plumbing, or HVAC connections of any kind because ALDO'S is not insured or licensed to do so.

W.J. McGrotty LLC

General Construction • Roofing • Siding
NJ Lic # 13VH00912900

546 Harristown Road
Glen Rock, NJ 07452-3409
Tel: (201) 447-6177
Fax: (201) 447-5505

January 3, 2023

Township of Secaucus

C/O Mr. Randy Morris

Municipal Government Complex

Secaucus, N.J. 07094

Re: New roof

Second floor M.G. Complex

Re: REROOF THE ENTIRE SECOND FLOOR OF THE MUNICIPAL GOVERNMENT COMPLEX –

- 1.) Prime the roof with asphalt primer.
- 2.) Install a new Dibiten 2 ply modified roof over the entire section of the building as per manufacturer's specs. (one ply smooth one ply white)
- 3.) Flash the walls with the same roofing materials.
- 4.) Install 4 new 4 inch aluminum retro fit roof drains flashed with the same roofing materials.
- 5.) Flash all vents and fans on the roof with the same Dibiten roofing materials.
- 6.) Remove all debris from the job site.
- 7.) The roof will carry a 15 year warranty on the roofing products from the manufacturer for defects and a 10 year guarantee on the workmanship from W.J. McGrotty LLC.
- 8.) Total cost is -\$20,400.00 dollars

RESOLUTION NO. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION TO AUTHORIZE AN EMERGENCY CONTRACT TO PURCHASE
THREE 2023 FORD POLICE INTERCEPTOR UTILITY VEHICLES FROM NIELSEN
FORD**

WHEREAS, the Town of Secaucus Police Department had the emergent need to place the order for three (3) 2023 Ford Police Interceptor Utility Vehicles to respond to emergency calls for service; and

WHEREAS, the Town of Secaucus Police Department obtained three (3) quotes for said vehicles; and

WHEREAS, Nielsen Ford, located in Morristown, New Jersey, submitted a quote for the provision of three (3) 2023 Ford Police Interceptor Utility Vehicles and related equipment in the amount of Forty-Six Thousand One Hundred Fifty-Seven Dollars and 75/100 (\$46,157.75) each, for a total amount of One Hundred Thirty-Eight Thousand Four Hundred Seventy-Three Dollars 25/100 (\$138,473.25); and

WHEREAS, due to production issues, Nielsen Ford located in Morristown, New Jersey is the only vendor with the ability to provide the required vehicles within the next year; and

WHEREAS, a purchase order (or contract) was required to guarantee the availability of these vehicles to the Town, when available; and

WHEREAS, N.J.S.A. 40A:11-6 authorizes the award of a contract on an emergent basis where there is a threat to the health, safety and welfare of the public; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, that the issuance of a contract with Nielsen Ford for an amount not to exceed One Hundred Thirty-Eight Thousand Four Hundred Seventy-Three Dollars and 25/100 (\$138,473.25) for the Purchase of Three (3) 2023 Ford Police Interceptor Utility Vehicles that was ordered on an emergency basis is hereby ratified; and

BE IT FURTHER RESOLVED, that Nielsen Ford shall provide any and all compliance information requested by the Town of Secaucus Office of Purchasing; and

BE IT FURTHER RESOLVED, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract, or take any action necessary to effectuate the spirit and purpose of this resolution.

Date: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of as of February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				



Town of Secaucus

CERTIFICATION OF REQUEST FOR EMERGENCY PURCHASES

The undersigned department head (or designee) certifies as follows:

1. An emergency condition(s) occurred on _____ (date)

2. This condition constituted an emergency, affecting the health, safety or welfare of the public.

3. Description of condition(s) and how it affected the health, safety or welfare of the public:
(use additional sheets if necessary):

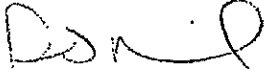
The fleet of vehicles in the police department continues to be an issue affecting the amount of vehicles to provide to officers on patrol. Ford has limited the ability to purchase vehicles due to their production issues. Four (4) vehicles were ordered in May 2022 and three of the four have yet to be built by Ford as of this date and the fourth has still yet to be delivered. With the growing wear and tear on our current vehicles, some with excessive mileage, we need to purchase "open spots" from our current Ford dealership, Nielson Ford, who was the only dealership able to provide us with a quote for each vehicle. With the approval of the purchase of these vehicles we are simply buying a spot in the queue, but the actual production of the vehicles are several months to a year in the future. If we don't act now the ability to have vehicles to respond to emergency calls for service will be severely inhibited and the problem to ascertain vehicles will only be exasperated.

4. The estimated cost of furnishing the goods and services is \$_____.

5. In accordance with N.J.S.A. 40A:11-6 (emergency contracts), it was necessary to obtain the immediate delivery of goods or the performance of services without the receipt of bids or the solicitation of quotations.

6. The emergency purchase as described herein has been reported to the Mayor, Administrator, and/or designee, of the Town of Secaucus prior to commissioning of the goods or services.

7. This document shall be provided to the Secaucus Purchasing Department for proper execution of a Resolution and Purchase Order.
8. I certify that the responses to the foregoing statements are correct and complete to the best of my knowledge.



(Signature of Department Head)

02/24/23

(Date)

Christine Smith

From: Miller, Dennis <dmliller@secaucusnjpolice.gov>
Sent: Friday, February 24, 2023 12:13 PM
To: Christine Smith
Cc: Pat DeBlasio; Gary Jeffas; Coar, Scott
Subject: RE: Emergency
Attachments: 20230224121300105.pdf

*** CAUTION: This email originated from outside the Town Of Secaucus ***

Christine,

See attached. Per our discussion, George Miller spoke with Winner Ford (Cherry Hill) and Hertrich Fleet (Milford, DE) and both stated they were not able to give any quotes because they have no inventory.

Chief Dennis Miller, CPM
Secaucus Police Department
Office Phone: 201-330-2045
Fax: 201-330-2098
Email: dmliller@secaucusnjpolice.gov

From: Christine Smith <csmith@secaucus.net>
Sent: Friday, February 24, 2023 11:56 AM
To: Dennis Miller <dmliller@secaucus.net>
Subject: Emeergency

*** CAUTION: This email originated from outside the Secaucus Police Department ***

Thank you,
Christine Smith, RPPS, QPA
(she/her)
Purchasing Assistant
1203 Paterson Plank Road
Secaucus, NJ 07094
201.330.2026
201.271.3615 (h)
www.secaucusnj.gov



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Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
REFLECTING THE ADOPTION OF REVISED
SECAUCUS POLICE DEPARTMENT RULES AND REGULATIONS**

WHEREAS, Chapter 28 entitled “Police Department” designates an Appropriate Authority to adopt and promulgate Rules and Regulations for the government of the Secaucus Police Department and for the discipline of its members; and

WHEREAS, the Appropriate Authority has taken steps to adopt and promulgate revised Rules and Regulations, specifically portions of Section 3:6, 3:7 and 3:9, for the Secaucus Police Department.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, that the Secaucus Police Department Rules and Regulations attached have been adopted by the Appropriate Authority pursuant to § 28-3.2 and - 3.3 and this Resolution hereby reflects such actions; and

BE IT FURTHER RESOLVED, the revised Secaucus Police Department Rules and Regulations take precedence over any other Rules and Regulations previously established or adopted and shall be deemed in effect as of this date; and

BE IT FURTHER RESOLVED, that a copy of the revised Secaucus Police Department Rules and Regulations be furnished to each member of the Secaucus Police Department, which shall be binding upon such, pursuant to § 28-3.3.

Adopted: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of as of February 28, 2023.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

SECAUCUS POLICE DEPARTMENT RULES & REGULATIONS



VOLUME: 1

CHAPTER: 2

OF PAGES: 34

SUBJECT: RULES & REGULATIONS

BY THE ORDER OF:

Chief of Police

ACCREDITATION STANDARDS:

1.1.1d, 1.4.1, 1.4.3, 1.5.2a

APPROPRIATE AUTHORITY:

Police Committee

Effective Date:

June 24, 2015

Date of Last Revision:

February 28, 2023

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CHAPTER 1

INTRODUCTION

1:1. ESTABLISHMENT OF THE SECAUCUS POLICE DEPARTMENT

1:1.1 Legal Authorization

The Police Department of the Town of Secaucus is established pursuant to N.J.S.A. 40A:14-118 and Town Ordinance §28-1 of the Town of Secaucus and shall hereafter be referred to as the "Secaucus Police Department."

1:1.2 Rules and Regulations Established

The appropriate authority of the Town of Secaucus hereby adopts and promulgates the Department Rules and Regulations, in accordance with Town Ordinance §28-3.3 of the Town of Secaucus and shall be known as the "Secaucus Police Department Rules and Regulations."

1:1.3 Right to Amend or Revoke

In accordance with N.J.S.A. 40A:14-118, the right is reserved by the appropriate authority to amend or revoke any of the rules and regulations contained herein.

1:1.4 Previous Rules, Policies and Procedures

All rules and regulations previously issued, written directives, and policies and procedures that are contrary to the rules contained herein, are hereby revoked. All other policies and procedures shall remain in force.

1:2 THE NUMBERING SYSTEM

1:2.1 Chapter and Section Designation

Title and number shall designate each chapter, section and subsection. All numbering breakdowns shall be arranged according to a decimal sequence.

1:2.2 Chapter and Section Sequence

The number preceding the colon shall enumerate the chapter, while the number placed immediately to the right of the colon shall indicate the section.

1:2.3 Subsection Sequence

The number placed to the right of the decimal point shall designate the subsection.

1:2.4 Series Lettering

Letters listed in series under sections and subsections shall be enclosed within parentheses.

1:2.5 Flexibility of System

This system shall provide a simple and quick method of referral to material contained herein. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

1:3 RULES AND REGULATIONS MANUAL

1:3.1 Application

These rules and regulations are applicable to all police officers, special law enforcement officers, and to all civilian employees of the department, where appropriate.

1:3.2 Distribution

One copy of these rules and regulations shall be electronically distributed to each employee of the department through the PowerDMS software or through manual distribution.

1:3.3 Responsibility for Maintenance

Employees shall be responsible for maintaining a current copy of the rules and regulations, including all additions, revisions, and amendments as issued.

1:3.4 Familiarization

Employees shall thoroughly familiarize themselves with the provisions of the rules and regulations. Ignorance of any provision of these rules and regulations will not be a defense to a charge of a violation of these rules and regulations. It is the continuing responsibility of each employee to seek clarification through the chain of command for any rule, which is not fully understood.

1:3.5 Severability

If for any reason any section of these Rules and Regulations shall be questioned in any court and shall be held unconstitutional or invalid, the same shall not be held to affect any other sections or provisions of this document.

1:4 DEFINITION OF TERMS

1:4.1 Appropriate Authority

The Mayor and Council of the Town of Secaucus shall annually select a three-member committee, which shall serve as the Appropriate Authority as designated by authority of Town Ordinance §28-3.2 of the Town of Secaucus pursuant to N.J.S.A. 40A:14-118.

1:4.2 Authority

Authority is the statutory or written directive vested right to give commands, enforce obedience, initiate action and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of the rules and regulations, and those persons in violation shall be subject to disciplinary action.

1:4.3 Chain of Command

The unbroken line of authority extending from the Chief of Police through one or more subordinates at each level of command down to the level of execution and vice versa.

1:4.4 Chief of Police

The Chief of Police of the Secaucus Police Department shall be the highest ranking sworn officer of the department.

1:4.5 Days Off

Those days on which a given employee is excused from duty by the appropriate supervisor or is not required to report to duty.

1:4.6 Employee

All employees of the department, whether sworn regular, special law enforcement officers, or civilian employees.

1:4.7 Gender

The use of the masculine gender in any written directive or rules and regulations includes the female gender, when applicable.

1:4.8 Incompetence

Incapable of satisfactory performance of police duties.

1:4.9 Insubordination

Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer. Ridiculing a superior officer or his order, whether in or out of his presence, is also insubordination. Disrespectful, mutinous, insolent, or abusive language towards a superior officer is insubordination.

1:4.10 Lawful Order

Any written or verbal directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any department rule or regulation.

1:4.11 May/Should

As used herein, the words "may" and "should" mean that the action indicated is permitted.

1:4.12 Member

Any duly sworn police officer of the department.

1:4.13 Military Leave

The period of time during which an employee is excused from duty for service with the active or reserve armed forces of the United States or of the State of New Jersey, as provided by law or collective bargaining agreement(s).

1:4.14 Neglect of Duty

Neglect of duty is the failure to give suitable attention to the performance of duty. Examples include, but are not limited to, failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report for duty at the time and place designated; unnecessary absence from the zone/post or assignment during the tour of duty; failure to perform duties or comply with provisions prescribed in the rules and regulations and written directives, and failure to conform to the department operating procedures.

1:4.15 Off-Duty

The status of an employee during the period he is free from the performance of specified duties also known as days off and/or hours between tours of duties. Members are subject to recall at all times.

1:4.16 On-Duty

The status of an employee during the period of day when he is actively engaged in the performance of their duties.

1:4.17 Order

Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of police duty.

1:4.18 Plurality of Words

The singular includes the plural and the plural includes the singular.

1:4.19 Probationary Police Officer

Any member of the department serving probationary period prior to permanent appointment to police officer, as pursuant to N.J.S.A. 52:17B-66 et seq.

1:4.20 Probationary Period

The probationary period is one year from the date of completion of the police training course, or if already holding a valid New Jersey Police Training Commission Certification, one year from date of appointment, as pursuant to N.J.S.A. 52:17B-66 et seq.

1:4.21 Seniority

Seniority is determined by the highest ranking on the appointment list.

1:4.22 Shall/Will

As used herein and in all written directives, the words "shall" and "will," mean the action required is mandatory.

1:4.23 Special Law Enforcement Officer

Persons vested with special police authority pursuant to N.J.S.A. 40A:14-146.8 et seq. and Town Ordinance §28-28 of the Town of Secaucus.

1:4.24 Staff Supervision

Staff supervision is an advisory relationship, outside the regular hierarchy of command and responsibility in which a supervisor may review the work of another employee who is responsible to another superior officer.

1:4.25 Subordinate

A member lower in rank than his superior officer.

1:4.26 Superior Officer

A person holding a higher supervisory or command rank or position.

1:4.27 Supervisor

An employee, usually holding the appropriate rank, assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

1:4.28 Tense of Words

The words used in the present tense include the future.

1:4.29 Unpaid Leave of Absence

The period of time during which an employee is excused from duty and during which time no pay is received.

1:5 CODE OF ETHICS

1:5.1 All employees shall read and abide by the Law Enforcement Code of Ethics.

1:5.2 AS A LAW ENFORCEMENT EMPLOYEE, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession....**LAW ENFORCEMENT.**

1:6 MISSION STATEMENT AND CORE VALUES

1:6.1 Mission Statement and Core Values

The Secaucus Police Department is dedicated to become a union with our community of citizens by demonstrating respect, courtesy and compassion. An ever-present willingness to promote a trusting atmosphere between our police officers and individual citizens, community groups and business associations. These alliances are created through better communication, interacting, listening and responding to our citizens. We strive to build an environment built upon dignity and mutual respect for every individual in our community while remaining accessible to all whom choose to live, work or visit in the Town of Secaucus. At all times we will provide a high level of service consistent with public expectations. We will develop an enhanced quality-of-life through community partnerships involving both the juveniles and adults of this municipality. We choose to go the extra mile to provide special services with a personal touch.

Our core values in pursuit of our mission statement are: Respect, Courtesy and Compassion.

CHAPTER 2
ORGANIZATION

2:1 GENERAL DUTIES AND RESPONSIBILITIES

2:1.1 Chief of Police

1. Pursuant to N.J.S.A. 40A:14-118 and Town Ordinance §28-5 of the Town of Secaucus, the Chief of Police shall be the head of the Police Department, and he shall be directly responsible to the appropriate authority for the efficiency and routine day-to-day operation of the Police Department.

2:1.2 Deputy Chief of Police

1. Pursuant to Town Ordinance §28-5.1 of the Town of Secaucus, the Deputy Chief of Police shall be the second in command of the Police Department. During the absence of the Chief of Police, the Deputy Chief of Police shall assume the duties of the Chief of Police.

2:1.3 Command and Supervisory Officers

Command and Supervisory Officers shall be able to perform all of the general duties of a police officer. Supervisors shall:

1. Enforce department rules and ensure compliance with department policies and procedures.
2. Exercise proper use of their command, within the limits of their authority, to assure efficient performance by their subordinates.
3. Exercise necessary control over their subordinates to accomplish the objectives for the department.
4. Guide and train subordinates to gain effectiveness in performing their duties.
5. Use department disciplinary procedures when necessary.
6. When using discipline, comply strictly with the provisions of the department disciplinary process.
7. Conduct themselves in accordance with high ethical standards, on and off-duty.

2:1.4 Police Officers

Police officers shall:

1. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the written directives of the department.
2. Abide by all rules, regulations and department procedures and directives governing police officer employees.
3. Be accountable and responsible to their supervisor for obeying all lawful orders.

4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for their current assignment.
8. Perform their duties promptly, faithfully and diligently.
9. Perform all related work as required in a timely fashion.
10. Support and defend individual protections, rights and privileges guaranteed by the Constitutions of the United States and the State of New Jersey.
11. Take appropriate action to:
 - a. Protect life and property;
 - b. Preserve the peace;
 - c. Detect and arrest violators of the law;
 - d. Enforce all federal, state, and local laws and ordinances coming within department jurisdiction;
 - e. Safeguard the rights of individuals as provided by the United States Constitution and Constitution of the State of New Jersey;
 - f. Regulate traffic safely and expeditiously;
 - g. Aid citizens in matters within police jurisdiction;
 - h. Take appropriate police action in aiding fellow officers as needed;
 - i. Provide miscellaneous services.

2:1.5 Civilian Employees

Civilian employees shall:

1. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.
2. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the department.
3. Be accountable and responsible to their supervisors for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.

6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for the current assignment.
8. Abide by all rules, regulations and department procedures and directives governing civilian employees.
9. Perform all related work as required.

CHAPTER 3
RULES OF CONDUCT

3:1 GENERAL CONDUCT

3:1.1 Performance of Duty

All employees shall promptly perform their duties as required or directed by law, rules and regulations or written directive, or by lawful order of a superior officer.

3:1.2 Action Off-Duty

While off-duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department written directive.

While off-duty, police officers who take any police related action or any other action which may touch upon or reflect upon their position with the Secaucus Police Department shall notify the highest ranking officer on duty as soon as possible and shall submit a written report to the Chief of Police as soon as practical.

3:1.3 Obedience to Laws, Ordinances, Rules, and Written Directives

Employees shall obey all laws, ordinances, rules, and written directives of the department.

3:1.4 Withholding Information

Employees shall report any and all information concerning suspected criminal activity of others.

3:1.5 Reporting Violations of Laws, Ordinances or Rules, and Written Directives

Employees knowing of other employees violating laws, ordinances, or rules and written directives of the department, shall report same to the Chief of Police through the chain of command. If the employee believes the information is of such gravity that it must be brought to the immediate, personal attention of the Chief of Police, the chain of command may be bypassed.

Employees charged with violating criminal laws, ordinances, or motor vehicle violations, excluding parking offenses shall report same to the Chief of Police through the chain of command. Employees involved in any Domestic Violence incident as a victim, plaintiff or defendant shall report same to the Chief of Police through the chain of command regardless of whether criminal charges were filed.

3:1.6 Insubordination

Employees shall not:

1. Fail or refuse to obey a lawful order given by a supervisor;
2. Use any disrespectful or abusive language/action towards a specific supervisor.

3:1.7 Providing False Information

Employees shall not knowingly lie, give false or misleading information, or provide a false oral/written communication in any investigation when it is reasonable to expect that the information may be relied upon by the department.

3:1.8 Conduct Toward Other Department Employees

Employees shall treat other department employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on-duty and in the presence of the public, an officer shall be referred to by rank.

3:1.9 Compromising Criminal Cases/Investigations

Employees shall not interfere with the proper administration of criminal justice.

3:1.10 Recommending Attorney and Bail Bond Brokers Prohibited

Employees shall not suggest, recommend, or advise the retention of any attorney or bail bond broker to any person as a result of police business.

3:1.11 Posting Bail

Employees shall not post bail for any person in custody, except relatives.

3:1.12 Use of Force

Members shall follow New Jersey State Law and department written directive on the use of force.

3:1.13 Physical and Mental Fitness for Duty

Police officers are required to be capable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others. Officers, who are aware of any reason why they are incapable of performing the essential functions of their assigned positions without posing a direct threat to their own health and safety, or that of others, shall notify their supervisors. The department reserves the right to take appropriate action in such circumstances, which may include deeming the member unfit for duty, placing the employee on sick leave status, or other action. The department reserves the right in appropriate cases to require medical clearance before allowing the member to return to regular duties. However, police personnel shall not abuse sick leave.

3:1.14 Driver's License

Members shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, or lost, the employee shall report it before the next tour of duty giving full particulars. Employees shall not operate department vehicles unless they have a valid New Jersey driver's license.

3:1.15 Address and Telephone Numbers

Employees are required to have a telephone or cellular phone in the place where they reside. Changes in address or telephone number shall be reported in writing to the appropriate supervisor within twenty four (24) hours of the change. Upon receipt of this information, the supervisor will immediately forward the change to the Office of the Chief of Police.

3:2 ISSUING ORDERS

3:2.1 Manner of Issuing Orders

Orders from a supervisor to a subordinate shall be in clear and understandable language.

3:2.2 Unlawful Orders

No supervisor shall knowingly issue an order, which is in violation of any law or ordinance.

3:2.3 Improper Orders

No supervisor shall knowingly issue an order, which is in violation of any department rules and regulations or written directive.

3:3 RECEIVING ORDERS

3:3.1 Questions Regarding Orders

Employees, in doubt as to the nature or detail of an order, shall seek clarification from their supervisors by going through the chain of command.

3:3.2 Obedience to Unlawful Orders

Employees are not required to obey any order, which is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee, who will be required to justify the refusal to obey.

3:3.3 Obedience to Improper Orders

Employees, who are given any order which is contrary to department rules and regulations or written directive, must first obey the order to the best of their ability, and then report the improper order as provided.

3:3.4 Conflicting Orders

Upon receipt of an order, conflicting with any previous order, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order rests with the individual issuing the second order. If so directed, the latter order shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department.

3:3.5 Reports of Unlawful or Improper Orders

An employee receiving an unlawful or improper order shall advise the issuing supervisor of his/her belief that the order in question is unlawful or improper. If the matter is not resolved, the officer shall at first opportunity, report in writing to the next highest-ranking supervisor above the supervisor who issued the unlawful or improper order. Action regarding such a report shall be conducted at the direction of the Chief of Police.

3:3.6 Criticism of Official Acts or Orders

Employees shall not criticize the actions or orders of any department employee in a manner which is defamatory, obscene, or which tends to impair the efficient operation of the department.

3:4 POLICE RECORDS AND INFORMATION

3:4.1 Release of Information

Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in department written directives.

3:4.2 Department Records

Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department written directives.

3:4.3 Reports

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

3:5 GIFTS, REWARDS, ETC.

3:5.1 Soliciting Gifts, Gratuities, Fees, Rewards, Loans, Etc.

Except as stated herein, employees shall not under any circumstances solicit any gift, gratuity, fees, rewards, loans, etc. where there is any direct or indirect connection between solicitations and their department membership or employment. All solicitations must stay within the parameters of Federal and State law, directives from the Office of the New Jersey Attorney General and Hudson County Prosecutor's Office. Employees shall not solicit for any organization that in anyway references their employment as an employee of the Town of Secaucus without the knowledge of the Chief of Police pursuant to the standards set forth above. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq.

3:5.2 Acceptance of Gifts, Gratuities, Fees, Loans, Etc.

Employees shall not accept either directly or indirectly any gift, gratuity, fees, rewards, loans, etc. or any other thing of value arising from or offered because of his police employment or any activity connected with said employment or employment with the Town of Secaucus or which might tend to influence directly or indirectly the actions of said employee or any other employee in any matter of police business; or which might tend to cast an adverse reflection on the department or any employee thereof. No employee of the department shall receive any gift, gratuity, fees, rewards, loans, etc. from other employees without the express permission of the Chief of Police.

3:5.3 Other Transactions

Every employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to his attention or which arose out of his department employment, except as may be specifically authorized by the Chief of Police.

3:5.4 Rewards

Employees shall not accept any gift, gratuity or reward in money or other consideration for services rendered in the line of duty to the community or to any person, business or agency except lawful salary and that which may be authorized by the law and the Chief of Police.

3:5.5 Disposition of Unauthorized Gifts and/or Gratuities

Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances.

3:5.6 Intercession – Soliciting

Employees shall not attempt to circumvent, undermine or improperly influence department procedures for determining promotions, assignments, disposition of disciplinary charges, appeals from department hearings, or related matters. Examples of circumventing, undermining or improperly influencing such procedures include, but are not limited to, soliciting unauthorized persons to intercede in such procedures, communicating or supplying information in a manner not authorized or permitted under such procedures, refusing to participate and/or cooperate in any investigation into alleged improper behavior. Members and employees may utilize the review, appeal and grievance procedures provided by statute, ordinance, department rules and procedures, ordinance or written directive, and collective bargaining agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives. Any lawyer or union representative consulted shall not be permitted to speak on behalf of the employee and shall not interfere in any investigatory process, including a prohibition against delaying the process.

3:6 ALCOHOLIC BEVERAGES AND DRUGS

3:6.1 Alcoholic Beverages, Drugs and Cannabis

1. No employee of the department will appear for, or be on duty, under the influence of an alcoholic beverage (any beverage containing alcohol) (hereinafter "alcohol"), illegal drugs (including the illegal use of prescription drugs) (hereinafter "drugs"), or cannabis (regulated marijuana that is lawful to use) or be unfit for duty because of use of drugs, cannabis or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence of, or has alcohol, cannabis or drugs in the employee's system shall be sufficient to establish a violation of this provision. In addition, the presence of detectable level of alcohol or drugs as tested by blood, urine or other medical test shall constitute a violation of this provision. Superior officers shall not assign to duty any employee in an unfit condition due to the use of alcohol, cannabis or drugs. The employee shall immediately be relieved of duty and service weapon if found on duty in such condition. Supervisors shall not allow to remain on duty, any employee whose fitness for duty is questionable due to the use of alcohol, cannabis or drugs. The superior officer shall submit a written report of the incident to the Chief of Police. (See Procedures for Employees Using Prescription Drugs in a Legal Manner Under Section 3 below)
2. Employees of the department shall not drink alcohol while on duty, ingest, inhale, consume or otherwise introduce into the human body, cannabis or take any drug as defined herein. Drinking on duty may be authorized by the Chief of Police for a special assignment. Sworn employees shall not drink alcohol or ingest, inhale, consume or otherwise introduce into the human body, cannabis, while in uniform or during any activity where the employee is acting

as a representative or has identified himself as an employee of the Department. An employee, while assigned to duty in civilian clothes, may use alcohol only when absolutely necessary in the performance of duty, provided such use does not render them unfit for proper and efficient performance of duty. Employees should not, to the extent possible, engage in any behavior that could put him/herself in danger or the public in danger after consuming alcohol for example, driving. All use of alcohol used in the performance of an employee's duty must be documented in writing, detailing the reasons therefore and the amounts consumed as soon as possible after such consumption. An employee may be subject to testing to confirm the level of alcohol in their system. An employee may be subject to testing from a Workplace Recognition Expert [WIRE] to confirm if the employee is presently under the influence of cannabis or drugs.

3. Taking Prescription or other Medication While on Duty/Notification about Medication – Members of the department shall disclose to their supervisors if they are taking medication (prescription or non-prescription) that may affect their ability to perform their duties, including but not limited to using a firearm or operating a motor vehicle. Such members shall also disclose the expected duration of their use of such medication. The department reserves the right to take appropriate action in such circumstances, which may include deeming the member unfit for duty, placing the employee on sick leave status, or other appropriate action. The department may also consider other appropriate accommodations if the employee has a disability as defined by law. The department reserves the right in appropriate cases to require medical clearance before allowing the member to return to regular duties. The department reserves the right to take appropriate action in case of any employee who is impaired on duty for any reason, including the use of prescription or non-prescription medication who has failed to give proper advance notification.
4. Alcohol or cannabis may not be consumed, ingested, inhaled or otherwise introduced into the human body at or in the police station, police vehicle or ancillary facilities.
5. An employee shall not possess or ingest, inhale, consume or otherwise introduce into the human body unregulated marijuana.
6. An employee shall not possess or ingest, inhale, consume or otherwise introduce into the human body cannabis for the entirety of the time when they are considered on "standby duty" or "on-call" status.
7. No member or civilian employee shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which alcohol or cannabis is served or sold, unless authorized by a supervisor. This provision does not include establishments with a separate dining area where the serving of alcohol is not the primary function (e.g. certain diners and restaurants which have a liquor license). If an employee is unclear whether an establishment would violate this section, he should contact his supervisor.
8. Employees shall not bring into or keep any alcohol or illegal drugs on department premises except when necessary in the performance of a police related task. Alcohol, cannabis, or unregulated marijuana or drugs brought into department premises in the furtherance of a police related task, shall be properly identified and stored according to department written directives.
9. Any employee reporting for duty with the odor of alcohol or cannabis on his breath or person or appearing to be under the influence may be subject to testing as set forth in Section 3:6.2 below.
10. No liquor license shall be held by any police officer, or by any profit corporation or association in which any police officer has an interest, directly or indirectly.

11. Pursuant to law, members of the Secaucus Police Department may not be employed by a business located in Secaucus, which is licensed to sell alcoholic beverages in New Jersey. Members of the Secaucus Police Department may be employed by such licensed businesses, which are located outside Secaucus with prior notice to the Chief of Police and under the following legal conditions:
 - a. Police officers so employed shall not, while engaged in the selling, serving, possessing or delivering of any alcoholic beverages: (1) have in his possession any firearm, or; (2) wear or display any uniform, badge or insignia which would identify them as a police officer.
 - b. No police officer so employed shall be permitted to work in excess of twenty-four (24) hours per week in any such establishment.
 - c. When a licensee has circumstances that require the use of trained police officers to provide crowd or traffic control or security for money, the municipality may assign regular police officers to the licensed premises for these purposes. The municipality may either bill the licensee for such cost or may require the licensee to prepay for the services. In no event, however, may the licensee directly hire or pay these police officers. (See N.J.A.C. 13:2-23.31; N.J.S.A. 33:1-26.1.)

The Chief of Police retains the right to advise any police officer that for the good of the Department or for other operational reasons (including but not limited to the ability to work overtime), the officer cannot obtain or retain such employment.

12. Members of the Secaucus Police Department may not be employed by a business, which is licensed to sell, package, grow, dispense or consume cannabis in New Jersey.

3:6.2 Substance Testing

1. Employees will be ordered to submit to drug testing when there is a reasonable suspicion to believe that the employee is using drugs illegally or is under the influence of a controlled dangerous substance or cannabis at work, training or during work hours, in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing, any policy mandated by the Hudson County Prosecutor and department written directive. Employees who refuse to submit to a test based on reasonable suspicion are subject to the same penalties as those employees who test positive.
2. Random drug screening shall be ordered by the Chief of Police from time to time. If the Chief of Police orders random drug screening it shall be in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing, any policy mandated by the Hudson County Prosecutor and department written directive. Employees who refuse to submit to a test when randomly selected are subject to the same penalties as those employees who test positive.

3:7 DUTY CONDUCT

3:7.1 Reporting for Duty

Employees shall report for duty at the time and place specified, properly uniformed and equipped.

3:7.2 Absence from Duty

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority, is "absent without leave". Such absence must be reported in writing to the supervisor immediately. Absences without leave in excess of one day must be reported in writing to the Chief of Police. Any member who is absent without leave for a continuous period of 5 days shall forfeit their position in the department, pursuant to N.J.S.A. 40A:14-122.

3:7.3 Harassment in the Workplace

All employees of the department shall adhere to the written directive established by the Chief of Police and the Town of Secaucus regarding Harassment in the Workplace.

3:7.4 Civil Rights

All employees shall observe and respect the civil rights of all persons.

3:7.5 Work Expectation

Employees are expected to perform their duties to the best of their abilities at all times.

3:7.6 Retaliation

No employee shall take any official action or initiate or engage in any conduct with the intention to retaliate against any person for criticizing or complaining about any employee. This shall not apply to situations where employees are disciplined for engaging in actions, which constitute insubordination.

3:7.7 Personal Relationships

If a supervisor and subordinate enter into a dating relationship, marital relationship or civil union during the course of employment, and the department reasonably believes the relationship may create a conflict of interest, one of the employees shall be transferred to another shift or assignment. A supervisor or subordinate involved in a relationship as described within shall report the relationship to the Chief of Police. Failure to report such a relationship may subject the involved employees to discipline.

3:7.8 Smoking

P.L. 2009, C.182 "NJ Smoke-Free Air Act" approved July 20, 2010. It provides for an employer's obligation to establish a written directive protecting the health, welfare and comfort of employees from those employees who smoke. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking in any office assigned to the Secaucus Police Department. Employees desiring to smoke may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking in any designated crime scene area.

3:7.9 Distracters

The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.

3:7.10 Relief

Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

3:7.11 Meals/Breaks

All meals/breaks are to be consumed within authorized areas, subject to modification by the supervisor.

3:7.12 Training

Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreements provides otherwise.

3:7.13 Inspections

Employees directed to attend full dress inspections shall report in the uniform prescribed, carrying the equipment specified. Unauthorized absence from such inspection shall be considered absence without leave.

3:7.14 Prohibited Activity On-Duty

Employees who are on-duty are prohibited from engaging in activities, which are not directly related to the performance of their duty with exceptions as noted:

1. Sleeping, or loafing;
2. Conducting private business while on duty;
3. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;
4. Smoking in public view;
6. Sexual conduct;
7. Soliciting or otherwise enhancing secondary employment interests while on duty or as a result of an official duty;
8. Conducting secondary employment activities while on duty;
9. Taking any photographs, pictures, digital images that are not related to the job, including but not limited to pictures of any crime scenes, traffic crashes, people, or job related incidents or occurrence with any personal analog or digital device, camera or cellular telephone, except as may be necessary for the furtherance of official duties, and only in accordance with established department procedures pertaining to preservation of evidence and chain of custody;
10. Releasing any personal or department photographs, pictures, digital images of any crime scenes, traffic crashes, people, or job related incident or occurrence taken with a personal or department analog or digital device, camera or cellular phone to any person, entity,

business, or media/Internet outlet without the express written permission of the Chief of Police;

12. Video or audio recording, which is not connected with an official investigation or duties, is prohibited;
13. Employees are forbidden to videotape or record conversations with other employees unless related to the job and approved in advance by the employee's supervisor. This prohibition does not apply to videotaped interviews of witnesses or suspects where two or more employees may be present, the routine recording of telephone calls over or through the department telephone system via any recording system approved by the Chief of Police, or to the use of mobile video recorders installed in police vehicles or body worn cameras as authorized by the Chief of Police. The exception to this is for an Internal Affairs investigation as authorized by the Chief of Police or representatives of the involved prosecutorial authorities.
14. Any other activity deemed inappropriate by the Chief of Police.

3:7.15 All Other Conduct

Misconduct by a police officer need not be predicated on the violation of any particular department rule or regulation. Police officers are called upon to exercise tact, restraint and good judgment in their relationship with the public and must present an image of personal integrity and dependability in order to have the respect of the public. The department will take appropriate disciplinary action against any officer whose actions violate this standard of good behavior.

3:8 UNIFORMS, APPEARANCE, AND IDENTIFICATION

3:8.1 Regulation Uniforms Required

All members and employees of the department who are required to wear a uniform shall maintain regulation uniforms. Uniforms shall be kept neat, clean and well pressed at all times. All uniform/equipment must be clean, in good working order, and conform to department specifications. Uniform cap shall be worn as specified in the uniform policy unless otherwise specified or directed by a competent authority.

3:8.2 Manner of Dress On-Duty - Uniform

Members and employees of the department required to wear a uniform will wear the prescribed duty uniform while on duty. The Chief of Police or his/her designee may prescribe other clothing as required by the nature of the duty, which a particular employee is assigned. Members and uniformed employees will wear and maintain an employee uniform when so directed by the Chief of Police in accordance with department written directives.

3:8.3 Wearing or Carrying Identification

Employees shall carry their department identification at all times, provided that it is practical under the circumstances.

3:8.4 Identification as Police Officer

Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

3:8.5 Altering Style of Uniform

Uniforms shall be made of the material and in the style prescribed in accordance with department written directive, and such style shall not be altered or changed in any manner whatsoever, unless authorized by the Chief of Police.

3:8.6 Manner of Dress - Civilian Attire

Employees may wear corporate casual, traditional business or other attire as prescribed by the Chief of Police or his/her designee.

3:8.7 Personal Appearance - Grooming

Every employee of the police department, while on duty, must at all times be neat and clean in person, clothes clean and pressed, and uniform in conformity with department written directives. Further, they shall, as often as necessary, examine and clean equipment and keep it always in good serviceable condition. Personnel on special assignment includes, but is not limited to, undercover assignment may be permitted to deviate from the appearance regulations as authorized by the Chief of Police or designee.

1. Male Employees

- a. A clean-shaven appearance is required except that moustaches are permitted. Moustaches shall be neatly trimmed and shall not extend more than one-half (1/2") inch beyond the corners of the mouth, nor below the corner of the mouth.
- b. Beards or goatees shall not be permitted. Personnel with a medical condition, which precludes shaving, shall be required to present a written statement, signed by a medical doctor, verifying such condition. Beards may be permitted for religious reasons upon approval of the Chief of Police. Non-uniformed employees may deviate from the above beard or goatees standard as authorized by the Chief of Police.
- c. Hair must be clean, neat and combed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The bulk or length of the hair shall not interfere with normal wearing of all standard headgear. In addition, no employee will be permitted to wear a hairstyle, which results in a design or pattern being cut into the hair pattern. Hair coloring, if used, must appear natural.
 - 1) Wigs or hairpieces are permitted if they conform to the above listed standards for natural hair.
- d. Sideburns shall be neatly trimmed and rectangular in shape and shall not extend lower than the ear lobe. The maximum width of the sideburns shall not exceed one and three quarters (1-3/4") inches and the bottom shall be trimmed in a straight line. The growth shall not be more than one quarter (1/4") inch in depth.
- e. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

2. Female Employees

- a. Hair must be clean, neat and combed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear. In addition, no employee will be permitted to wear a hairstyle, which results in a design or pattern being cut into the hair pattern. Hair coloring, if used, must appear natural.
 - 1) Wigs or hairpieces are permitted if they conform to the above standards for natural hair.
 - 2) Non-uniformed employees may deviate from the above hair length standard as authorized by the Chief of Police.
- b. Cosmetics – Cosmetics may be worn provided they are subdued and blended to match the natural skin color of the individual. False eyelashes are not permitted. Non-uniformed employees may deviate from the above cosmetics standard as authorized by the Chief of Police.
- c. Fingernails – Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Non-uniformed employees may deviate from the above fingernail standard as authorized by the Chief of Police.

3. Jewelry and Body Piercings (All)

- a. Police Officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle or which can inflict injury or retard the mobility of the officer. This provision shall not prohibit non-uniform employees on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department policy.
- b. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, ear, eyebrow and tongue piercing.
- c. Females may wear small clear stone "stud" earrings while wearing Class 'A' or Class 'A' Dress Uniform solely while attending formal functions (e.g. funeral, ceremony, et. al.). These earrings must be a flat circular clear stone and cannot go below the ear lobe.

4. Tattoos or Similar Markings (All)

Definitions:

- a. Tattoo - the act or practice of marking the skin with designs, forms, figures, art, etc.
- b. Scarification - the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- c. Branding - the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- a. Any tattoo, scarification or brand located on the head, face or neck. The Chief of Police reserves the right to require an officer to cover up a tattoo(s) while the officer is in uniform if the tattoo is deemed offensive.
- b. Depictions of nudity or violence; sexually explicit or vulgar art, words, phrases or profane language; symbols likely to offend other members, employees, or members of the public, i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

3:9 DEPARTMENT EQUIPMENT AND PROPERTY

3:9.1 Equipment On-Duty

Employees shall carry all equipment on-duty as prescribed by department written directive based on their assignment.

3:9.2 Equipment Off-Duty

Employees shall carry equipment off-duty as prescribed by department written directive.

3:9.3 Firearms

Employees shall follow department written directive on the care and handling of firearms.

3:9.4 Department Property and Equipment

Employees are responsible for the proper care of department property and equipment assigned to them or used by them in the course of duty. Equipment and/or property will be handled and maintained in accordance with department written directive.

3:9.5 Use of Department Property and Equipment

Employees are prohibited from using any department property, equipment, consumable supplies and other resources for personal business or pleasure.

3:9.6 Damaged or Inoperative Property or Equipment

Employees shall immediately report to their supervisors any loss of or damage to department property assigned to or used by them. The supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

3:9.7 Care of Department Buildings

Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the appropriate supervisor.

3:9.8 Notices

Employees shall not mark, alter, or deface any posted notice of the department. No notices or announcements shall be posted on bulletin boards without permission of the appropriate supervisor, except those areas designated for use by the collective bargaining unit(s).

3:9.9 Use of Department Vehicles

Employees shall not use any department vehicle without the permission of the on-duty supervisor. Department vehicles shall not be used for personal business or pleasure without the permission of the Chief of Police.

3:9.10 Operation of Department Vehicles

When operating department vehicles, employees shall not violate traffic laws, except in cases of emergency and then only in conformity with state law and department written directive regarding same.

3:9.11 Transporting Citizens

No citizen shall be transported in department vehicles except as necessary in the performance of official police duties. Such transportation will be done in conformance with department written directive or at the direction of the commanding officer, immediate supervisor or communications center.

3:9.12 Reporting Crashes

Crashes involving department personnel, property, equipment and vehicles must be reported immediately to the on-duty supervisor.

3:9.13 Inspection

Department property and equipment is subject to entry and inspection without notice. This includes, but is not limited to, any vehicle, desk, filing cabinet, computer, tablet, cellular telephone and/or locker, the use of which is provided to the employee by the department.

3:9.14 Liability

If any department property is damaged or lost as result of misuse or negligence by an employee, that employee will be held liable to reimburse the department for the damage or loss and is subject to disciplinary action.

3:9.15 Surrender of Department Property

1. Upon Separation from the Department - Employees are required to surrender all department property in their possession upon separation from the service. For failure to return a non-expendable item, the employee will be required to reimburse the department for the fair market value of the article.
2. Under Suspension - Any employee under suspension shall immediately surrender their identification, firearm (if applicable), and all other department property to the appropriate supervisor pending disposition of the case.

3:10 COMMUNICATIONS, CORRESPONDENCE

3:10.1 Restrictions

1. Employees shall not use department letterheads for private correspondence.
2. Employees shall only send official correspondence out of the department under the direction of the Chief of Police or his/her designee. This includes, but is not limited to, letters, subpoenas, e-mails, memorandums, and any other type of paper or electronic written communication.

3:10.2 Forwarding Communications

Any employee who receives a written communication for transmission to another employee shall forward same without delay.

3:10.3 Use of Department Address

Employees shall not use the department as a mailing address for private purposes. The department address shall not be used for any private vehicle registration or driver's license except as authorized by the Chief of Police or collective bargaining agreement.

3:10.4 Telephones

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor.

3:10.5 Radio Discipline

Employees operating the police radios shall strictly observe the procedures and restriction for such operations as set forth in department written directive and by the Federal Communications Commission.

3:11 CONDUCT TOWARD PUBLIC

3:11.1 Publicity

Employees may identify themselves as employees of the Secaucus Police Department. However, members and employees shall not use or refer to their affiliation with the Secaucus Police Department for purposes of furthering or gaining advantage in personal pursuits or for any other reason that has or reasonably may have an adverse impact on the department or of the Town of Secaucus. The Chief of Police shall determine whether an employee's conduct has violated this standard. Nothing herein is meant to prevent action authorized by N.J.S.A. 45:17A-18 et seq. or the New Jersey State Constitution.

3:11.2 Personal Preferment

No employee may seek the improper influence or intervention of any person outside of the department for purposes of personal preferment, advantage, transfer or advancement. Members and employees may utilize where legally required and where not duplicative the review, appeal and grievance procedures provided by statute, ordinance, department rules and procedures, Town policy, and collective bargaining agreements. Nothing in this section shall prohibit employees from lawful consultation with attorneys and union representatives where required by

law. Unless otherwise required by law, an employee may not consult with both an attorney and a union representative.

3:11.3 Commercial Testimonials

Employees shall not permit their names or photographs to be used to endorse any product or service without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with this department or their position as a police officer or employee of a police department.

3:11.4 Public Appearance Requests

All requests for public speeches, demonstrations, etc., will be routed to the Chief of Police through the chain of command for approval and processing. Employees directly approached for this purpose shall suggest that the party submit his request to the Chief of Police.

3:11.5 Courtesy

Employees shall be courteous and orderly in all dealings with the public. They shall perform their duties professionally, avoiding harsh, violent, profane or insolent language, and always remain calm regardless of provocation to do otherwise. Upon request, they are required to supply their names and badge numbers in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

3:11.6 Impartial Attitude

All employees must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.) is conduct unbecoming a public employee. Similarly, unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming a public employee.

3:11.7 Disparaging Comments Regarding Protected Personal Characteristics

Courtesy and civility toward the public is required of all employees of the department. Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person because of their race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, domestic partner or civil union status, familial status, liability for service in the Armed Forces of the United States, disability, atypical hereditary cellular or blood trait, genetic information, nationality, pregnancy or other protected class (N.J.S.A 10:5-1 et seq.).

3:11.8 Public Statements

Employees of the department shall not make public statements concerning the work, plans, policies, or affairs of the department which may impair or disrupt the operation of the department or which are obscene, unlawful, or defamatory.

3:11.9 Subversive Organizations

No employee shall knowingly become a member of or connected with a subversive organization, except when necessary in the performance of duty, and then only under the direction of the Chief of Police.

3:11.10 Affiliation with Certain Organizations Prohibited

Police officers shall not join or affiliate with any organization, or enter into any business relationships that would interfere with the officer's ability to fulfill his or her obligations to the department, that may impair or disrupt the operations of the department, or that is inconsistent with the mission of the department. This section shall not apply to active or reserve service in the armed forces of the United States or the State of New Jersey.

3:11.11 Affiliation with Radical Groups

No employee, except in the discharge of police duties, shall knowingly associate with or have any dealings with any person or organization which advocates or which is instrumental in fostering hatred, prejudice, or oppression against any group set forth in Section 3:11.7 or any political entity.

3:12 POLITICAL ACTIVITIES

3:12.1 Political Activities Prohibited

Employees should not be permitted to engage in political activity while on duty, and no employee shall be permitted to use his official position to influence another person's partisan or non-partisan political activity.

3:12.2 Election to Public Office

Employees shall not be candidates for or hold in office in elective public positions or political organizations within or inclusive of the jurisdiction in which they are employed unless authorized to do so by the Hudson County Prosecutor.

3:12.3 Soliciting Prohibited

Employees of the department shall not solicit contributions for political purposes while on duty or when such activity prevents the employee from performing his job with the department, nor shall any employee interfere with or use the influence of his office for political reasons.

3:12.4 Contributions

Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.

3:12.5 Polling Duties

Employees shall not engage in any polling duties except in the performance of their official duties.

3:12.6 Displaying of Political Material

Employees shall not display any political material on any government property or on their person while on duty or in uniform or while representing the department or the Town.

3:13 JUDICIAL APPEARANCE AND TESTIMONY

3:13.1 Court Appearances

Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court official. When appearing in court, either the official uniform or business casual attire shall be worn. Weapons will not be displayed unless wearing the uniform. Members shall present a neat and clean appearance, avoiding any mannerism, which might imply disrespect to the court.

3:13.2 Testifying for the Defendant

Any employee subpoenaed to testify for the defense in any trial, hearing, and deposition or against the Town of Secaucus in any hearing or trial shall notify their supervisor upon receipt of the subpoena. He/she shall also notify the appropriate prosecutorial authority handling the case.

3:13.3 Duty of Employees to Appear and Testify

It shall be the duty of every employee to appear and testify upon matters directly related to the conduct of his office, position or employment before any court, grand jury, or the State Commission of Investigation.

3:13.4 Department Investigations – Testifying

Employees shall be required to respond to questioning, provide reports, and render materials during department investigations in accordance with the provisions of the New Jersey Attorney General's Internal Affairs Policy & Procedures currently in effect.

3:13.5 Truthfulness

Employees are required to be truthful at all times whether under oath or not.

3:13.6 Civil Action Interviews

Civil action interviews involving members or employees which arise out of department employment shall be conducted according to department directives.

3:13.7 Civil Action, Court Appearances – Subpoenas

An employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed. Employees will accept all subpoenas legally served. If the subpoena arises out of department employment or if the employee is informed that he is a party to a civil action arising out of department employment, he shall immediately notify the Chief of Police in writing through the chain of command, who in turn shall notify the proper authorities. Employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with department directives.

3:13.8 Civil Depositions and Affidavits

Employees shall confer with their supervisor before giving a deposition or affidavit on a civil case. If the supervisor determines that the case involves the Town of Secaucus, he shall inform the Chief of Police before the deposition or affidavit is given.

3:13.9 Civil Action, Expert Witness

Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the Hudson County Prosecutor and the Chief of Police.

3:13.10 Civil Process

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

3:13.11 Internal Affairs Investigations

The Secaucus Police Department hereby adopts and incorporates the "Internal Affairs Policy & Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety to govern the conduct of internal affairs investigations.

CHAPTER 4

DISCIPLINARY REGULATIONS

4:1 DISCIPLINARY ACTION

4:1.1 Disciplinary Action

Department employees regardless of rank or assignment, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for violating their oath and trust by committing an offense, incapacity, misconduct or disobedience of established department Rules and Regulations punishable under the laws or statutes of the United States, the State of New Jersey, municipal ordinances, or failure, either willfully or through negligence or incompetence to perform the duties of their rank or assignment; or for violation of any written directive or rule or regulations of the department; or for failure to obey any lawful instruction, order, or command of a superior or supervisor. Disciplinary action in all cases will be decided on the merits of each case.

The disciplinary system established herein shall reflect the overarching emphasis for improving the quality of service being delivered by employees of this department. Discipline should not engender a strictly negative connotation. The disciplinary process is meant to correct employee actions and conduct that tend to impede the efficient and effective operation of the department. The proper use of discipline can achieve this objective without realizing a reduction in morale. Training and counseling shall be a function of the department's overall disciplinary system. In lieu of discipline, training and counseling shall be corrective actions used to modify an employee's performance.

4:1.2 Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such as a basis for disciplinary action. Nothing in these rules and regulations prohibits disciplining or charging employees merely because the alleged act or omission does not appear herein, in the department, or in laws and ordinances within the cognizance of the department.

4:2 DEPARTMENT AUTHORITY TO DISCIPLINE

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, Attorney General Guidelines, applicable case law, Town employee handbook/manual and the municipal ordinances of the Town of Secaucus. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police.

4:2.1 Corrective and Disciplinary Actions

A system of progressive discipline shall be used, wherever appropriate and practicable. Discipline shall follow the basic concepts of due process as established by State law. The following actions may be taken regarding any conduct felt to be in violation of any policy, procedure, rule and regulation of the police department:

1. In certain situations, formal discipline is not required in order to correct employee performance in various areas. All training and counseling resulting from a performance issue shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee. Performance based issues may be corrected by using training and counseling outlined below:

Training - Training is encouraged as a means of improving employee effectiveness and performance through positive and constructive methods. Training and discipline are not mutually exclusive. Certain minor offenses may be handled through targeted training. Supervisors have an affirmative obligation to observe the conduct and appearance of employees and detect those instances wherein corrective action (training) may be necessary. Training includes:

- Verbal Instruction - The supervisor may, depending on the circumstances, provide individual on the spot training where such is indicated.
- Peer Training - The supervisor may assign the employee to another employee with experience in the area where training is indicated.
- In-Service Training - The supervisor may refer the employee to an in-service training program.

Counseling - Counseling is indicated where personal actions or job performance are in conflict with basic police practice and agency written directives. Certain first offenses are sufficiently minor in nature and may be handled by supervisors by documenting the counseling session in Guardian Tracking Software. Facts to be considered in making these decisions will include, but are not limited to the person's intent, receptivity of the supervisory consulting and their desire to correct the problem. More serious infractions may indicate the need for a stronger response in place of, or in addition to, counseling. There is no right to a hearing for counseling notices except as may exist under applicable collective negotiations agreements. The Guardian Tracking Software will be the central repository for documenting counseling sessions. However, counseling sessions resulting from an Internal Affairs Investigation shall be printed and filed in the employee's personnel file.

2. Repeat performance based issues or minor misconduct issues may be corrected through formal discipline by using the following actions:

Oral Reprimand (written) - They are intended to be the least intrusive form of discipline. To be effective, however, written oral reprimands must be timely. Otherwise, the employee may believe future infractions will be tolerated. In some cases, a minor infraction may warrant more than counseling, but less than a written reprimand. In those instances, a report of the offense shall be documented and issued to the employee as a written Oral reprimand. The reprimand notice shall be filed in the employee's personnel file.

Written Reprimand - In some cases, the misconduct may warrant more stringent measures. In these instances, a report of the offense shall be documented and issued to the employee as a written reprimand. The reprimand notice shall be filed in the employee's personnel file.

3. Serious violations and those committed as one in a series of repeated violations require swift and certain punitive measures in order to maintain proper discipline within the department. The final disciplinary action notice shall be filed in the employee's personnel file pursuant to department policy. The following disciplinary actions may be taken in accordance with the laws of the State of New Jersey:

- Voluntary surrender of time off in lieu of other action;
- Suspension or Fine;

- Demotion in rank;
 - Dismissal.
4. All punitive actions applied as a result of discipline shall be documented and forwarded through the appropriate chain of command to the Chief of Police or designee. The disciplinary document shall be filed in the employee's personnel file.

4.2.2 Appeals Procedure

The appeal of discipline or corrective action imposed against an employee may be taken consistent with laws of the State of New Jersey and/or the grievance procedures of the current collective bargaining agreements and/or employee handbook/manuals.

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
THE PURCHASE AND INSTALLATION OF ACTIVITY EQUIPMENT FOR
A DOG PARK ON FARM ROAD**

WHEREAS, it has been an ongoing commitment of the Town of Secaucus to upgrade, replace and improve playground facilities throughout the Town; and

WHEREAS, the current dog park on Farm Road is in need of Activity Equipment; and

WHEREAS, the Town of Secaucus' Department of Public Works received a quote from MRC, Inc. in the amount of Fifteen Thousand Fifty-Four Dollars and 58/100 (\$15,054.58); and

WHEREAS, MRC, Inc., located in Spring Lake, New Jersey, holds contract number 20/21-06 under the ESCNJ (The Educational Services Commission of New Jersey) Cooperative Pricing System (formerly the Middlesex Regional Educational Services Commission); and

WHEREAS, the Town of Secaucus is a member of The Educational Services Commission of New Jersey (formerly Middlesex Regional Educational Services Commission) previously authorized by Resolution 2016-183; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 10-2150-66-70607-014.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, award the contract to MRC, Inc. for the Purchase and Installation of Activity Equipment for the Dog Park on Farm Road in an amount not to exceed Fifteen Thousand Fifty-Four Dollars and 58/100 (\$15,054.58) through the ESCNJ Cooperative Pricing System as detailed in the attached Quote #109645-01-02; and

BE IT FURTHER RESOLVED, that MRC, Inc. shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing; and

BE IT FURTHER RESOLVED, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract or take any action necessary to effectuate the spirit and purpose of this resolution.

Adopted: February 28, 2023

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of as of February 28, 2023.

Town Clerk		Mayor		
Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				



total site plan

MRC
PO Box 106
Spring Lake, NJ 07762
Ph: 732-458-1111
Fx: 732-974-0226
Email: MRC@GAMETIME.COM
Web: www.mrcrec.com

01/24/2023
Quote #
109645-01-02

NJ Secaucus Town Bark Park

Secaucus Town of
Attn: Kevin O'Connor
370 Secaucus Rd.
Secaucus, NJ 07094
Phone: 201-330-2080 Ext. 4300
Fax: 201-864-7938
koconnor@secaucus.net

Ship to Zip 07094

Quantity	Part #	Description	
1	BARK-ITKIT	UltraSite - BARK PARK INTERMEDIATE KIT- COLOR _____	
1	INSTALL	UltraSite - BY A CERTIFIED INSTALLER	
			Total \$15,054.58

Comments

ESCNJ 20/21 06 65 MCESCCPS

OFFLOADING UPON DELIVERY IS NOT INCLUDED IN THIS PROPOSAL

TAX EXEMPTION CERTIFICATE IS NEEDED WHEN ORDERING OR TAXES MAY BE APPLIED

BG/hd

This quotation is subject to the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MRC, INC. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services. Customer is responsible for any required permits and fees pertaining to such permits.

PRICING / PAYMENT: Pricing f.o.b. factory, firm for 30 days from date of quotation unless otherwise stated above. Payment terms: Purchase order made payable to MRC, INC. Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

TAXES: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

FREIGHT/SHIPMENT: Freight charges: Prepaid and added at time of invoicing. Shipment: order shall ship within 14-16 weeks after Marturano's receipt and acceptance of your PURCHASE ORDER, signed quotation, drawing approval (if required) and color selections. Some products may require longer lead times. Consult with your Sales Representative for any extended lead times that may apply to your order.

RECEIPT OF GOODS: Customer is responsible for unloading and uncrating equipment from truck. Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

EXCLUSIONS: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; installation; installation tools/equipment; safety surfacing; borders and drainage provisions.

TO ORDER: Please complete the acceptance portion of this quotation and provide color selections, PURCHASE ORDER and other key information requested. Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.
Sales Representative: Brian Gates/hd

* FARM
ROAD
PARK
GRANT





spirit. like play

MRC
PO Box 106
Spring Lake, NJ 07762
Ph: 732-458-1111
Fx: 732-974-0226
Email: MRC@GAMETIME.COM
Web: www.mrcrec.com

01/24/2023
Quote #
109645-01-02

NJ Secaucus Town Bark Park

Acceptance of quotation: (ALL INFORMATION REQUIRED)

Accepted By (printed): _____

P.O. No: _____

Signature: _____

Date: _____

Title: _____

Phone: _____

Email: _____

Facsimile: _____

Purchase Amount: **\$15,054.58**

Order Information: (ALL INFORMATION REQUIRED)

Bill To: _____

Ship To: _____

Bill To Contact: _____

Ship To Contact: _____

Bill To Email: _____

Ship To Email: _____

Bill To Phone: _____

Ship To Phone: (Office): _____

(Cell): _____

Bill to Address: _____

Ship To Address: _____

Bill To City, State, Zip: _____

Ship To City, State, Zip: _____

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)



Kevin OConnor

From: Helene Dorato <hdorato@mrcrec.com>
Sent: Tuesday, January 24, 2023 4:38 PM
To: Kevin OConnor
Cc: Brian Gates
Subject: Re: Dog Park Equipment
Attachments: Q 109645 01 02 Bark Park Proposal.pdf

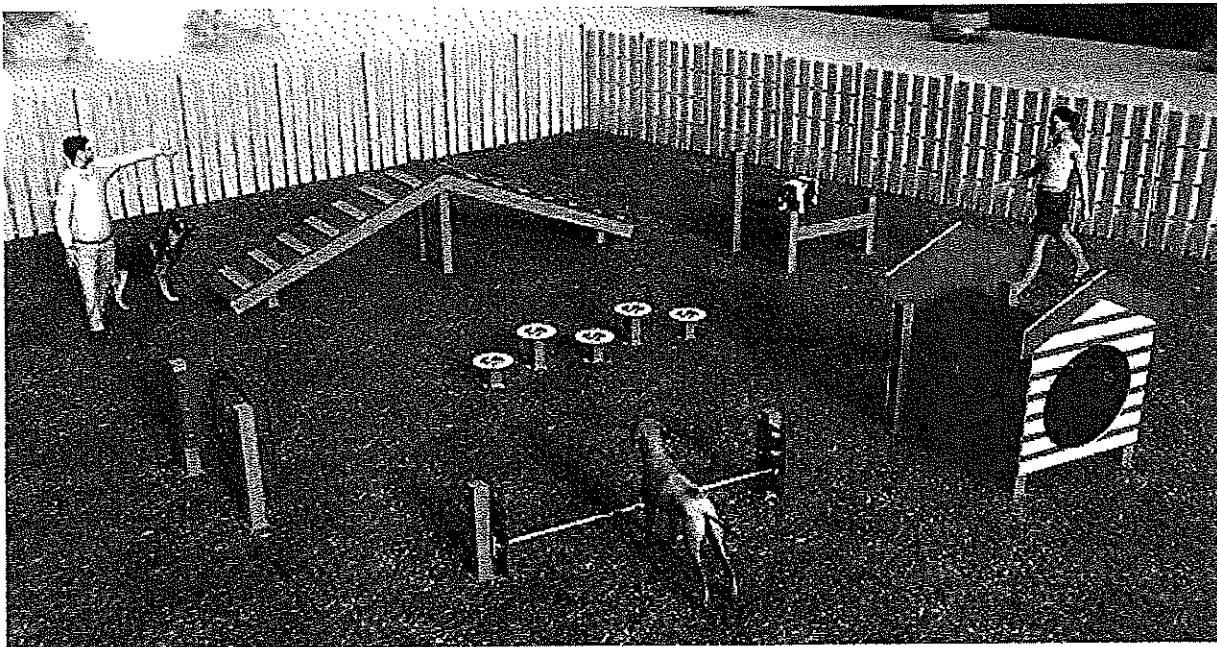
*** CAUTION: This email originated from outside the Town Of Secaucus ***

Hi Kevin,

Attached is your revised proposal for the Recycled Intermediate Kit. A drawing of the 6 features the Intermediate kit includes is below. Please let me know if you need anything else.

Thank you,

Helene



Helene Dorato



732-781-9038



<https://www.mrcrec.com>