

TOWN OF SECAUCUS
MAYOR AND COUNCIL MEETING - DECEMBER 17, 2018
CAUCUS/EXECUTIVE SESSION 4:30 PM
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 PUBLIC HEARING

Ordinance No. 2018-41: An ordinance amending Section 127-58B of the Code of the Town of Secaucus entitled "Designation of Locations at or Near Private Residences" (Deletion of handicapped parking spots on Second Avenue and Lincoln Avenue and the addition of a handicapped parking spot on Second Street)

Ordinance No. 2018-42: An ordinance amending Chapter 30 of the Code of the Town of Secaucus to update Before School and After School Care Program Fees

RESOLUTIONS (CONSENT AGENDA)

PLEASE SEE CONSENT AGENDA FOR LIST OF RESOLUTIONS

PAYMENT OF CLAIMS

COMMUNICATIONS REQUIRING ACTION BY MAYOR AND COUNCIL

- 1) Request by Anna Falco to use the Secaucus Ice Rink on January 12, 2019, from 1:30 pm to 3:30 pm and 7:30 pm to 9:30 pm for the annual St. Jude Skating Event
- 2) Request by Marcos Borges of Gaman BJJ Championship to use the Secaucus Recreation Center on March 30, 2019 for a Jiu Jitsu Tournament
- 3) Request by Doug Bratton of Partners in Prevention to use the Secaucus Recreation Center on June 8 and 9 for a Youth Leadership Training Program

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

REMARKS OF CITIZENS

ADJOURNMENT

Town of Secaucus
CONSENT AGENDA – 12/17/18

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

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

- 1) Resolution: approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Secaucus Town Roadway Preservation Project
- 2) Resolution approving Veteran Deduction Refund(s) for 850 Seventh Street
- 3) A resolution on behalf of the Town of Secaucus authorizing cancellation of 2018 tax overpayments or delinquent amounts less than \$10.00
- 4) Resolution approving Veteran Deduction Refund(s) for 70 Second Avenue
- 5) A resolution on behalf of the Town of Secaucus for approval of Change Order #2 to a contract with 4 Clean-Up, Inc. for the 2018 Road Program Sampson Place, File 18-101
- 6) Resolution appointing John O' Connell to an Instructional position in the Recreation Basketball Program, effective December 17, 2018, at the hourly rate of \$8.60
- 7) A resolution on behalf of the Town of Secaucus authorizing the award of a Non-Fair and Open Contract for the provision of snacks for the Secaucus After Care Program for the 2019-2020 School Year to Natoli's Catering
- 8) Resolution fully compensating Florence Tarantino as a Supervisor for her Regular Part-Time position in the Meals on Wheels Program at the hourly rate of \$17.00; also fully compensating Janice Tabasco as a Cook and Katia Reyes as a Driver in the Meals on Wheels Program, each at the hourly rate of \$12.00; effective for all parties on January 2, 2019
- 9) Resolution establishing Caucus Meeting Dates for the year 2019
- 10) Resolution establishing Regular Meeting Dates for the year 2019
- 11) A resolution on behalf of the Town of Secaucus amending the Department of Recreation Athletic Code of Conduct and other policies
- 12) Resolution approving agreement to renew membership in the Suburban Essex Joint Insurance Fund
- 13) Resolution to authorize the use of the Washington Hook & Ladder Fire Company and to support the Secaucus Volunteer Fire Department's Community Blood Drive
- 14) Resolution authorizing the Town of Secaucus to cancel outstanding checks and reconciling items
- 15) A resolution on behalf of the Town of Secaucus naming Qualified Town Operators for the period of January 1, 2019 to December 30, 2020
- 16) A resolution authorizing an AED Maintenance Contract with Metropolitan Medical Corporation for the Town of Secaucus
- 17) A resolution authorizing an AED Maintenance Contract with Metropolitan Medical Corporation for the Town of Secaucus, Secaucus Volunteer Fire Department
- 18) Transfer Resolution

AN ORDINANCE OF
THE TOWN OF SECAUCUS, NEW JERSEY

ORDINANCE NO. 2018-41

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 deleting the following locations:

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Paterson Plank Road	West	On the west side of Paterson Plank Road directly in front of 1449 Paterson Plank Road for a distance of 22 feet
Lincoln Avenue	South	On the south side of Lincoln Avenue beginning at a point 140 feet east of the southwest corner of Lincoln Avenue and County Avenue continuing east for a distance of 22 feet directly in front of 280 Lincoln Avenue

SECTION 2

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>
Second Street	East	On the east side of Second Street beginning at a point 107 feet north of the northeast corner of Centre Avenue and Second Street continuing north for a distance of 18 feet in front of 758 Second Street

That the parking space designated for 758 Second Street adopted by Ordinance is to be personalized for Placard P1917947.

If the license plate for the person utilizing the parking space at the above listed address changes, then the parking space designation shall be changed to the new plate with proof from the resident that it is for the same person that the person is still entitled to handicapped parking.

SECTION 3

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 4

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 5

EFFECTIVE DATE

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

**AN ORDINANCE OF
THE TOWN OF SECAUCUS, NEW JERSEY**

ORDINANCE NO. 2018-42

**AN ORDINANCE AMENDING CHAPTER 30 OF THE CODE OF THE TOWN OF
SECAUCUS TO UPDATE BEFORE SCHOOL AND AFTER SCHOOL CARE
PROGRAM FEES**

WHEREAS, the Town, through its Department of Recreation, offers before school and after school care programs for school aged children in the interest of and for the safety of the Town's children in the hours immediately before and after the school day; and

WHEREAS, updates to the Ordinance section for the program are needed to reflect current fees.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, as follows:

1. Chapter 30 entitled "Recreation, Department of," §30-3 "After school care." of the Code of the Town of Secaucus be, and is hereby amended and supplemented to read as follows: (additions are indicated in **bold**, deletions are indicated by ~~strikethroughs~~):

§ 30-3. **Before school and** after school care.

~~A fee of not less than two hundred fifty-five dollars (\$255.) and not more than three hundred twenty-five dollars (\$325.) per child, per week, shall be paid for after school care. If a family has more than one child enrolled in the after school care program during the same time period/week, then the second sibling and each sibling thereafter shall receive a ten percent (10%) discount off of their weekly fee. In addition, there shall be a nonrefundable registration fee of twenty dollars (\$20.) per child.~~

A. The current fees for the Department of Recreation before school and after school care programs shall be kept on file at the Town Clerk's Office. Proof of residency, age and/or other supporting documents may be required to show eligibility for participation in programs and activities.

B. The fees for Department of Recreation before school and after school care programs shall be reduced for siblings within the same family when siblings are participating in the same program, as set forth in the fee schedule on file with the Town Clerk.

2. The above reflects the full revision to this Chapter. There are no other changes to this Chapter of the Code of the Town of Secaucus.
3. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.
4. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed to be valid and effective.
5. This Ordinance shall take effect immediately upon passage and publication in accordance with law.

IT IS FURTHER ORDAINED that the remainder of this Chapter of the Code of the Town of Secaucus shall remain in full force and effect.

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 November 27, 2018 and finally adopted by the Mayor and Council on December 17, 2018.

Town Clerk

Mayor

**TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION NO. _____**

**RESOLUTION: APPROVAL TO SUBMIT A GRANT APPLICATION AND
EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY
DEPARTMENT OF TRANSPORTATION FOR THE SECAUCUS
TOWN ROADWAY PRESERVATION PROJECT.**

NOW, THEREFORE, BE IT RESOLVED that Council of the Town of Secaucus formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Council and Clerk are hereby authorized to submit an electronic grant application identified as *LFIF-2019-Secaucus Town-00030* to the New Jersey Department of Transportation on behalf of the Town of Secaucus.

BE IT FURTHER RESOLVED that the Mayor, Town Administrator and/or Clerk are hereby authorized to sign the grant agreement on behalf of the Town of Secaucus and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council on this day of December 17, 2018.

Gary Jeffas
Town Administrator

DATED: _____

My signature and the Clerk’s seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL _____
Michael Marra (Clerk)

Michael Connelly (Mayor)

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Delmott				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Connelly				

Resolution No. _____

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

**RESOLUTION APPROVING VETERAN DEDUCTION REFUND(S) FOR 850 7TH
STREET**

WHEREAS, it has been determined by the Tax Collector that the taxpayer(s) listed below is entitled to a Veteran Deduction refund for 2018 pursuant to N.J.S.A. 54:4-8-10; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Secaucus that the Tax Collector is hereby authorized to refund the overpayment in the amount shown below to the requisite taxpayer(s).

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

BLOCK	LOT	TAXPAYER/ADDRESS	AMOUNT
126	7	Walter Rohner - 850 7 th Street	\$ 250.00

Resolution No. _____ 2018

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

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
AUTHORIZING CANCELLATION OF 2018 TAX OVERPAYMENTS
OR DELINQUENT AMOUNTS LESS THAN \$10.00**

WHEREAS, N.J.S.A. 40A:5-17.1 allows for the cancellation of property tax overpayments or delinquent amounts in the amount of less than \$10.00 and for the cancellation of delinquencies for any charges and fees imposed by the municipality in the amount of less than \$10.00; and

WHEREAS, the governing body may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$10.00 and any delinquencies of less than \$10.00 for any charges and fees imposed by the municipality.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey to hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that the Tax Collector or their designee is hereby authorized to take any action necessary to effectuate said purpose and intent.

BE IT FURTHER RESOLVED that a certified copy of the resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

Resolution No. _____

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

**RESOLUTION APPROVING VETERAN DEDUCTION REFUND(S) FOR 70 SECOND
AVENUE**

WHEREAS, it has been determined by the Tax Collector that the taxpayer(s) listed below is entitled to a Veteran Deduction refund for 2018 pursuant to N.J.S.A. 54:4-8-10; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Secaucus that the Tax Collector is hereby authorized to refund the overpayment in the amount shown below to the requisite taxpayer(s).

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

BLOCK	LOT	TAXPAYER/ADDRESS	AMOUNT
151	13	Alagia, Anthony - 70 Second Avenue	\$ 250.00

Resolution No. _____

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

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
FOR APPROVAL OF CHANGE ORDER #2 TO A CONTRACT WITH 4 CLEAN-UP,
INC. FOR THE 2018 ROAD PROGRAM SAMPSON PLACE, FILE 18-101**

WHEREAS, the Town of Secaucus has a contract with 4 Clean-Up, Inc., for the 2018 Road Program Sampson Place, File 18-101, under resolution 2018-188 in the amount of \$125,471.78; and

WHEREAS, Change Order #1 was approved under resolution 2018-322, increasing this contract to \$129,756.13; and

WHEREAS, it has been determined that additional work is needed, including additional milling, striping, and drainage work, which will increase the cost by \$1,145.61; and

WHEREAS, there is a need for a Change Order #2 to increase the contract with 4 Clean-Up, Inc., in the amount of \$1,145.61 for the work set forth, which will increase the overall contract amount to \$130,901.74; and

WHEREAS, the Chief Financial Officer certifies that there are sufficient funds under account 10-2150-55-70607-001 for said contract.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, that the above statements are incorporated herein and Change Order #2 for 4 Clean-Up, Inc. for the 2018 Road Program Sampson Place, File 18-101, in the amount of \$1,145.61 is hereby approved.

Adopted: December 17, 2018

I, Nicholas Goldsack, Chief Financial Officer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1, in Account Number:

10 - 2150 55 - 70607 001

Amount \$ 1,145.61 Date 12.17.18

Signed: Nicholas Goldsack

Christine Smith

From: Justin Meyer
Sent: Monday, December 10, 2018 10:26 AM
To: Gary Jeffas
Cc: Nick Goldsack; Christine Smith; Sandy D'arzen; Jennifer Modi
Subject: 18-101 - 2018 Road Program Sampson Place - Change Order #2 Recommendation
Attachments: Change Order 2 Recommendation.pdf

Importance: High

Gary,

Attached, please find the Recommendation for Change Order #2 for the above referenced project. This change order is for additional quantities measured after project completion (Milling, Striping, Drainage Work). This change order represents a contract increase of \$1,145.61. Pay Certificate #2 shall be sent out this afternoon. Is it possible to have both Change Order #2 and Pay Certificate #2 approved at the meeting on the 17th? If you have any questions, please do not hesitate to contact me.

Regards,

Justin Meyer, E.I.T.
Secaucus General Engineer
Engineering/District Zoning Department

Town of Secaucus
Municipal Government Center
1203 Paterson Plank Road
Secaucus, NJ 07094

Tel: 201.617.5913
Email: jmeyer@secaucus.net



Please consider the environment before printing this email.



Town of Secaucus

Municipal Government Center
Engineering/District Zoning Department
1203 Paterson Plank Road, 4th Floor, Secaucus, NJ 07094
Tel: 201-617-5913 | Fax: 201-617-5937
Town Web: www.secaucusnj.gov

December 10, 2018

Gary Jeffas - Town Administrator
Town of Secaucus
1203 Paterson Plank Road
Secaucus, NJ 07094-3287

RE: 2018 Road Program Sampson Place
Change Order No. 2 Recommendation
Our File# 18-101

Dear Mr. Jeffas:

Please be advised that after final quantities were measured on Sampson Place, it was determined that an increase in quantities was required for project completion. The additional quantities are as follows:

- Additional 39 SY of Roadway Milling.
- One Additional Bicycle Safe Grate.
- Additional 16 LF of 6" Striping.
- Additional 40 SF of Thermoplastic Roadway Symbols.
- One Additional Reconstructed Inlet.

Please see the cost breakdown below:

	Original Amount Plus Change Order #1	Change Order #2 Contract Amount
• HMA Milling, 3" or less	\$ 15,224.00	\$ 15,653.00
• Bicycle Safe Grate	\$ 800.00	\$ 1,200.00
• Traffic Markings, Lines, Thermoplastic, 6"	\$ 512.00	\$ 576.00
• Traffic Markings, Symbols, Thermoplastic	\$ 693.00	\$ 913.00
• <u>Reconstruct Inlet</u>	<u>\$ 1,000.00</u>	<u>\$ 1,500.00</u>
Total Contract Amount	\$ 129,756.13	\$ 130,901.74

In addition to adding quantities, certain line items were reduced and their values are reflected in the attached Payment Forms. This change order represents a total contract increase of \$1,145.61. Adding this to Change Order #1 (\$4,284.35 previously approved) totals approximately 4.33% above the original contract amount. Our office recommends the change order for approval. Should you have any questions regarding the additional work, please do not hesitate to contact our office.

Sincerely,

Jennifer Modi, P.E.
Secaucus Town Engineer

CC: Mayor Michael Gonnelli; Michael Marra, Clerk; Nick Goldsack, CFO; Kevin O'Connor, Secaucus DPW; Sandy D'Arzen, Purchasing Agent; Maryam Eldesouki, Admin

RESOLUTION: _____
TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION

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 Michael Pero, Superintendent of Recreation that the below person is hereby appointed to the seasonal part time position in the Recreation Basketball Program (#81076) effective December 17th, 2018 as follows:

<u>Instructional</u>	
O’Connell, John (new)	\$8.60 / 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 a resolution approved by the Mayor and Council on December 17th, 2018.

_____ Town Clerk	_____ Mayor
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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
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE
PROVISION OF SNACKS FOR THE SECAUCUS AFTER CARE PROGRAM FOR THE
2019-2020 SCHOOL YEAR TO NATOLI'S CATERING**

WHEREAS, the Town of Secaucus has a need for the provision of Snacks for the Secaucus After Care Program for the 2019-2020 School Year as a non-fair and open contract pursuant to the provision of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Qualified Purchasing Agent or other individual has determined that the value of the acquisition will not exceed \$50,000.00; and

WHEREAS, the anticipated term of this contract is one (1) year as approved by this governing body; and

WHEREAS, three quotes were obtained for these services; and

WHEREAS, Natoli's Catering has submitted a quote that was presented to the Qualified Purchasing Agent indicating they will provide a general snack for the price of \$1.80 per snack (a piece of fruit, a healthy drink and a healthy treat), for an amount not to exceed Fifty Thousand Dollars (\$50,000.00); and

WHEREAS, Natoli's Catering will complete a Secaucus Pay to Play certification. This certifies that Natoli's Catering has not made any reportable contributions to a political or candidate committee in the Town of Secaucus in the previous year, and that the contract will prohibit them from making any reportable contributions through the term of the contract, in compliance with necessary regulations of the State of New Jersey under N.J.S.A. 19-44A-20.27; and

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 a Non-Fair and Open contract for the provision of Snacks for the Secaucus After Care Program for the 2019-2020 School Year to Natoli's Catering for a one (1) year term, for an amount not to exceed Fifty Thousand Dollars (\$50,000.00) in accordance with the submitted proposal associated with this contract; and

BE IT FURTHER RESOLVED, that the Finance Director certifies that funds are available for these services under line item 01-2010-00-51811-082; and

BE IT FURTHER RESOLVED, that Natoli's Catering 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 take any action or execute any documents necessary to effectuate the awarding of the contract.

Adopted: December 17, 2018

I, Nicholas Goldsack, Chief Financial Officer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1, in Account Number:

01 - 2010 - 00 - 51811 - 02
Amount \$ 50,000.00

Date 12/12/18

Signed: Nicholas Goldsack

RESOLUTION: _____
TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION

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 Lisa Snedeker, Director Social Services, that the below persons hourly rates will now be fully compensated by the Town for their regular part time positions in the Meals on Wheels Program (#74000), effective January 2nd, 2019 as follows:

Tarantino, Florence (Supervisor)	\$17.00 / Hour
Tabasco, Janice (Cook)	\$12.00 / Hour
Reyes, Katia (Driver)	\$12.00 / 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 a resolution approved by the Mayor and Council on December 17th, 2018.

Town Clerk Mayor

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

TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, that the attached annual notice of Caucus Meetings of the Governing Body is hereby approved for the year 2019.

December 17, 2018

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 December 17, 2018.

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
MAYOR AND COUNCIL
ANNUAL NOTICE OF CAUCUS MEETINGS

In accordance with the provisions of Chapter 231, Public Laws 1975, Annual Notice of the schedule of the Regular Meetings of the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey for the year 2019 is hereby given.

The location of said regular meetings is Council Chamber II, second floor of the Municipal Government Center, 1203 Paterson Plank Road, Secaucus, New Jersey and the dates and times are as follows:

<u>Date</u>	<u>Day</u>	<u>Time</u>
January 7, 2019	Monday	4:30 PM
January 22, 2019	Tuesday	4:30 PM
February 11, 2019	Monday	4:30 PM
February 26, 2019	Tuesday	4:30 PM
March 12, 2019	Tuesday	4:30 PM
March 26, 2019	Tuesday	4:30 PM
April 9, 2019	Tuesday	4:30 PM
April 23, 2019	Tuesday	4:30 PM
May 14, 2019	Tuesday	4:30 PM
May 28, 2019	Tuesday	4:30 PM
June 25, 2019	Tuesday	4:30 PM
July 23, 2019	Tuesday	4:30 PM
August 27, 2019	Tuesday	4:30 PM
September 10, 2019	Tuesday	4:30 PM
September 24, 2019	Tuesday	4:30 PM
October 8, 2019	Tuesday	4:30 PM
October 22, 2019	Tuesday	4:30 PM
November 12, 2019	Tuesday	4:30 PM
November 26, 2019	Tuesday	4:30 PM
December 16, 2019	Monday	4:30 PM

Michael Gonnelli, Mayor

TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION

BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, that the attached annual notice of Regular Meetings of the Governing Body is hereby approved for the year 2019.

December 17, 2018

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 December 17, 2018.

Town Clerk Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehaert				
Councilman Gerbasio				
Councilwoman Triugali				
Mayor Gennelli				

TOWN OF SECAUCUS
MAYOR AND COUNCIL
ANNUAL NOTICE OF REGULAR MEETINGS

In accordance with the provisions of Chapter 231, Public Laws 1975, Annual Notice of the schedule of the Regular Meetings of the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey for the year 2019 is hereby given.

The location of said regular meetings is Council Chamber I, first floor of the Municipal Government Center, 1203 Paterson Plank Road, Secaucus, New Jersey and the dates and times are as follows:

<u>Date</u>	<u>Day</u>	<u>Time</u>
January 7, 2019	Monday	7:00 PM
January 22, 2019	Tuesday	7:00 PM
February 11, 2019	Monday	7:00 PM
February 26, 2019	Tuesday	7:00 PM
March 12, 2019	Tuesday	7:00 PM
March 26, 2019	Tuesday	7:00 PM
April 9, 2019	Tuesday	7:00 PM
April 23, 2019	Tuesday	7:00 PM
May 14, 2019	Tuesday	7:00 PM
May 28, 2019	Tuesday	7:00 PM
June 25, 2019	Tuesday	7:00 PM
July 23, 2019	Tuesday	7:00 PM
August 27, 2019	Tuesday	7:00 PM
September 10, 2019	Tuesday	7:00 PM
September 24, 2019	Tuesday	7:00 PM
October 8, 2019	Tuesday	7:00 PM
October 22, 2019	Tuesday	7:00 PM
November 12, 2019	Tuesday	7:00 PM
November 26, 2019	Tuesday	7:00 PM
December 16, 2019	Monday	7:00 PM

Michael Gonnelli, Mayor

Resolution No. _____

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

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
AMENDING THE DEPARTMENT OF RECREATION
ATHLETIC CODE OF CONDUCT AND OTHER POLICIES**

WHEREAS, the Town of Secaucus, Department of Recreation strives to promote positive physical, social and emotional development of children through its programming and events; and

WHEREAS, the Department of Recreation and the Recreation Committee reviewed the Code of Conduct and other Department policies for Directors and Coaches and recommend update to information and to address current needs; and

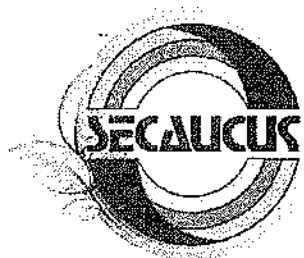
WHEREAS, the Council agrees that all participants, parents, coaches, officials, and spectators should embrace the values of good sportsmanship, demonstrate integrity, act with fairness, respect, and self-discipline and promote supportive interactions both on and off the field, free of bullying.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus that approval is given for the Department of Recreation Superintendent or his designee to update the "Athletic Code of Conduct" utilized by all participants and parents /legal guardians involved in its youth programs and utilize such as part of its registration and to update other Department of Recreation policies pertaining to Directors and Coaches; and

BE IT FURTHER RESOLVED that a copy of all updated policies shall be kept on file with the Superintendent of Recreation; and

BE IT FURTHER RESOLVED that the Town Administrator, Superintendent of Recreation or their designee are hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

Adopted: December 17, 2018



DEPARTMENT OF RECREATION ATHLETIC CODE OF CONDUCT

Secaucus Recreation and Youth Programs play an important role in promoting the physical, social and emotional development of children. It is essential for all participants, parents, coaches, officials, and spectators to embrace the values of good sportsmanship and encourage all participants. Moreover, adults involved in youth sports and recreation events should be models of good sportsmanship and should lead by example by demonstrating integrity, fairness, respect, and self-discipline.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in any youth sports and/or recreation event and shall conform my behavior to the following Code of Conduct:

1. Demonstrate good sportsmanship and positive support for all athletes, coaches, officials, parents, guardians, participants, and spectators during practices, games, and recreational and sporting events.
2. Place the desire for winning second to the emotional and physical well-being of all athletes, coaches, officials, parents, guardians, participants, and spectators.
3. Focus on the children's development of self-confidence and life learning skills through involvement in youth sports.
4. Not engage in any behavior which would endanger the safety and well-being of any athlete, coach, official, parent, guardian, participant, or spectator.
5. Treat all participants, coaches, officials, parents, guardians, and spectators with respect regardless of race, creed, color, national origin, ancestry, nationality, disability, sexual orientation, sex, gender identity or expression, or skill level.
6. Not participate or attend any youth sporting events under the influence of or in possession of drugs and/or alcohol.
7. Understand that any form of abuse, harassment, threats, intimidation or menacing, whether verbal or physical, towards any athlete, coach, official, parent, guardian, participant or spectator is strictly forbidden. This includes bullying and cyber bullying both on and off the field. Understand that you are responsible for any social media postings, and such should be appropriate and respectful.
8. Understand that the use of profanity is forbidden. Positive cheering is encouraged.
9. Not initiate or instigate any fights or scuffles with any athlete, coach, official, parent, guardian, participant or spectator.
10. Understand that spectators and parents/guardians are not permitted on the field, near the coach's box or near any player's benches during sporting events.
11. Support the coaches and officials, and maintain a positive experience, keeping our youth recreational and sporting events fun for every child. Please keep in mind that these recreational and sporting events are meant for the children's enjoyment and positive development.
12. Any athlete/participant that is suspended from school is prohibited from attending or participating in any recreational program/activity during the duration of that suspension, including not being able to take part in any practices, games, or trips. The recreation program/activity prohibition would be in addition to any disciplinary actions instituted by the Secaucus School District or other School Authority.

13. Understand that it is the responsibility of each child's parent/guardian to inform all guests and spectators invited to observe practices or games of the Codes of Conduct.

I understand that if I fail to conform my behavior to the Code of Conduct while attending, coaching, officiating or participating in any youth sports and/or recreation event that the following actions may be taken in any order or combination by the Department of Recreation: verbal warning, written warning, immediate ejection from the activity or event, suspension from attendance at one or more activities or events and/or removal from the team. Individuals may also be referred to law enforcement officials if deemed necessary.

By checking this box, I acknowledge that I have reviewed the attached and agree to the Department of Recreation Athletic Code of Conduct.

**TOWN OF SECAUCUS
DEPARTMENT OF RECREATION**



RECREATION TEAMS - DIRECTOR AND COACH POLICIES

DEPARTMENT OF RECREATION CONTACTS:

Mike Pero, Recreation Superintendent
mpero@secaucus.net, Office: (201) 330-2078, Cell: (201) 273-0513

Dennis McCafferty, Recreation Coordinator
dmccafferty@secaucus.net, Office: (201) 330-2078

Kelly Capone, Recreation Department, Community Pass Liaison (all Community Pass needs)
kcapone@secaucus.net, Office: (201) 330-2079

The Town of Secaucus strives to provide a variety of quality sports programming to the Town's youth and an opportunity for all children to learn and grow in a fun environment.

A big "Thank You" to you, the talented and dedicated Directors and Coaches, for helping to make the Town's recreation program a success and an experience that these young participants will remember.

The following policies and the Code of Conduct shall be adhered to by all Directors and Coaches and will be discussed at the program's pre-season meeting. Please note that these policies are not all inclusive and may be amended at any time at the discretion of the Town of Secaucus. The Superintendent of the Department of Recreation or his designee will advise of any policy changes and directly discuss with each sport of additional policies that apply. If a Director or Coach has any questions, needs assistance with a situation or wants to share ideas for the program, please reach out to the Superintendent of Recreation via e-mail or telephone at any time.

Wishing you a successful recreation season.

MISSION STATEMENT: Secaucus Recreation and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

General Policy

Any activity during the season should strongly consider the spirit and promotion of general recreation programming policies including, but not limited to:

- ✓ Good sportsmanship
- ✓ Positive support for all players, Coaches, parents and others
- ✓ Inclusion of all
- ✓ Equal treatment of all participants in any activity with respect, regardless of race, creed, color, national origin, sex, sexual orientation or ability/skill level
- ✓ Engagement in activities, practice and play that protects the health, safety and well-being of every participant
- ✓ Adherence to the Code of Conduct

Director Responsibilities

- Pre-Season:
 - Directors must contact the Recreation Department at least two (2) months prior to the season start date with all pre-season set up information, including program dates, enrollment numbers/capacity, waitlist period and other planning details to ensure proper input on the Community Pass System for resident notification.
 - Ensure all Coach information (full name, address, e-mail and telephone numbers) is presented to the Coordinator of Recreation prior to the start of the season in order for the Coordinator to contact Coaches and have all certifications completed timely (this includes, but is not limited to, CPR, Concussion Training, Background Check, Code of Conduct). No Coach is permitted to work with the program until all items are completed.
 - Directors and Coaches must attend a pre-season meeting with the Coordinator as scheduled by the Department of Recreation, in addition to any training sessions mandated by the Department of Recreation in order to participate in the season. Training requirements for particular sports are at the discretion of the Superintendent and the Coordinator of the Department of Recreation.
- It is your duty and responsibility to be familiar with the Community Pass system and utilize such for all official rosters and announcements of registrations for the season (teams, clinics). All children participating in any capacity **MUST** be on the roster from the Community Pass system and in compliance with all grade level/age requirements set by the Department. No child is permitted to be on the playing area for any practice or game without being registered; this is critical to ensure that all forms, emergency contact information and waivers are in place.
- No Director shall accept any registrations or payments outside of the Community Pass system.
- Your roster should come from the Community Pass system, which you will have Coach access to. It is the Coach's responsibility to work with the Community Pass Administrator to have all children on the roster properly as it can be verified and updated throughout the season with ease. Please stay in contact with the Recreation Department for any Community Pass needs at the number listed above.
- You are responsible for informing and ensuring that your Coaches are aware of all Town policies. This includes facility requirements, such as proper set up and clean up.
- All practice schedules and game schedules must be submitted to the Coordinator and Community Pass Administrator to be posted on Community Pass. This will assist the Department in scheduling/cancellation notifications and provide an easy reference for parents and players.

- Any cancellations or changes to time or location or other details should be submitted as soon as possible to the Coordinator and the Community Pass Administrator. Please understand that the posting of such may not be immediate if not during regular business hours, however, details will be posted as soon as practicable. You are still responsible for last minute notification directly to all Coaches, parents and players if an emergency situation arises.
- If at any time during the season, a change to the program or additional activities would like to be added, such must be presented to the Coordinator and Superintendent for review and approval/denial at least fourteen (14) days in advance.
- If at any time any questions, concerns or issues arise, please reach out to the Recreation Superintendent or the Recreation Director. If you feel that a matter needs attention from outside of the Recreation Department due to non-resolution or a potential conflict, please reach out to Town Administrator Gary M. Jeffas, Esq. at 201-330-2008 or gjeffas@secaucus.net.

Coach Responsibilities

- Please utilize the official roster provided by your Director or the Recreation Coordinator only. All children participating in any capacity **MUST** be on the roster from the Community Pass system. No child is permitted to be on the playing area for any practice or game without being registered. Coaches **MUST** have complete, updated rosters in hand at ALL practices and games so that emergency contact information for participants is readily available.
- Ensure that all of your contact information remains updated throughout the season with the Coordinator and the Superintendent.
- Prior to the start of the season, you must have all certifications completed timely (including, but not limited to, CPR, Concussion Training, Background Check, Code of Conduct). No Coach is permitted to work with the program until all items are completed.
- You are responsible for adhering to all Town policies as set forth and as told to you by the Superintendent, Coordinator and Director. This includes facility requirements, such as proper set up and clean up.
- All practice schedules and game schedules should be arranged with the Coordinator, who will submit such to the Superintendent for the Community Pass posting. This will assist the Department in scheduling/cancellation notifications and provide an easy reference for parents and players.
- Any cancellations or changes to time or location or other details should be submitted as soon as possible to the Director and the Superintendent. Please understand that the posting of such may not be immediate if not during regular business hours, however, details will be posted as soon as practicable. You are still responsible for last minute notification directly to all team assistants, parents and players if an emergency/last minute situation arises.
- All Coaches must attend a pre-season meeting with the Director as scheduled by the Department of Recreation, in addition to any training sessions mandated by the Department of Recreation in order to participate in the season. Training requirements for particular sports are at the discretion of the Superintendent and the Coordinator.
- If at any time any questions, concerns or issues arise, please reach out to your Director, the Recreation Superintendent or the Recreation Coordinator. If you feel that a matter needs attention from outside of the Recreation Department due to non-resolution or a potential conflict, please reach out to Town Administrator Gary M. Jeffas, Esq. at 201-330-2008 or gjeffas@secaucus.net.

Facility Requirements

- Please ensure that the field or facility is opened timely so that children can access the playing area in a safe manner.
- It is the responsibility of the Director and the Coaches to make the field or facility ready for play at the start of a practice or game.
- At the conclusion of practice or play, any equipment or items utilized or put on the playing area needs to be removed and stored appropriately, leaving the area clean and ready for other use.
- Please be aware that other teams and the public utilize the same locations. Remind all players, parents and spectators to clean-up after themselves and ensure that the area is free of debris or hazards. All garbage should be placed in the proper receptacles for DPW disposal.
- **LIGHTS:** Please note the specific instruction for the field or the facility you are utilizing. For all locations, please report any lighting difficulties or outages to the Coordinator.
 - **Kane Stadium:** All lights must be turned on and off by the Coaches at the field for practices and games. The lighting panel should remain locked at all times. All Coaches should receive a key for the lighting panel located by the concession stand. All keys should be returned to the Coordinator at the end of the season.
 - **Shetik Field:** Lights are automatically programmed by the Department of Recreation in accordance with the practice and the game schedule submitted by the Coordinator in advance of the season. Any changes needed to the light schedule should be submitted as soon as practicable to the Coordinator via e-mail.
 - **Mill Ridge Field:** Lights will be turned on and off by the Department of Recreation in accordance with the practice and game schedule submitted by the Director in advance of the season. Any changes needed to the light schedule should be submitted as soon as practicable to the Coordinator via e-mail.
 - **Indoor Facilities:** Coordinators are aware of the various locations for light switches at the recreation facilities that do not have Department of Recreation staff present. Please ensure that Coaches are aware of the switch locations and that the lights are turned on and off at the beginning and end of use.
- Please follow any additional opening or closing procedures for the particular field or facility that you are using in accordance with direction given by the Coordinator.

Player and Participant Safety

- A child should **NEVER** be left unattended at a field or facility. All Coaches must ensure that each player leaves with a parent, guardian or a designated adult.
- **Coaches MUST have completed, updated rosters in hand at ALL practices and games so that emergency contact information is readily available.**
- Only official program personnel (Directors and Coaches) and players should be on the field/court or in the play area of a facility (i.e. sidelines, players, benches, dugout, etc.) at any time.
- **Accidents or Injuries:** Report any accidents or injury (regardless of how minor the incident may seem) within forty-eight (48) hours to the Superintendent and Coordinator of Recreation via e-mail or personal delivery. Please use the forms provided by the Coordinator at the beginning of the season and keep such on hand for all Coaches to use throughout the season.

- In the event of a medical emergency during a practice or a game, please call 9-1-1 and take appropriate action in obtaining emergency care and follow any CPR and First Aid training. The Director or the Coach should use all reasonable efforts to reach an emergency contact of the Participant immediately. Contact with the parent or guardian should be documented in the incident report submitted to the Superintendent, Coordinator and the Director.
 - In the event a minor accident or incident occurs with any Participant, please ensure that a parent or guardian is notified upon pick up. Contact with the parent or guardian should be documented in the incident report submitted to the Superintendent, Coordinator and the Director.
 - In the event of Participant illness, please ensure that a parent or guardian is immediately contacted and asked to pick up the child if necessary.
- Code of Conduct Violations: Report any Code of Conduct violations to the Superintendent and the Coordinator of Recreation within forty-eight (48) hours via e-mail or personal delivery. Details should be submitted in writing in a form suitable to the Coordinator. The Superintendent and the Coordinator are responsible for the handling of all violations once submitted.

Tournaments

- Requests for participation in tournaments during the sport season must be submitted to the Coordinator of Recreation in advance of the season. The Coordinator will review all tournament details and inform if participation can be accommodated. Pre-season tournament participation is not permitted. Planning for tournaments is critical for administration and budgeting purposes.

Team Transportation

- Requests for buses or transportation for football and cheerleading programs must be submitted by the Coordinators directly to the Board of Education with a copy to the Superintendent of Recreation in advance of the season in accordance with the practice and game schedule. The Board of Education will coordinate transportation based on team size, dates, times and other specifications.
- For all teams: Any transportation requests that may arise should be submitted to the Director and Coordinator at least twenty (20) days prior to the transportation need. Provision of any transportation is at the discretion of the Superintendent based on the information provided and availability. Appropriate forms and waivers must all be properly submitted in advance of any transport.
- For all transportation provided, Coordinators, Directors and Coaches should ensure that all riders follow the directions of the bus driver and/or aide and follow all safety directions, including, but not limited to, wearing seat belts at all times.

End of Season Policies

- To celebrate the success of each sport season, the Department of Recreation will host a pizza party for all teams and their Director and Coaches at a Town facility. In order to make these celebrations a success, the Director should speak to the Coordinator at least thirty (30) days prior to the end of the season to pick a date and location. This will help ensure room availability, celebration supplies and time to invite everyone. Party food will be arranged by the Director.

- Each Director may request participation awards or medals be provided by the Department of Recreation at the end of the season for each player. The purchasing of said item is at the discretion of the Superintendent and the Coordinator.
- For teams that win a championship, the Department of Recreation will supply each player with a clothing article (i.e. sweatshirt, jacket, etc.) chosen by the Director and approved by the Coordinator and the Superintendent at a cost not to exceed \$75.00 per player. The item price may not exceed the stated amount and shall not be supplemented by any player or parent contribution or any other means. No trophies will be provided by the Department of Recreation.

**TOWN OF SECAUCUS
DEPARTMENT OF RECREATION**



RECREATION TEAMS - GENERAL FUNDRAISING POLICIES

The Town of Secaucus strives to provide a variety of quality sports programming to the Town's youth. Each year the municipal budget allocates resources for the Recreation Department to support its programming to the best of its ability. Many parents and supporters of the Town's youth recreational programming inquire about conducting fundraising activities for their respective teams to provide beyond what the municipal budget can provide.

As a municipal entity, the Town of Secaucus does not conduct fundraising activities. However, parents or supporters of each individual recreation team may undertake fundraising activities under independent organizations that they establish and run, such as a 501(c)(3) nonprofit or a booster club (hereinafter "Organization").

The Town greatly appreciates the efforts of parents and supporters to go above and beyond in the interest of the Town's children. The following information is meant to provide an overview of the Town's requirements, limitations and involvement for recreation team's fundraising activities:

- *Getting Started.* Whether or not to establish a fundraising organization shall be at the discretion of each recreation team and its parents and supporters. Any decision to have an organization, or not to, will not have an impact on the municipal budget allocation to that team, which includes, but is not limited to team uniforms, equipment for the sport, field use and celebrations and apparel for championship teams. The Town of Secaucus or the Coordinator or the Superintendent of Recreation shall not be involved in the formation, day to day operations, accounting or official reporting of any parent or team fundraising organization.
- *The Town is happy to assist in spreading the word to support your team.* Flyers for fundraising activities can be posted on the Town's website, Channel 36 and other community outreach locations, if provided to the Town of Secaucus through the Superintendent of Recreation. Flyers will go through the same review process as any other organization's submissions.
- *We are the Patriots!* The Team's Recreation logo (i.e. Patriots patch) may be used in conjunction with any Fundraising activities. However, the official Town of Secaucus logo cannot be used by the Organization without prior approval from the Superintendent of Recreation.

- *Promoting overall program goals through Organization activities.* Any fundraising activity or advertisement should strongly consider the spirit and promotion of general recreation programming policies including, but not limited to:
 - ✓ Good sportsmanship
 - ✓ Positive support for all players, coaches, parents and others
 - ✓ Inclusion of all
 - ✓ Equal treatment of all participants in any activity with respect, regardless of race, creed, color, national origin, ancestry, nationality, sex, sexual orientation, gender identity or expression or ability/skill level

To further general recreation program policies and promote a family friendly sports community, any fundraising organizations should strongly consider:

- ✓ Not engage in any activities that would endanger the health, safety or well-being of any participant
 - ✓ Refrain from activities involving or promoting drugs or alcohol, particularly while minors are present
 - ✓ Use fundraising materials and activities free from the use of offensive language or profanity
- *Use of funds to support your team.* While the spending of any funds raised will be at the discretion of the organization, it is requested that before any purchases are made, that a list of items be submitted to the Superintendent of Recreation, Coordinator of Recreation and the Director of Recreation to ensure that duplicate items are not being purchased and that use for the items has been fully assessed.
- *Working together to support all teams.* It is also suggested that any fundraising efforts consider other teams and parent organizations in scheduling to allow time for all organizations to conduct fundraising activities in line with seasons of the sports programming. Fundraising activities should be within the season in which your sport is played or in the month before or after such to allow all teams the opportunity to sponsor activities without conflict.
- *Other Guidelines.* All fundraising shall be in accordance with applicable federal and state laws, Town Ordinances, Board of Health regulations and the policies set forth above or prescribed by the Superintendent of Recreation from time to time.

Please also be aware of any regulations governing your particular form of organization. For example, please note that booster clubs should ensure that funds raised benefit all members of a team equally.

All Recreation Team programming, scheduling, staffing and coaching decisions remain under the control and direction of the Town of Secaucus and the Superintendent of Recreation.

Resolution No. _____

**TOWN OF SECAUCUS
COUNTY OF HUDSON
RESOLUTION**

**RESOLUTION APPROVING AGREEMENT TO RENEW
MEMBERSHIP IN THE SUBURBAN ESSEX JOINT INSURANCE FUND**

WHEREAS, the Suburban Essex Joint Insurance Fund (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Town of Secaucus is currently a member of said Fund; and

WHEREAS, effective December 31, 2018, said membership will expire unless earlier renewed; and

WHEREAS, the Town of Secaucus reviewed the renewal terms and alternate insurance fund options in conjunction with its Risk Manager.

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Town Council of the Town of Secaucus authorize and agree as follows:

1. The Town of Secaucus hereby renews its membership in the Suburban Essex Joint Insurance Fund for a three (3) year period, beginning January 1, 2019 and ending January 1, 2022.

2. The Town of Secaucus hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the Suburban Essex Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.

3. The Town of Secaucus agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.

BE IT FURTHER RESOLVED that the Mayor, Town Administrator or their designee are hereby authorized to execute any agreements and documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

December 17, 2018

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 December 17, 2018.

Town Clerk

Mayor

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

Resolution No. _____

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

**RESOLUTION TO AUTHORIZE THE USE OF THE WASHINGTON HOOK &
LADDER FIRE COMPANY AND TO SUPPORT THE SECAUCUS VOLUNTEER FIRE
DEPARTMENT'S COMMUNITY BLOOD DRIVE**

WHEREAS, the Mayor and Town Council of the Town of Secaucus support the efforts of the Secaucus Volunteer Firefighters in hosting a community blood drive; and

WHEREAS, the community blood drive shall take place on January 31, 2019, or on another mutually acceptable date, in conjunction with Community Blood Services/Vitalant of Montvale, New Jersey; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Town Council of the Town of Secaucus in the County of Hudson that the above statements are incorporated and use of the Washington Hook & Ladder Fire Company, located at 272 County Avenue, as the host facility for a community blood drive on January 31, 2019, or on an alternate date if necessary, is authorized; and

BE IT FURTHER RESOLVED, that any necessary documentation and certificates of insurance be provided by Community Blood Services/Vitalant of Montvale, New Jersey to the Town of Secaucus prior to the event; and

BE IT FURTHER RESOLVED, that the Town Administrator, Fire Chief or their designee is hereby authorized to take any action or execute any Agreements necessary to effectuate the purpose and intent this Resolution.

Adopted: December 17, 2018

Resolution No. _____

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

**RESOLUTION AUTHORIZATING THE TOWN OF SECAUCUS TO CANCEL
OUTSTANDING CHECKS AND RECONCILING ITEMS**

WHEREAS, certain checks have been identified in various accounts by the Director of Finance outstanding; and

WHEREAS, it is normal financial practice to review the bank accounts for old outstanding items for cancellation with the balances to be returned to the Current Account; and

WHEREAS, it is necessary to formally cancel said checks so that unnecessary balances may be returned to the Surplus Balance in the Current Fund;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Secaucus, that the following old outstanding check, be cancelled in the total amount of:

\$29,736.32 (See attached list)

BE IT FURTHER RESOLVED, that the following reconciling items be cancelled:

\$29,736.32

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided by the Town Clerk to each of the following:

1. Director of Finance/CMFO
2. Town Auditor

0. C

27.96	+
1,295.64	+
3,000.	+
50.	+
828.	+
1,019.4	+
90.	+
169.	+
1,734.	+
150.00	+
375.62	+
1,200.00	+
24.72	+
400.00	+
25.00	+
50.00	+
25.00	+
95.00	+
175.00	+
400.00	+
820.00	+
1,687.17	+
76.00	+
381.29	+
12,257.85	+
45.00	+
244.12	+
122.34	+
331.69	+
67.68	+
600.00	+
233.00	+
80.00	+
250.30	+
536.12	+
100.00	+
40.00	+
300.00	+
256.93	+
22.50	+
80.00	+
69.99	+
29,736.32	*

11/02/18 12:31:27 PM

Cash Disbursements
Checks Outstanding as of 09/30/18 Fund 01

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>	<u>Check/Wire #</u>
C LANDSCAPE	0.00	VOID DUPLICATE TO 61669	0
PARRO, CHERYL	27.96	REIMBURSE MILEAGE PURCHASING CLASS	40366
PRESCRIPTION CORP.	1295.64	CCBRA PRESCRIPTION COVERAGE	40683
ROBINSON, COREY	3000.00	HOCKEY COORDINATOR	40880
SINGHE, ANKA WIJE	50.00	REFUND/FUN TIME PLAYTIME/CLASS	40893
EMPIRE HOTEL	828.00	3178521584, EMERGENCY OCCUPANCY FOR	41131
FLORIDA BLUE	1019.40	PLAN 1424 RETIREE INSURANCE SERVICES	41143
GFOA OF NEW JERSEY	90.00	2014 MEMBERSHIP DUES - N.GOLDSACK	41228
UNITED SUPPLY	169.00	2313992-01 12/30/13 HEATING	41613
CAPITAL ONE	1734.37	April 2014 cc processing fee April	42182
YATES, CHRIS	150.00	SUB PUB DEFENDER 4/16/14 5:30 PM	42375
FLANAGAN, JOHN	375.62	REIMBURSEMENT FOR PARADE BANNERS	42449
HARDY, DAVID	1200.00	2ND.QTR.2014 FIRE INCENTIVES	42703
GOODFELLA'S DELI	24.72	795966 8/15/14 FOOD FOR WALMART	42977
TREAS. ST. OF NJ	400.00	CLOSING OF UNREGULATED STORAGE TANK	43618
NJ DIV. OF MOTOR	25.00	TITLE FOR MEDICAL ESCORT	43830
DCA	50.00	ACCOUNT #18761 UCC SUBSCRIPTION	44433
NEW JERSEY STATE	25.00	DATE 10/7/14 DUES FOR 2015 MEMBER	44507
NJ TRANSACTION	95.00	NJ STATE TRANSPORTATION CONF. J	44746
MID-ATLANTIC	175.00	TUITION FOR F. BAER TO STAVILIZATION	44987
ORGUEIRA,	400.00	2ND.QTR 2015 FIRE INCENTIVES	45830
SUPERDOME SPORTS	820.00	57171 CAMP PUTING 7-1-15	45896
MYSTIC TITLE	1687.17	OVERPAYMENT 3RD QTR TAXES; BL21 LOT 9	46080
TMMASTER	-692.84	OCTOBER, 15 CALENDARS	46404
POSTMASTER	-610.31	OCTOBER, 15 CALENDARS	46405
GIOVANNI'S DELI	-120.00	INV#203036 FOOD FOR COUNCIL MEETING	46524
FRANCIS, WILLIAM	-1325.00	4TH.QTR.2015 INCENTIVES & CLOTHING	47294
TREAS, ST OF NJ	76.00	ELEVATOR REGISTRATION FEE (WH&L)	47512
CAPITAL ONE	381.29	041683757265 APRIL 2016 MUNIC COURT	48492
MALACHY MECHANICAL	-319.00	59171, BALANCE WORK DONE WASHINGTON	48706
CHASAN LEYNER &	12257.85	MAY PROF.SVCS.2016 TOWN ATTORNEY (R)	49051
LANDI, ARNOLD	45.00	UMPIRING 6/27	49140
CAPITAL ONE	244.12	JULY 2016 CREDIT CARD COLL. FEES	49326
NATALE MACH &	122.34	152320 7/18/16 VULCAN BATTERY	49436
CAPITAL ONE	331.69	081683757265/C83757265 AUG 2016 CC	49585
CAPITAL ONE	67.68	091683757265 SEPT 2016 BANK FEES	50100
HUDSON COUNTY TAX	600.00	INV. 201600009 2016 DUES M.JAEGER	50430
BERGEN COUNTY	233.00	REGISTRATION - RANDALL MORRIS COURSE	50604
NORTH JERSEY NIGP	80.00	NIGP CHAPTER 7 DUES 2017	50744
CAPITAL ONE	250.30	DEC 2016 CREDIT CARD SERVICES (MUNIC	50919
CAPITAL ONE	536.12	021783757265 C83757265 FEB 2017	51205
NEW JERSEY STATE	100.00	1/30/17- I.D. 759	51347
HUDSON COUNTY FIRE	40.00	2017 MEMBERSHIP	51576
LONGO, ROBERT	300.00	1ST.QTR.2017 FIRE INCENTIVE	51602
CAPITAL ONE	256.93	031783757265 MARCH 2017 CHARGES	51799
MUNNUTI, KARLI	22.50	BEYOND THE BELL-SPRING 2017	52152
GH ANUSHKA	80.00	REFUND BEYOND THE BELL COOKLESS	52805
ADI	69.99	V4HBF701 9/20/17 WIRELESS KIT	53134
GRAINGERS INC	-248.41	VOID	53215
PIETZ, ROBERT	-52.69	NJ0090900, REIMBURS, FIRE DEPT. TEST	53389

Resolution No. _____

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

**A RESOLUTION ON BEHALF OF THE TOWN OF SECAUCUS
NAMING QUALIFIED TOW OPERATORS FOR THE PERIOD
OF JANUARY 1, 2019 TO DECEMBER 31, 2020**

WHEREAS, the Town of Secaucus undertook a full revision of the Towing Ordinance Chapter 115A during 2018 in order to update provisions, set requirements for official towers and provide a new license period as set forth in Ordinance 2018-32 and Resolution 2018-262; and

WHEREAS, the Town provided Notice of the Availability and Acceptance of Tow Operator Applications for the period of January 1, 2019 through December 31, 2020; and

WHEREAS, two applications were received from John's Main of North Bergen, New Jersey and Tumino's Towing of North Bergen, New Jersey; and

WHEREAS, the Secaucus Police Department undertook review of qualifications and recommended to accept both applicants as official Tow Operators for the Town of Secaucus as fulfilling the necessary requirements set forth in T.O. Chapter 115A, specifically to tow vehicles at the request of the Secaucus Police Department on an as needed basis on a rotating basis.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, that the above statements are incorporated herein and the following are companies have been deemed qualified Tow Operators to perform work for the Town of Secaucus in accordance with T.O. Chapter 115A for a two-year license period beginning January 1, 2019:

John's Main Towing
1445 Union Turnpike
North Bergen, New Jersey 07047

Tumino's Towing
5419 Tonnelles Blvd.
North Bergen, New Jersey 07047

BE IT FURTHER RESOLVED that the Mayor, Town Administrator or their designee are hereby authorized to execute any documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

December 17, 2018

Resolution No. _____

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

**A RESOLUTION AUTHORIZING AN AED MAINTENANCE CONTRACT WITH
METROPOLITAN MEDICAL CORPORATION FOR THE TOWN OF SECAUCUS**

WHEREAS, the Town of Secaucus has five (5) Defib Tech AEDs located in Town Hall at 1203 Paterson Plank Road and at the Town Hall Annex at 20 Centre Avenue in case of an emergency need; and

WHEREAS, the AEDs require maintenance at regular intervals and repair as needed; and

WHEREAS, Metropolitan Medical Corporation, located at 4403 Vermella Way, Lyndhurst, New Jersey, has submitted a proposal and agreement to supply the necessary maintenance and support of the five (5) Defib Tech AEDs for one (1) year.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, in the State of New Jersey, that the Mayor and/or Town Administrator or their designee is hereby authorized to execute a contract with Metropolitan Medical Corporation to provide maintenance and support of the five (5) Defib Tech AEDs in Town Hall and the Town Hall Annex at a cost of Five Hundred (\$500.00) for a one (1) year term; and

BE IT FURTHER RESOLVED that the quote, agreement and Resolution shall constitute the requisite contract in this matter and be kept on file with the Town Clerk; and

BE IT FURTHER RESOLVED that Metropolitan Medical Corporation shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing, which may include but is not limited to, proof of continued insurance coverage; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has certified that funds are available; and

BE IT FURTHER RESOLVED that the Mayor, Town Administrator and the Purchasing Agent are hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

December 17, 2018

METROPOLITAN MEDICAL CORPORATION
4403 VERMELLA WAY
LYNDHURST, NJ 07071
(201) 522-3015

AED SERVICE AGREEMENT
EFFECTIVE: JANUARY 2019 THROUGH DECEMBER 2019

WHEREAS, this service agreement has been set forth by and between Town of Secaucus, Secaucus, NJ (hereinafter referred as **SECAUCUS TOWN**) and Metropolitan Medical Corporation, Lyndhurst, NJ. The purpose this service agreement is for Metropolitan Medical Corporation to maintain five (5) Defib Tech AED units, plus all related equipment during the above effective dates.

WHEREAS, it is understood that at anytime said AED unit, any parts and/or equipment may become discontinued, making the unit obsolete. Every available means known to Metropolitan Medical Corporation will be researched in an attempt to find replacements. If at anytime the said AED unit, any parts and/or equipment become discontinued, deemed unsafe by the manufacturer or found missing, the AED unit will immediately be placed out of service. the FDA requires that all AED units and critical accessories be formally tracked by distributors and contractors.

WHEREAS, **SECAUCUS TOWN** will appoint a designated representative(s) and agrees that if an **AED unit(s) is utilized at anytime** said AED representatives(s) will notify Metropolitan Medical Corporation within a reasonable time frame four (4) hours, so all proper AED guidelines and protocols will be implemented. Metropolitan Medical Corporation within a reasonable time frame, forty eight (48) hours, will file all necessary information and alert agencies within the guidelines of AED activation protocol. Within seventy two (72) hours, a representative from Metropolitan Medical Corporation will schedule a meeting with the individual(s) who participated and/or witnessed the event to review and evaluate all guidelines and protocols in detail.

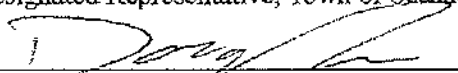
FURTHERMORE, Metropolitan Medical Corporation will perform safety checks on said AED unit(s) and related equipment. **SECAUCUS TOWN** will be responsible for replacement of any and all equipment associated with said AED unit(s) and will be notified within a reasonable time frame, twenty four (24) hours, said equipment is in need of replacement.

NOW THEREFORE **SECAUCUS TOWN** hereby agrees to compensate in full to Metropolitan Medical Corporation a sum of Five Hundred Dollars (\$ 500.00) on or no later than January 31, 2019 for said services set forth above. If full payment is not received by this date, all discounts will be void and additional fees imposed. **SECAUCUS TOWN** also has the option to extend said services agreement prior to or on the expiration date set forth above.

In Witness, Whereof, the parties have ensured this agreement, to be executed on this the _____ day of _____, 2018

(Print)

(Signed)
Designated Representative, Town of Secaucus


Doug Tobin ; Owner, Metropolitan Medical Corporation

Resolution No. _____

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

**A RESOLUTION AUTHORIZING AN AED MAINTENANCE CONTRACT WITH
METROPOLITAN MEDICAL CORPORATION FOR THE TOWN OF SECAUCUS,
SECAUCUS VOLUNTEER FIRE DEPARTMENT**

WHEREAS, the Town of Secaucus, Secaucus Fire Volunteer Department has ten (10) Defib Tech AEDs in case of an emergency need; and

WHEREAS, the AEDs require maintenance at regular intervals and repair as needed; and

WHEREAS, Metropolitan Medical Corporation, located at 4403 Vermella Way, Lyndhurst, New Jersey, has submitted a proposal and agreement to supply the necessary maintenance and support of the ten (10) Defib Tech AEDs for one (1) year.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council for the Town of Secaucus, County of Hudson, in the State of New Jersey, that the Mayor and/or Town Administrator or their designee is hereby authorized to execute a contract with Metropolitan Medical Corporation to provide maintenance and support of the ten (10) Defib Tech AEDs for the Secaucus Volunteer Fire Department at a cost of One Thousand (\$1,000.00) for a one (1) year term; and

BE IT FURTHER RESOLVED that the quote, agreement and Resolution shall constitute the requisite contract in this matter and be kept on file with the Town Clerk; and

BE IT FURTHER RESOLVED that Metropolitan Medical Corporation shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing, which may include but is not limited to, proof of continued insurance coverage; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has certified that funds are available; and

BE IT FURTHER RESOLVED that the Mayor, Town Administrator and the Purchasing Agent are hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

December 17, 2018

METROPOLITAN MEDICAL CORPORATION
4403 VERMELLA WAY
LYNDHURST, NJ 07071
(201) 522-3015

AED SERVICE AGREEMENT
EFFECTIVE: JANUARY 2019 THROUGH DECEMBER 2019

WHEREAS, this service agreement has been set forth by and between Secaucus Fire Department, Secaucus, NJ (hereinafter referred as *SFD*) and Metropolitan Medical Corporation, Lyndhurst, NJ. The purpose this service agreement is for Metropolitan Medical Corporation to maintain ten (10) Defib Tech AED units, plus all related equipment during the above effective dates.

WHEREAS, it is understood that at anytime said AED unit, any parts and/or equipment may become discontinued, making the unit obsolete. Every available means known to Metropolitan Medical Corporation will be researched in an attempt to find replacements. If at anytime the said AED unit, any parts and/or equipment become discontinued, deemed unsafe by the manufacturer or found missing, the AED unit will immediately be placed out of service. the FDA requires that all AED units and critical accessories be formally tracked by distributors and contractors.

WHEREAS, *SFD* will appoint a designated representative(s) and agrees that if an AED unit(s) is utilized at anytime said AED representatives(s) will notify Metropolitan Medical Corporation within a reasonable time frame four (4) hours, so all proper AED guidelines and protocols will be implemented. Metropolitan Medical Corporation within a reasonable time frame, forty eight (48) hours, will file all necessary information and alert agencies within the guidelines of AED activation protocol. Within seventy two (72) hours, a representative from Metropolitan Medical Corporation will schedule a meeting with the individual(s) who participated and/or witnessed the event to review and evaluate all guidelines and protocols in detail.

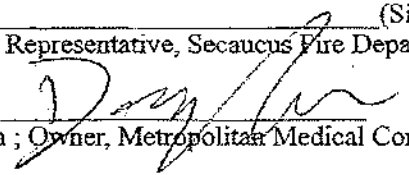
FURTHERMORE, Metropolitan Medical Corporation will perform safety checks on said AED unit(s) and related equipment. *SFD* will be responsible for replacement of any and all equipment associated with said AED unit(s) and will be notified within a reasonable time frame, twenty four (24) hours, said equipment is in need of replacement.

NOW THEREFORE *SFD* hereby agrees to compensate in full to Metropolitan Medical Corporation a sum of One Thousand Dollars (\$ 1,000.00) on or no later than January 31, 2019 for said services set forth above. If full payment is not received by this date, all discounts will be void and additional fees imposed. *SFD* also has the option to extend said services agreement prior to or on the expiration date set forth above.

In Witness, Whereof, the parties have ensured this agreement, to be executed on this the _____ day of _____, 2018

(Print)

(Signed)
Designated Representative, Secaucus Fire Department


Doug Tobin ; Owner, Metropolitan Medical Corporation

TOWN OF SECAUCUS

COUNTY OF HUDSON

RESOLUTION

BE IT RESOLVED by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, that the Chief Financial Official be and is hereby authorized to make the following transfers in accordance with N.J.S.A 40a:4-58, two thirds of the full membership of the Town Council concurring:

SEE THE ATTACHED WORKSHEET.

TRANSFER FROM			TRANSFER TO		
	LEGAL SERVICES & COSTS O/E	\$ 20,000.00		ENGINEERING O/E	\$ 50,000.00
	MUNICIPAL COURT O/E	\$ 10,000.00		COMMU & SECURITY S&W	\$ 7,000.00
	PUBLIC BLDGS & GROUND S/W	\$ 20,000.00		CONSTRUCTION CODE S/W	\$ 7,500.00
	PUBLIC BLDGS & GROUND O/E	\$ 25,000.00		TREASURE O/E	\$ 10,000.00
	OFFICE OF INSPECTIONS O/E	\$ 8,000.00		ASSESSMENT OF TAXES O/E	\$ 500.00
	GROUP INSURANCE EMPLOYEES	\$ 100,000.00		FIRE DEPARTMENT O/E	\$ 10,000.00
	COMMUNICATIONS & SECURITY O/E	\$ 20,000.00		SCHOOL CROSSING GUARD S/W	\$ 30,000.00
	POSTAGE ALL DEPARTMENTS	\$ 5,000.00		OEM O/E	\$ 1,000.00
	ENIRONMENTAL O/E	\$ 3,000.00		STREET LIGHTING	\$ 30,000.00
	CONSTRUCTION O/E	\$ 10,000.00		ROAD REPAIRS O/E	\$ 25,000.00
	COLLECTION OF TAXES O/E	\$ 6,000.00		SOC. SERV. S&W	\$ 12,000.00
	POLICE DEPT S&W	\$ 150,000.00	51817	RECREATIONAL ACTIVITY O/E	\$ 50,000.00
	FIRE HYDRANT SERVICES	\$ 15,000.00		RESERVE FOR TAX APPEALS	\$ 435,000.00
	SEWER SYSTEM O/E	\$ 6,000.00			
	ELECTRICITY	\$ 50,000.00			
	BOARD OF HEALTH S&W	\$ 20,000.00			
	EPOS S&W	\$ 10,000.00			
	EPOS O/E	\$ 10,000.00			
	PARKS & PLATGROUND O/E	\$ 90,000.00			
	RECREATIONAL ACTIVITIES S&W	\$ 30,000.00			
	CELEBRATION OF PUBLIC EVENTS	\$ 50,000.00			
	ICE RINK S&W	\$ 10,000.00			
		\$ 668,000.00			\$ 668,000.00