

THE MORRIS COUNTY PARK COMMISSION
TUESDAY, APRIL 14, 2020
WORKSHOP AGENDA

PURSUANT TO N.J.S.A. 10:4-6 et seq., THE MORRIS COUNTY PARK COMMISSION hereby notifies the public that a Park Commission Workshop meeting will be convened **“VIRTUALLY”** at 9:30 a.m. prevailing time on Tuesday, April 14, 2020 at the Cultural Center, 300 Mendham Road, Morristown, New Jersey. The following items are included on the Agenda for the meeting:

1. Call to Order – 892nd Meeting
2. Reading of Meeting Notice
3. Roll Call
4. Approval of Bills for Payment
5. Report of Executive Director

In accordance with N.J.S.A. 10:4-6 et seq., the following items will be discussed in closed session from which the public will be excluded, since these items may touch upon material disclosures which may constitute an unwarranted invasion of individual privacy; may affect employee relations; may affect receipt of funds from superior government echelons; the acquisition of other relations in respect to real property; and may affect matters concerning attorney-client privilege.

6. Executive Session
 - A. Personnel Matters

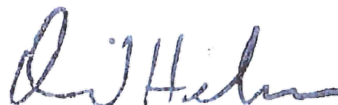
Continuation of Public Session

7. New Business
 - A. Consideration of Executive Session Business
 - B. Consideration of Resolutions
8. Hearing of Citizens (Citizens can provide comment by sending an e-mail in advance of or at the time of the meeting to publicmeeting@morrisparks.net).

Instructions to connect to the Live Stream

1. You may use any web enable browser (computer, tablet, smart phone, etc.)
2. Go to <https://www.morrisparks.net/live>
3. Click on “Park Commission Public Meeting – Live”
4. You will now see and hear the live video; comments may be provided by email, publicmeeting@morrisparks.net.

9. Adjournment



David D. Helmer
Executive Director

MORRIS COUNTY PARK COMMISSION

Meeting Date:

April 14, 2020

BE IT HEREBY RESOLVED that the bills shown on the Summary below and appended pages were authorized for payment by resolution at a meeting of the Morris County Park Commission held on April 14, 2020.

SUMMARY

Park Operating Fund:

Bill List Expenditures:	\$	3,059.89
Prepaid Expenditures:		5,266,266.80
Items Included Above:		
[Payroll Including FICA/Medicare - 02/21/20 - 468,985.70]		
[Payroll Including FICA/Medicare - 03/06/20 - 465,818.00]		
[Payroll Including FICA/Medicare - 03/20/20 - 491,657.97]		

Park Capital Accounts:

Prepaid Expenditures:	183,609.23
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Park Improvement Trust Accounts:

Bill List Expenditures:	23,290.00
Prepaid Expenditures:	378,625.95

Park Trust Accounts:

Bill List Expenditures:	-
Prepaid Expenditures:	15,866.74

Grant Fund Accounts:

Bill List Expenditures:	321.83
Prepaid Expenditures:	19,539.83

TOTAL	5,890,580.27
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County Capital Bill List:


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CERTIFICATION

I do solemnly declare and certify that the bills listed here are correct to the best of my knowledge or on the certification made thereon by duly authorized and responsible officials of the Morris County Park Commission.

CERTIFICATION OF AVAILABILITY OF FUNDS

I, David D. Helmer, Executive – Director of the Morris County Park Commission, hereby certify that funds are available for the payment of the Summary total of \$5,890,580.27 listed above for the month of April.



David D. Helmer, Executive - Director
Morris County Park Commission

4/14/2020

Date



Richard Vitale, Deputy Executive Director
Morris County Park Commission

4/14/2020

Date

COMMISSIONERS' APPROVAL

Stuart Lasser
President

Betty Cass-Schmidt
Chairman, Finance Committee

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
97493	22261 - COUNTRY FEED & GRAIN, LLC	PO 47480 Animal feed	402.48	402.48
97494	22154 - E & G EXTERMINATORS, INC	PO 47493 Monthly Pest Services - FF barn	37.00	37.00
97495	10467 - FRIENDS OF HISTORIC SPEEDWELL	PO 47509 Gas Cylinders	32.50	
		PO 47524 Mill home school, opening day farm craft	476.91	
		PO 47526 Seed starter supplies for farm	271.83	
		PO 47530 SPOOM Annual Membership	50.00	831.24
97496	22741 - HMR ARCHITECTS, P.A.	PO 47490 Moses Estey basement drainage system	2,110.00	2,110.00
97497	23528 - KRONICK RESOLUTIONS	PO 47675 Arbitration Services	1,500.00	1,500.00
97498	15895 - M.C. FARMS INC	PO 47515 Plants for propagation for school classe	31.00	31.00
97499	23465 - MC FIRE PROTECTION, INC.	PO 47492 Repairs to Fire Suppression System - Mai	580.00	580.00
97500	20462 - TREE KING, INC.	PO 47512 Park Maintenance - Tree Removal	21,180.00	21,180.00
TOTAL				26,671.72

Total to be paid from Fund 60 Operating	3,059.89
Total to be paid from Fund 62 Grant	321.83
Total to be paid from Fund 66 Park Improvement Trust	23,290.00
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	26,671.72

Checks Previously Disbursed

97492	ZIEGLER, PATRICIA	Skate Pro - PPE 3/26/20	1,213.40	4/02/2020
97491	YOUNGER, MIRA	Skate Pro - PPE 3/26/20	66.00	4/02/2020
97490	WIRE CLOTH MANUFACTURERS, INC.	PO# 47510 Fencing for fence repair and cagin	390.00	4/02/2020
97489	WEITZMAN, MARC	Skate Pro - PPE 3/26/20	192.00	4/02/2020
97488	WAN, CHRISTOPHER A.	Skate Pro - PPE 3/26/20	80.00	4/02/2020
97487	VILLAGE SUPER MARKETS	Multiple:	123.32	4/02/2020
97486	VERIZON	PO# 47657 Utilities - 3/18/20 To 3/26/20 Acc	158.26	4/02/2020
97485	VELISCHEK, RANDOLPH J.	Skate Pro - PPE 3/26/20	384.00	4/02/2020
97484	VANDERHOFF, HEIDI	Skate Pro - PPE 3/26/20	80.00	4/02/2020
97483	UPSIDE INNOVATIONS, LLC	PO# 47127 ADA Ramp for MDR Campground Office	8,926.12	4/02/2020
97482	TURN OUT UNIFORMS, INC.	Multiple:	1,002.87	4/02/2020
97481	TRIF, WHITNEY	Skate Pro - PPE 3/26/20	41.76	4/02/2020
97480	TREE KING, INC.	Multiple:	16,870.00	4/02/2020
97479	STORR TRACTOR CO.	PO# 47643 Snow plow trip frame spare	339.87	4/02/2020
97478	SOLITUDE LAKE MANAGEMENT. LLC	Multiple:	12,540.00	4/02/2020
97477	SLE ICE SKATE COACH, INC.	Skate Pro - PPE 3/26/20	177.48	4/02/2020
97476	SIGNS AND SAFETY DEVICES,LLC	PO# 47560 LBR Two Playground Frozen Signage	276.90	4/02/2020
97475	RIDGEWOOD PRESS	Multiple:	266.00	4/02/2020
97474	RICCA, AIMEE J	Skate Pro - PPE 3/26/20	208.00	4/02/2020
97473	REDICARE LLC	PO# 47518 First Aid Supplies	129.96	4/02/2020
97472	R.M.R. ELEVATOR COMPANY INC	PO# 47457 March Elevator Maintenance	1,179.00	4/02/2020
97471	R & J CONTROL INC	PO# 47592 CC Generator Monitoring	165.00	4/02/2020
97470	PRO ACOUSTICS, LLC	PO# 47522 Equipment for radio system	662.36	4/02/2020
97469	PRAXAIR DISTRIBUTION, INC	PO# 47609 Acetylene #3	39.44	4/02/2020
97468	POWERCO INC.	PO# 47600 Wheel holder for brush hog	81.22	4/02/2020
97467	PORTER LEE CORPORATION	PO# 47521 Annual Software BEAST Evidence sys	965.00	4/02/2020
97466	PLANTAMURA, STEPHANIE	Skate Pro - PPE 3/26/20	76.80	4/02/2020
97465	PESKIN, CARY ANNE	Skate Pro - PPE 3/26/20	41.76	4/02/2020
97464	PERRY, JENNIFER	Skate Pro - PPE 3/26/20	783.00	4/02/2020
97463	ORTOLANI,KATHY	Skate Pro - PPE 3/26/20	522.00	4/02/2020
97462	O'ROURKE, KAITLIN	Skate Pro - PPE 3/26/20	22.00	4/02/2020
97461	O'CONNOR-TOWILL, COLLEEN	Skate Pro - PPE 3/26/20	524.48	4/02/2020
97460	NJ ST ASSOC CHIEFS OF POLICE	PO# 47613 Budgeting for the Police Executive	199.00	4/02/2020
97459	MORRISTOWN LUMBER & SUPPLY CO, LLC	Multiple:	31.78	4/02/2020
97458	MORRIS BRICK COMPANY	PO# 47505 Mulch for the Eger Fern garden	322.05	4/02/2020
97457	MIDDLE VALLEY FARMS	PO# 47604 Hay Delivery	1,910.50	4/02/2020
97456	LIPOWITZ, DAVID	Skate Pro - PPE 3/26/20	40.00	4/02/2020

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Check#	Vendor	Description	Payment	Check Total
97455	LEVITT'S LLC	PO# 47502 Deer repellent and supplies for bo	322.00 4/02/2020	
97454	LAPATKA, JULIE	Skate Pro - PPE 3/26/20	109.62 4/02/2020	
97453	KUBICK, BEVERLY	Skate Pro - PPE 3/26/20	66.00 4/02/2020	
97452	KRINSKY, STACIE	Skate Pro - PPE 3/26/20	192.00 4/02/2020	
97451	KOZE, TAYLOR B	Skate Pro - PPE 3/26/20	1,513.80 4/02/2020	
97450	KOHN-PERRY, ELLEN	Skate Pro - PPE 3/26/20	22.00 4/02/2020	
97449	KLOSE, RENEE	PO# 47653 Refund - 2019 Utility adjustment	236.72 4/02/2020	
97448	KERR, SINEAD	Skate Pro - PPE 3/26/20	192.00 4/02/2020	
97447	JFT SPORTS LLC	Skate Pro - PPE 3/26/20	24.14 4/02/2020	
97446	JERSEY CENTRAL POWER & LIGHT	PO# 47656 Utilities - 3/18/20 To 3/26/20 Acc	20,206.43 4/02/2020	
97445	HELMER, NIKKI	Skate Pro - PPE 3/26/20	376.41 4/02/2020	
97444	HARPER, JACK R.	Skate Pro - PPE 3/26/20	105.15 4/02/2020	
97443	HARPER, HOLLY	Skate Pro - PPE 3/26/20	576.81 4/02/2020	
97442	GZA GEOENVIRONMENTAL TECHNOLOGIES	PO# 47523 Dam O & M Manuals for 15 dams	9,400.00 4/02/2020	
97441	GALLS LLC	PO# 47311 Uniform patches	1,950.00 4/02/2020	
97440	FRENCH & PARRELLO ASSOC., PA	PO# 47665 Great Swamp Boardwalk Alternatives	1,904.00 4/02/2020	
97439	EUROFINS QC, INC	PO# 47562 BVGC Wastewater - Lab Sampling	290.00 4/02/2020	
97438	ENGINEERING & LAND PLANNING ASSOCIA	Multiple:	4,638.65 4/02/2020	
97437	DUTCH VALLEY FOOD DISTRIBUTORS, INC	PO# 47606 Annual Grain Order	541.45 4/02/2020	
97436	DREVITCH'S HOCKEY TECHNIQUES, LLC	Skate Pro - PPE 3/26/20	96.00 4/02/2020	
97435	DELTA DENTAL of NEW JERSEY, INC.	PO# 47662 Dental Premiums - Group ID # 09480	447.90 4/02/2020	
97434	DELTA DENTAL of NEW JERSEY, INC.	PO# 47661 Dental Premiums - Group ID # 09480	930.90 4/02/2020	
97433	DELTA DENTAL INSURANCE CO	PO# 47660 Delta Care USA - Acct. No. Fl-7867	2,470.56 4/02/2020	
97432	CIGNA HEALTH & LIFE INSURANCE COMPA	PO# 47659 CIGNA Health Insurance - January t	1,403,937.42 4/02/2020	
97431	CHIMCO LLC	PO# 47564 Chimney Cleaning - Willows, Farmho	495.00 4/02/2020	
97430	CHILTON, HOWARD	Skate Pro - PPE 3/26/20	118.40 4/02/2020	
97429	CABLEVISION	PO# 47658 TV Service - SVGC	103.13 4/02/2020	
97428	BUTTERWORTH, JULIA	Skate Pro - PPE 3/26/20	22.00 4/02/2020	
97427	BIRD, KATHLEEN	Skate Pro - PPE 3/26/20	598.13 4/02/2020	
97426	BICKENBACH, NICOLE R	Skate Pro - PPE 3/26/20	420.00 4/02/2020	
97425	BH HOCKEY, LLC	Skate Pro - PPE 3/26/20	960.00 4/02/2020	
97424	ATLANTIC SWITCH AND GENERATOR, LLC	PO# 47452 Emergency Generator service PM	112.50 4/02/2020	
97423	ATKINS & NESTER PLUMBING & HEATING,	Multiple:	7,219.42 4/02/2020	
97422	ASK SPORTS, LLC	Multiple:	1,479.32 4/02/2020	
97421	AMERIGAS - CHESTER	PO# 47655 Utilities - 3/18/20 To 3/26/20 Acc	1,503.35 4/02/2020	
97420	ALLIED OIL	PO# 47654 Utilities - 3/18/20 To 3/26/20 Acc	848.55 4/02/2020	
97419	ALL COUNTY RENTAL CENTER	Multiple:	197.72 4/02/2020	
97418	ALBANITO, KIRSTEN	Skate Pro - PPE 3/26/20	36.80 4/02/2020	
97417	ABC SUPPLY CO - MBA #737	PO# 47559 Schooley's - Caulk	20.57 4/02/2020	
97416	THE UPS STORE	PO# 47648 UPS Charges for Book Returns	91.37 3/25/2020	
97415	MORRIS BRICK COMPANY	Multiple:	473.75 3/25/2020	
97414	LOWE'S CREDIT	PO# 47642 FA garden and shop supplies	42.26 3/25/2020	
97413	LEVITT'S LLC	PO# 47641 Agricultural chemicals, fertilizer	1,554.68 3/25/2020	
97412	KINNELON RECREATION	PO# 47621 Refund - Recreation	1,209.60 3/25/2020	
97411	KINNELON BOYS LACROSSE ASSOCIATION	PO# 47622 Refund - Recreation	921.60 3/25/2020	
97410	HANOVER TOWNSHIP SOCCER CLUB INC	PO# 47623 Refund - Recreation	504.00 3/25/2020	
97409	GET OUT GET HEALTHY INC.	PO# 47620 Refund - Recreation	2,988.00 3/25/2020	
97408	FIRE AND SECURITY TECHNOLOGIES	PO# 47640 Alarm Repairs	2,687.50 3/25/2020	
97407	EAGLE POINT GUN SHOP	PO# 47650 ammo for mcpp	9,775.39 3/25/2020	
97406	DIPIETRO, GABE	PO# 47649 Germ Attack 60% Alcohol/ Aloe Vera	270.48 3/25/2020	
97405	CASTLE PRINTING COMPANY	PO# 47647 Visitor Center Exhibit Panels	357.00 3/25/2020	
97404	A.M. LEONARD INC.	PO# 47646 Frelinghuysen garden maintenance s	312.06 3/25/2020	
97403	ZIEGLER, PATRICIA	Skate Pro - PPE 3/12/20	1,994.40 3/18/2020	
97402	YOUNGER, MIRA	Skate Pro - PPE 3/12/20	154.00 3/18/2020	
97401	WINNING TEAMS BY NISSEL LLC	PO# 47379 White Spray Cans for Field Lining	560.00 3/18/2020	
97400	WEST CHESTER MACHINERY & SUPPLY	Multiple:	1,043.95 3/18/2020	
97399	WEITZMAN, MARC	Skate Pro - PPE 3/12/20	472.00 3/18/2020	
97398	WASHINGTON TOWNSHIP M.U.A.	PO# 47591 Utilities - 3/1/20 To 3/17/20 Acce	924.60 3/18/2020	
97397	WARD-MAZZOLLA, SARA	Skate Pro - PPE 3/12/20	20.00 3/18/2020	
97396	WAN, CHRISTOPHER A.	Skate Pro - PPE 3/12/20	113.60 3/18/2020	
97395	VOSS SIGNS, LLC	PO# 47462 Patriots Path Trail Markers	930.00 3/18/2020	
97394	VISUAL COMPUTER SOLUTIONS, INC.	PO# 47341 SaaS Renewal Services - February 2	3,135.00 3/18/2020	
97393	VILLAGE SUPER MARKETS	Multiple:	1,007.68 3/18/2020	

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
97392	VERIZON WIRELESS	PO# 47590 Utilities - 3/1/20 To 3/17/20 Acce	1,937.30 3/18/2020	
97391	VERIZON CONNECT NWF INC.	Multiple:	367.10 3/18/2020	
97390	VERIZON	PO# 47589 Utilities - 3/1/20 To 3/17/20 Acce	219.98 3/18/2020	
97389	VERIZON	PO# 47588 Utilities - 3/1/20 To 3/17/20 Acce	890.04 3/18/2020	
97388	VELISCHEK, RANDOLPH J.	Skate Pro - PPE 3/12/20	768.00 3/18/2020	
97387	VELISCHEK, ALEXANDER	Skate Pro - PPE 3/12/20	128.00 3/18/2020	
97386	VANDERHOFF, HEIDI	Skate Pro - PPE 3/12/20	232.00 3/18/2020	
97385	V.E. RALPH & SON, INC.	PO# 47425 First Aid Supplies	101.75 3/18/2020	
97384	US FIGURE SKATING	PO# 46737 Learn to Skate USA memberships	3,445.00 3/18/2020	
97383	UNIVERSAL SUPPLY GROUP	PO# 47398 Heating unit repair	581.95 3/18/2020	
97382	TURN OUT UNIFORMS, INC.	Multiple:	1,708.97 3/18/2020	
97381	TRIMBOLI & PRUSINOWSKI	PO# 47511 Legal Services - Personnel Matters	600.00 3/18/2020	
97380	TRIF, WHITNEY	Skate Pro - PPE 3/12/20	167.04 3/18/2020	
97379	TREE KING, INC.	Multiple:	59,840.00 3/18/2020	
97378	TREASURER-STATE OF NEW JERSEY	PO# 47569 DCE Elevator Safety -	936.00 3/18/2020	
97377	TRAFx RESEARCH LTD	PO# 47423 March 2020 Purchase (3) Pedestrian	2,660.00 3/18/2020	
97376	TONY LANDI HORSE COBBLER	PO# 47190 Horseshoeing Hobbes	190.00 3/18/2020	
97375	TOMAR INDUSTRIES INC	PO# 47395 Arena battery-powered sweeper	1,888.00 3/18/2020	
97374	TIOGA SOLAR MORRIS COUNTY 1, LLC	PO# 47586 Utilities - 3/1/20 To 3/17/20 Acce	6,997.10 3/18/2020	
97373	THE UPS STORE	PO# 47440 Shipping of alcotest for repair	293.42 3/18/2020	
97372	THE RODGERS GROUP, LLC	PO# 47498 Accreditation policy maintenance a	5,400.00 3/18/2020	
97371	TAC LIFE SYSTEMS LLC	PO# 47339 NarCase	809.73 3/18/2020	
97370	T J'S SPORTWIDE TROPHY	PO# 47340 Plaques for toy drive	239.90 3/18/2020	
97369	SUBURBAN CONSULTING ENGINEERS INC.	PO# 47408 LBR Construction Oversight	465.00 3/18/2020	
97368	STRUNK-ALBERT ENGINEERING	PO# 47333 MSA - Two Power Docking Stations P	200.00 3/18/2020	
97367	STORR TRACTOR CO.	Multiple:	8,620.50 3/18/2020	
97366	STARBUCK, JOJO	Skate Pro - PPE 3/12/20	138.00 3/18/2020	
97365	ST. MARK'S PARISH CYO BASKETBALL	PO# 47544 Refund - Visitor Services	250.00 3/18/2020	
97364	SLE ICE SKATE COACH, INC.	Skate Pro - PPE 3/12/20	865.22 3/18/2020	
97363	SHERWIN-WILLIAMS	Multiple:	776.43 3/18/2020	
97362	SHEAFFER SUPPLY	Multiple:	114.77 3/18/2020	
97361	S M C M U A	PO# 47585 Utilities - 3/1/20 To 3/17/20 Acce	4,675.16 3/18/2020	
97360	RUTGERS, THE STATE UNIVERSITY OF NJ	PO# 47140 Boxwood Sample - Willowood	50.00 3/18/2020	
97359	RUNNING 'S' EQUINE VETERINARY SERVI	PO# 47446 Hobbes Dental Check	240.05 3/18/2020	
97358	ROCKAWAY AUTO RESOURCES, LLC	Multiple:	1,799.64 3/18/2020	
97357	ROBINSON, SAMANTHA JANE	PO# 47519 Dance instructor for Matilda's Tea	300.00 3/18/2020	
97356	ROBERTSON, LINDSAY	PO# 47484 NJRPA Employee Expense Reimburseme	69.31 3/18/2020	
97355	READY REFRESH BY NESTLE	PO# 47528 Lease - Account # 0434655874 - 1/1	638.31 3/18/2020	
97354	RAMAS CLIMATE & REFRIGERATION, LLC	Multiple:	3,414.10 3/18/2020	
97353	R.M.R. ELEVATOR COMPANY INC	PO# 47296 February Elevator Maintenance	1,179.00 3/18/2020	
97352	R & J CONTROL INC	PO# 47297 CC Generator Monitoring	165.00 3/18/2020	
97351	POWERCO INC.	Multiple:	3,603.37 3/18/2020	
97350	POWER PLACE INC	Multiple:	1,839.48 3/18/2020	
97349	PLANTAMURA, STEPHANIE	Skate Pro - PPE 3/12/20	537.60 3/18/2020	
97348	PITNEY BOWES INC.	PO# 47163 1Q20 Leasing fee for mail machine	1,007.61 3/18/2020	
97347	PESKIN, CARY ANNE	Skate Pro - PPE 3/12/20	752.08 3/18/2020	
97346	PERRY, JENNIFER	Skate Pro - PPE 3/12/20	2,589.50 3/18/2020	
97345	PERFORMANCE TRAILERS INC.	Multiple:	217.00 3/18/2020	
97344	PARTRIDGE, LILY	PO# 47543 Refund - Horticulture	250.00 3/18/2020	
97343	PARK UNION LUMBER COMPANY LLC	Multiple:	16,086.96 3/18/2020	
97342	P S E & G CO.	PO# 47584 Utilities - 3/1/20 To 3/17/20 Acce	9,768.33 3/18/2020	
97341	ORTOLANI, KATHY	Skate Pro - PPE 3/12/20	2,386.79 3/18/2020	
97340	OFFICE CONCEPTS GROUP, INC.	Multiple:	366.68 3/18/2020	
97339	OFFICE CONCEPTS GROUP, INC.	Multiple:	880.38 3/18/2020	
97338	O'ROURKE, KAITLIN	Skate Pro - PPE 3/12/20	589.16 3/18/2020	
97337	O'CONNOR-TOWILL, COLLEEN	Skate Pro - PPE 3/12/20	2,479.80 3/18/2020	
97336	NORTHEAST JANITORIAL SUPPLY INC	PO# 47400 Sanitary Supply	735.15 3/18/2020	
97335	NJ DRUG RECOGNITION EXPERTS	PO# 46939 2020 Membership for Sgt. Edward Ko	50.00 3/18/2020	
97334	NJ ADVANCE MEDIA	PO# 47558 Legal advertisement	116.25 3/18/2020	
97333	NILSON, COLIN	PO# 47555 NJRPA Employee Expense Reimburseme	85.61 3/18/2020	
97332	NEW JERSEY-AMERICAN WATER CO.	PO# 47582 Utilities - 3/1/20 To 3/17/20 Acce	173.51 3/18/2020	
97331	NATIONWIDE TRUCK REPAIR CENTER, INC.	PO# 47357 Equipment repair	420.00 3/18/2020	
97330	NAPA AUTO PARTS- CHESTER	PO# 47320 Antifreeze for Willowood	19.98 3/18/2020	

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
97329	N.J. NATURAL GAS COMPANY	PO# 47583 Utilities - 3/1/20 To 3/17/20 Acce	5,592.70 3/18/2020	
97328	MSC INDUSTRIAL SUPPLY CO. INC.	Multiple:	427.68 3/18/2020	
97327	MOUNT ARLINGTON, BORO OF	PO# 47574 Utilities - 3/1/20 To 3/17/20 Acce	4,864.80 3/18/2020	
97326	MORRISTOWN LUMBER & SUPPLY CO, LLC	Multiple:	418.93 3/18/2020	
97325	MORRIS, TOWNSHIP OF	PO# 47587 Utilities - 3/1/20 To 3/17/20 Acce	3,736.26 3/18/2020	
97324	MORRIS COUNTY M.U.A	PO# 47581 Utilities - 3/1/20 To 3/17/20 Acce	782.60 3/18/2020	
97323	MONTGOMERY, GWEN	PO# 47527 Tea Party and Photo Contest HEC	112.31 3/18/2020	
97322	MIDDLE VALLEY FARMS	PO# 47375 Hay for animals	975.00 3/18/2020	
97321	MCKEOWN, LINDA L.	Skate Pro - PPE 3/12/20	379.20 3/18/2020	
97320	McELROY,DEUTSCH,MULVANEY&CARPENTER	PO# 47513 Legal Services - February	10,595.56 3/18/2020	
97319	MAYEKAWA USA INC.	PO# 47402 Major Overhadl MYCOM Reciprocating	21,273.30 3/18/2020	
97318	MACMILLAN, HALEY	Skate Pro - PPE 3/12/20	95.00 3/18/2020	
97317	M.C. FARMS INC	Multiple:	83.20 3/18/2020	
97316	LOWE'S CREDIT	Multiple:	279.13 3/18/2020	
97315	LOWE'S CREDIT	Multiple:	1,570.12 3/18/2020	
97314	LORCO PETROLEUM SERVICES	PO# 47430 Waste oil removal	50.00 3/18/2020	
97313	LIFE SAFETY SERVICE & SUPPLY LLC	PO# 47405 Annual Inspection of Emergency Lig	1,000.00 3/18/2020	
97312	LEVITTS PLANT FOOD SUPPLY	PO# 47321 Deer Repellant and Stakes for Will	535.50 3/18/2020	
97311	LEVITT'S LLC	PO# 47186 Insecticide and Flagging Tape	272.78 3/18/2020	
97310	LAPATKA, JULIE	Skate Pro - PPE 3/12/20	647.29 3/18/2020	
97309	KUIKEN BROTHERS CO. INC.	Multiple:	1,928.36 3/18/2020	
97308	KUBICK, BEVERLY	Skate Pro - PPE 3/12/20	920.50 3/18/2020	
97307	KRINSKY, STACIE	Skate Pro - PPE 3/12/20	800.00 3/18/2020	
97306	KOZE, TAYLOR B	Skate Pro - PPE 3/12/20	2,127.90 3/18/2020	
97305	KOUROEDOV, VIATCHESLAV	Skate Pro - PPE 3/12/20	192.00 3/18/2020	
97304	KOHN-PERRY, ELLEN	Skate Pro - PPE 3/12/20	132.00 3/18/2020	
97303	JULOT, BARCLEY	PO# 47565 Reimbursement - Finger printing co	42.80 3/18/2020	
97302	JONES, STEVEN T.	Skate Pro - PPE 3/12/20	220.00 3/18/2020	
97301	JFT SPORTS LLC	Skate Pro - PPE 3/12/20	338.00 3/18/2020	
97300	JERSEY CENTRAL POWER & LIGHT	PO# 47580 Utilities - 3/1/20 To 3/17/20 Acce	8,714.86 3/18/2020	
97299	J. HARRIS ACADEMY OF POLICE	Multiple:	1,492.00 3/18/2020	
97298	INTERSTATE WASTE SERVICES	PO# 47579 Utilities - 3/1/20 To 3/17/20 Acce	4,907.93 3/18/2020	
97297	IDEAL TILE AND STONE OF FAIRFIELD	PO# 47304 Schooley's-floor tile	279.99 3/18/2020	
97296	ICE BUILDERS SUPPLY INC.	PO# 47397 Goal frames & netting	1,570.00 3/18/2020	
97295	HUDSON VALLEY DOOR AND HARDWARE	PO# 47414 Mennen's-classroom locks	633.00 3/18/2020	
97294	HUDSON VALLEY DOOR AND HARDWARE	Multiple:	2,742.00 3/18/2020	
97293	HOFFMAN SERVICES INC.	PO# 47279 Mechanic lift inspection/service	1,401.89 3/18/2020	
97292	HELMER, NIKKI	Skate Pro - PPE 3/12/20	2,260.65 3/18/2020	
97291	HARTLEY-KONG, ALLISON	PO# 47563 Conference Reimbursement - Rightfu	33.00 3/18/2020	
97290	HARPER, JACK R.	Skate Pro - PPE 3/12/20	1,060.05 3/18/2020	
97289	HARPER, HOLLY	Skate Pro - PPE 3/12/20	2,358.45 3/18/2020	
97288	HARMONY TREE CARE, LLC	PO# 47426 Central Park Ash Removal	18,241.50 3/18/2020	
97287	HANOVER SEWERAGE AUTHORITY	PO# 47578 Utilities - 3/1/20 To 3/17/20 Acce	1,633.76 3/18/2020	
97286	HANDYMAN'S	PO# 47494 Gasket & float	25.33 3/18/2020	
97285	GRAY SUPPLY CORP	PO# 47183 Utility Kubota - Central Park Trac	292.14 3/18/2020	
97284	GRAINGER	Multiple:	491.75 3/18/2020	
97283	GENERATIONS SERVICES INC.	Multiple:	14,706.14 3/18/2020	
97282	GENERAL SALES ADMINISTRATION,INC.	PO# 46990 Vehicle weapon racks	2,144.40 3/18/2020	
97281	GENERAL PLUMBING SUPPLY	Multiple:	376.50 3/18/2020	
97280	GATES FLAG & BANNER, CO.	PO# 47399 Arena flags	652.80 3/18/2020	
97279	GARDEN STATE LABORATORIES INC.	Multiple:	1,575.00 3/18/2020	
97278	GARDEN STATE GARDENS	PO# 47326 Memberships for FA, BB, and WW	300.00 3/18/2020	
97277	GARDEN STATE ENVIRONMENTAL INC.	PO# 47257 Tubbs House Mold Testing	1,475.21 3/18/2020	
97276	FUN EXPRESS	PO# 47323 St. Patrick's Day supplies HEC	177.66 3/18/2020	
97275	FRIENDS OF HISTORIC SPEEDWELL	Multiple:	564.94 3/18/2020	
97274	FOLEY, INC.	PO# 47456 Additional rental period	13,204.00 3/18/2020	
97273	FLORHAM PARK SEWERAGE AUTHORIT	PO# 47577 Utilities - 3/1/20 To 3/17/20 Acce	1,176.43 3/18/2020	
97272	FIRE FIGHTERS EQUIPMENT CO. INC.	PO# 47259 Hedden-hose adapter	38.00 3/18/2020	
97271	FIRE AND SECURITY TECHNOLOGIES	Multiple:	2,520.00 3/18/2020	
97270	FILIPOWSKI, JUSTIN	PO# 47491 Reimbursement for artifact purchas	38.13 3/18/2020	
97269	FARLEY, DIANE	PO# 47489 Willowood & Bamboo Brook Cleaning	335.00 3/18/2020	
97268	EUROFINS QC, INC	PO# 47275 BVGC MWs - Field & Lab Sampling	848.40 3/18/2020	
97267	ESSEX LOCKSMITHS	PO# 47201 Skate rental door repair	465.00 3/18/2020	

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
97266	DREVITCH'S HOCKEY TECHNIQUES, LLC	Skate Pro - PPE 3/12/20	48.00 3/18/2020	
97265	DODDY, ADRIENNE K	Skate Pro - PPE 3/12/20	1,920.00 3/18/2020	
97264	DIRECT ENERGY BUSINESS	PO# 47576 Utilities - 3/1/20 To 3/17/20 Acce	15,191.09 3/18/2020	
97263	DIGIRALOMO, CHRISTIAN	PO# 47488 CPR Instructor Videos and Batterie	115.83 3/18/2020	
97262	DELTA DENTAL of NEW JERSEY, INC.	PO# 47549 Dental Premiums - Group ID # 09480	670.74 3/18/2020	
97261	DELL COMPUTER LP	PO# 47220 Toner for C.Villar	161.49 3/18/2020	
97260	DE LAGE LANDEN FINANCIAL SERVICE	PO# 47478 Contract 25379803 - Park Police	1,270.00 3/18/2020	
97259	DATA TECHNOLOGY SYSTEMS	PO# 47409 Copper Plant Labels	824.00 3/18/2020	
97258	DAILY RECORD	PO# 47552 Legal Ad - Res. 28-20 - Nisivocca	12.47 3/18/2020	
97257	CY DRAKE LOCKSMITH	Multiple:	315.87 3/18/2020	
97256	COUNTRY FEED & GRAIN, LLC	Multiple:	681.64 3/18/2020	
97255	COOPER ELECTRIC SUPPLY CO.	Multiple:	563.67 3/18/2020	
97254	CONNOLLY & HICKEY HISTORICAL ARCHIT	PO# 47228 Plans and Specs for Waterwheel	8,190.00 3/18/2020	
97253	COLORBLEND WHOLESALE FLOWERBULBS	PO# 47145 Spring Bulbs for Willowood	100.00 3/18/2020	
97252	CLEAN MATS	PO# 47338 Mat services - February 2020	120.00 3/18/2020	
97251	CHILTON, HOWARD	Skate Pro - PPE 3/12/20	591.20 3/18/2020	
97250	CHEN, YIRONG	PO# 47545 Refund - Horticulture	250.00 3/18/2020	
97249	CHELTON, COLIN	Skate Pro - PPE 3/12/20	34.80 3/18/2020	
97248	CHAPLICK, DENISE	PO# 47540 APA NJ Chapter Dues	90.00 3/18/2020	
97247	CENTURYLINK	PO# 47575 Utilities - 3/1/20 To 3/17/20 Acce	390.57 3/18/2020	
97246	CDW GOVERNMENT INC.	Multiple:	5,005.97 3/18/2020	
97245	CASTNERS	PO# 47470 Tracy House-8"X10"X8' Oak	93.33 3/18/2020	
97244	CARGORAXX	PO# 47482 Trunk mount organizers; extinguish	869.80 3/18/2020	
97243	CABLEVISION LIGHTPATH, INC.	PO# 47548 Phone Services March 2020	3,645.13 3/18/2020	
97242	CABLEVISION LIGHTPATH, INC.	PO# 47547 Internet Service - Acct. 53408 -	1,408.72 3/18/2020	
97241	CABLEVISION LIGHTPATH, INC.	PO# 47546 Internet - Account # 53446	2,269.90 3/18/2020	
97240	CABLEVISION	PO# 47567 TV Service - PBGC	117.37 3/18/2020	
97239	CABLEVISION	PO# 47542 TV Service - Mennen Sports Arena	164.84 3/18/2020	
97238	BUTTERWORTH, JULIA	Skate Pro - PPE 3/12/20	873.98 3/18/2020	
97237	BUTLER, BOROUGH OF	PO# 47573 Utilities - 3/1/20 To 3/17/20 Acce	269.09 3/18/2020	
97236	BOBCAT OF CENTRAL JERSEY	PO# 47258 Equipment parts	98.79 3/18/2020	
97235	BIRD, KATHLEEN	Skate Pro - PPE 3/12/20	1,498.96 3/18/2020	
97234	BILLY CASPER GOLF, LLC	PO# 46971 Management Fee - Year 4	23,346.00 3/18/2020	
97233	BICKENBACH, NICOLE R	Skate Pro - PPE 3/12/20	946.80 3/18/2020	
97232	BH HOCKEY, LLC	Skate Pro - PPE 3/12/20	792.00 3/18/2020	
97231	BERKSHIRE GOLF MANAGEMENT, LLC	PO# 47568 2020 March Funding Request	300,000.00 3/18/2020	
97230	BARSDSELL-ALSWANG, KAY	Skate Pro - PPE 3/12/20	557.60 3/18/2020	
97229	AUMICK, KIM	PO# 47593 Refund - Visitor Services	250.00 3/18/2020	
97228	ATLANTIC TOMORROWS OFFICE	PO# 47429 COPIES - 12/1/19 - 2/29/20 - CONT	7.55 3/18/2020	
97227	ATKINS & NESTER PLUMBING & HEATING,	Multiple:	10,466.45 3/18/2020	
97226	ASK SPORTS, LLC	Multiple:	5,027.08 3/18/2020	
97225	AQUARIUS SUPPLY, INC.	PO# 47205 Irrigation supplies for the Eger F	111.97 3/18/2020	
97224	AMERIGAS - CHESTER	PO# 47571 Utilities - 3/1/20 To 3/17/20 Acce	7,092.76 3/18/2020	
97223	AMERICAN DANCE, LLC	Skate Pro - PPE 3/12/20	66.42 3/18/2020	
97222	AMAZON.COM	Multiple:	446.43 3/18/2020	
97221	ALLIED OIL	PO# 47570 Utilities - 3/1/20 To 3/17/20 Acce	9,628.63 3/18/2020	
97220	ALLIANCE COMMERCIAL	PO# 47458 Pest Control	65.00 3/18/2020	
97219	ALLEN PAPER & SUPPLY CO	Multiple:	362.92 3/18/2020	
97218	ALL COUNTY RENTAL CENTER	PO# 47277 Chainsaw chain/bar	150.48 3/18/2020	
97217	ALBANITO, KIRSTEN	Skate Pro - PPE 3/12/20	128.80 3/18/2020	
97216	AGWAY MORRISTOWN	Multiple:	259.33 3/18/2020	
97215	AAA FACILITY SOLUTIONS, LLC	PO# 47387 Cleaning Services for March 2020	2,450.00 3/18/2020	
97214	A T & T	PO# 47572 Utilities - 3/1/20 To 3/17/20 Acce	12.49 3/18/2020	
2020022001	MCPC PAYROLL ACCOUNT	Payroll 6	491,657.97 3/20/2020	
97213	MCSSIHL	PO# 47436 HOCKEY GAMES - ADMISSIONS - FEBRUA	23,340.00 3/11/2020	
97212	FLAGSHIP DENTAL PLANS	PO# 47447 Dental Premium - Group ID # 1298	696.96 3/11/2020	
97211	COUNTY OF MORRIS	PO# 47499 2020 PERS	1,069,759.76 3/11/2020	
97210	COUNTY OF MORRIS	PO# 47496 2020 PFRS	609,369.00 3/11/2020	
97209	COMCAST	PO# 47477 Internet Service - Cooper Mill	149.57 3/11/2020	
97208	COMCAST	PO# 47449 Internet Service - Lewis Morris Pa	109.57 3/11/2020	
97207	CABLEVISION	PO# 47448 TV Service - BVGC	114.54 3/11/2020	
97206	ALPINE TREE SERVICES	PO# 47487 Refund - Visitor Services	134.00 3/11/2020	
2020030601	MCPC PAYROLL ACCOUNT	Payroll 5	465,818.00 3/06/2020	

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
97205	ZIMMERMAN, LORI R.	Skate Pro - PPE 2/27/20	198.00 3/04/2020	
97204	ZIEGLER, PATRICIA	Skate Pro - PPE 2/27/20	1,480.00 3/04/2020	
97203	YOUNGER, MIRA	Skate Pro - PPE 2/27/20	198.00 3/04/2020	
97202	WEST CHESTER MACHINERY & SUPPLY	Multiple:	7,490.00 3/04/2020	
97201	WEITZMAN, MARC	Skate Pro - PPE 2/27/20	384.00 3/04/2020	
97200	WEINER LAW GROUP LLP	PO# 47222 MCPC Harrassment Claim 1-17-20	711.00 3/04/2020	
97199	WARD-MAZZOLLA, SARA	Skate Pro - PPE 2/27/20	50.00 3/04/2020	
97198	WAN, CHRISTOPHER A.	Skate Pro - PPE 2/27/20	60.00 3/04/2020	
97197	VELISCHEK, RANDOLPH J.	Skate Pro - PPE 2/27/20	448.00 3/04/2020	
97196	VANDERHOFF, HEIDI	Skate Pro - PPE 2/27/20	20.00 3/04/2020	
97195	TSUJ CORPORATION	PO# 47334 MSA Installation of twoDocking Sta	9,803.86 3/04/2020	
97194	TRIF, WHITNEY	Skate Pro - PPE 2/27/20	97.44 3/04/2020	
97193	TRI STATE/ACE KNIFE GRINDING	PO# 47202 Knife sharpening	580.00 3/04/2020	
97192	TREE KING, INC.	PO# 47171 Tree Removal - various	11,005.00 3/04/2020	
97191	TREASURER-STATE OF NEW JERSEY	PO# 47371 Pesticide License Application	30.00 3/04/2020	
97190	TRANE COMPANY	PO# 46415 Rink 1 RTU parts	36.68 3/04/2020	
97189	TONY SANCHEZ LTD	PO# 47155 Hedden - New tarp, Truck # 8-6	911.24 3/04/2020	
97188	TONY LANDI HORSE COBBLER	PO# 47231 Shoes for Park Police Horses	2,140.00 3/04/2020	
97187	TIOGA SOLAR MORRIS COUNTY 1, LLC	PO# 47369 Utilities - 2/15/20 To 2/29/20 Acc	5,521.01 3/04/2020	
97186	TILLEY, LINDSAY	Skate Pro - PPE 2/27/20	818.05 3/04/2020	
97185	STRUNK-ALBERT ENGINEERING	PO# 47177 Two Power Docking Sta Pay App #15	600.00 3/04/2020	
97184	SOLOMINE, PETER JR.	PO# 47313 Reimbursement - Finger printing co	42.80 3/04/2020	
97183	SLE ICE SKATE COACH, INC.	Skate Pro - PPE 2/27/20	842.29 3/04/2020	
97182	SHERWIN-WILLIAMS	PO# 47176 BVGC-paint/SVGC-paint	258.89 3/04/2020	
97181	SHEAFFER SUPPLY	PO# 47170 Tracy's-wire brush/Hedden-plow bol	87.34 3/04/2020	
97180	RICCIARDI BROTHERS INC.	PO# 47169 Fosterfields-redwood stain	47.99 3/04/2020	
97179	RANDOLPH TOWNSHIP	PO# 47368 Utilities - 2/15/20 To 2/29/20 Acc	165.20 3/04/2020	
97178	RAMAS CLIMATE & REFRIGERATION, LLC	PO# 47162 HVAC	37.50 3/04/2020	
97177	RACK, TIMOTHY	PO# 47388 NJRPA Conference Reimbursement	60.00 3/04/2020	
97176	R & J CONTROL INC	PO# 47161 CC Generator	590.00 3/04/2020	
97175	PRIMO INSULATION, LLC	PO# 46797 Refrigeration rink pump # 2	1,850.00 3/04/2020	
97174	PLANTAMURA, STEPHANIE	Skate Pro - PPE 2/27/20	268.80 3/04/2020	
97173	PESKIN, CARY ANNE	Skate Pro - PPE 2/27/20	646.56 3/04/2020	
97172	PERRY, JENNIFER	Skate Pro - PPE 2/27/20	2,246.10 3/04/2020	
97171	PARK UNION LUMBER COMPANY LLC	PO# 47168 Seaton Hackney-1/4 round molding	61.44 3/04/2020	
97170	P S E & G CO.	PO# 47367 Utilities - 2/15/20 To 2/29/20 Acc	11,161.22 3/04/2020	
97169	ORTOLANI,KATHY	Skate Pro - PPE 2/27/20	2,662.90 3/04/2020	
97168	OFFICE CONCEPTS GROUP, INC.	Multiple:	302.38 3/04/2020	
97167	O'ROURKE, KAITLIN	Skate Pro - PPE 2/27/20	548.49 3/04/2020	
97166	O'CONNOR-TOWILL, COLLEEN	Skate Pro - PPE 2/27/20	2,568.83 3/04/2020	
97165	NJ STATE LEAGUE OF	PO# 47263 Job Advertisement for Skilled Trad	115.00 3/04/2020	
97164	NJ ADVANCE MEDIA	PO# 47302 RFQ #205 201-20 - Architectural Se	88.35 3/04/2020	
97163	MRC INC.	PO# 44835 (1) RCP Shelter	59,256.25 3/04/2020	
97162	MORRIS COUNTY OVERHEAD DOOR CO	PO# 47157 Hedden - New garage door motor	2,880.00 3/04/2020	
97161	MORRIS COUNTY M.U.A	PO# 47366 Utilities - 2/15/20 To 2/29/20 Acc	1,204.55 3/04/2020	
97160	MONTGOMERY, GWEN	PO# 47327 Branching Out HEC	53.33 3/04/2020	
97159	MOE DISTRIBUTORS INC.	PO# 46863 300- door repair parts	44.00 3/04/2020	
97158	MIDDLE VALLEY FARMS	PO# 47149 Hay for Animals	1,287.00 3/04/2020	
97157	MCKEOWN, LINDA L.	Skate Pro - PPE 2/27/20	466.45 3/04/2020	
97156	MARKT, TIMOTHY	PO# 47381 NJRPA Conference - Atlantic Ciy -	138.72 3/04/2020	
97155	M1 SECURED STORAGE SYSTEMS, INC.	PO# 45907 Secure storage equipment	1,879.00 3/04/2020	
97154	LOWE'S CREDIT	Multiple:	4,108.54 3/04/2020	
97153	LIPOWITZ, DAVID	Skate Pro - PPE 2/27/20	227.20 3/04/2020	
97152	LIMONCELLO PRODUCTIONS LLC	PO# 47348 Refund - Visitor Services	250.00 3/04/2020	
97151	LAPATKA, JULIE	Skate Pro - PPE 2/27/20	862.06 3/04/2020	
97150	LANZA, DENISE	PO# 47370 NJRPA Conference reimbursement - H	441.01 3/04/2020	
97149	KUBICK, BEVERLY	Skate Pro - PPE 2/27/20	1,206.25 3/04/2020	
97148	KRINSKY, STACIE	Skate Pro - PPE 2/27/20	688.00 3/04/2020	
97147	KOZE, TAYLOR B	Skate Pro - PPE 2/27/20	2,742.00 3/04/2020	
97146	KOURODOV, VIATCHESLAV	Skate Pro - PPE 2/27/20	288.00 3/04/2020	
97144	KOHN-PERRY, ELLEN	Skate Pro - PPE 2/27/20	88.00 3/04/2020	
97143	KIRBERGER, GAIL	PO# 47288 Refund - Visitor Services	250.00 3/04/2020	
97142	JONES, STEVEN T.	Skate Pro - PPE 2/27/20	120.00 3/04/2020	

List of Bills - CENTRALIZED DISBURSEMENT ACCOUNT

Check#	Vendor	Description	Payment	Check Total
97141	JFT SPORTS LLC	Skate Pro - PPE 2/27/20	338.00 3/04/2020	
97140	JERSEY CENTRAL POWER & LIGHT	PO# 47365 Utilities - 2/15/20 To 2/29/20 Acc	22,453.17 3/04/2020	
97139	IACP	PO# 47166 Active Dues 1/1/2020-12/31/2020	190.00 3/04/2020	
97138	HELMER, NIKKI	Skate Pro - PPE 2/27/20	2,444.79 3/04/2020	
97137	HARPER, JACK R.	Skate Pro - PPE 2/27/20	777.80 3/04/2020	
97136	HARPER, HOLLY	Skate Pro - PPE 2/27/20	2,461.06 3/04/2020	
97135	GENERATIONS SERVICES INC.	Multiple:	22,189.98 3/04/2020	
97134	FUN EXPRESS	PO# 46896 Wreaths for Horticultural Therapy	102.98 3/04/2020	
97133	FRIENDS OF HISTORIC SPEEDWELL	Multiple:	345.00 3/04/2020	
97132	FRENCH & PARRELLO ASSOC., PA	PO# 47164 Doe Meadow Design Invoice	5,900.75 3/04/2020	
97131	FLORHAM PARK, BOROUGH OF	PO# 47364 Utilities - 2/15/20 To 2/29/20 Acc	123.78 3/04/2020	
97130	ENGINEERING & LAND PLANNING ASSOCIA	PO# 47255 EL&P Final Invoice - Columbia Trai	2,500.00 3/04/2020	
97129	EARTHWORKS, INC.	PO# 47286 Earthworks FA Trails Project - Pa	60,438.46 3/04/2020	
97128	DIGIRALOMO, CHRISTIAN	PO# 47337 Supplies for Patrol Room upgrade	93.93 3/04/2020	
97127	DELTA DENTAL of NEW JERSEY, INC.	PO# 47291 Dental Premiums - Group ID # 09480	447.90 3/04/2020	
97126	DELTA DENTAL of NEW JERSEY, INC.	PO# 47290 Dental Premiums - Group ID # 09480	930.90 3/04/2020	
97125	DELTA DENTAL INSURANCE CO	PO# 47346 Delta Care USA - Acct. No. FL-7867	2,423.45 3/04/2020	
97124	DAILY RECORD	PO# 47272 RFQ 201-20 - ARCHITECTURAL SERVICE	30.10 3/04/2020	
97123	COVINGTON, TIMOTHY JOSEPH	Skate Pro - PPE 2/27/20	160.00 3/04/2020	
97122	COUNTRY FEED & GRAIN, LLC	PO# 47174 Pro Elite Sr and Delivery Charge	362.50 3/04/2020	
97121	CHILTON, HOWARD	Skate Pro - PPE 2/27/20	606.40 3/04/2020	
97120	CHELTON, COLIN	Skate Pro - PPE 2/27/20	34.80 3/04/2020	
97119	CABLEVISION	PO# 47347 TV Service - SVGC	103.13 3/04/2020	
97118	CABLEVISION	PO# 47289 TV Service - PBGC	117.37 3/04/2020	
97117	BUTTERWORTH, JULIA	Skate Pro - PPE 2/27/20	166.30 3/04/2020	
97116	BIRD, KATHLEEN	Skate Pro - PPE 2/27/20	1,898.60 3/04/2020	
97115	BICKENBACH, NICOLE R	Skate Pro - PPE 2/27/20	940.00 3/04/2020	
97114	BIASE, KRISTIN	PO# 47389 NJRPA Conference Reimbursement	1,015.03 3/04/2020	
97113	BARSDSELL-ALSWANG, KAY	Skate Pro - PPE 2/27/20	858.00 3/04/2020	
97112	ATLANTIC TACTICAL INC.	PO# 47152 Magpuls	649.10 3/04/2020	
97111	ASSOCIATED WATER CONDITIONERS	PO# 47273 Evaporative condensers & chemicals	748.00 3/04/2020	
97110	ASK SPORTS, LLC	Multiple:	5,704.57 3/04/2020	
97109	AQUARIUS SUPPLY, INC.	PO# 47133 Supplies for the Eger Fern garden	31.59 3/04/2020	
97108	AMAZON.COM	PO# 47274 Office & Lake supplies	746.95 3/04/2020	
97107	ALLISON, CATHERINE	PO# 47372 Materials for Soap Making Workshop	87.90 3/04/2020	
97106	ALLEN PAPER & SUPPLY CO	PO# 47200 Plastic Garbage Bags for Cultural	222.74 3/04/2020	
97105	ALBANITO, KIRSTEN	Skate Pro - PPE 2/27/20	73.60 3/04/2020	
2020022101	MCPC PAYROLL ACCOUNT	Payroll 4	468,985.70 2/21/2020	

			5,680,299.32	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 60 Operating	5,266,266.80	3,059.89	5,269,326.69
Fund 62 Grant	19,539.83	321.83	19,861.66
Fund 66 Park Improvement Trust	378,625.95	23,290.00	401,915.95
Fund 68 Park Trust	15,866.74		15,866.74
BILLS LIST TOTALS			5,680,299.32
		26,671.72	5,706,971.04
			=====

Morris County Park Commission
List of Bills - Park Capital (Fund 64)

<u>DATE</u>	<u>PO#</u>	<u>CHECK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3/11/2020	203061	2709	WATCHGUARD, INC.	(3) 4RE Standard DVR In-Car Camera System	16,389.00	
3/25/2020	214892	2710	EARTHWORKS, INC	Trail Rehabilitation at the Frelinghuysen	29,034.03	
3/25/2020	215191	2711	FRENCH & PARRELLO ASSOCIATES	Greystone Gravel Lot Fee - Res#22-19 (RPF20	1,215.00	
3/25/2020	203052	2712	STORR TRACTOR CO.	Case/IH Farmall 75C 4WD Tractor w/ Factory	43,638.35	
3/25/2020	203053	2712	STORR TRACTOR CO.	Alam Interstater Right Side Mounted Flail	33,007.90	76,646.25
4/02/2020	206837	2713	BEYER CHRYSLER JEEP	Marketing - 2019 Chrysler Pacifica	28,582.63	
4/02/2020	215991	2714	EARTHWORKS, INC	Trail Rehabilitation at the Frelinghuysen	16,297.32	
4/02/2020	215148	2715	PERFORMANCE TRAILERS INC.	Park Maintenance - Trailers	11,450.00	
4/02/2020	202831	2716	STORR TRACTOR CO.	Lely HR Spreader - Equipped w/ 3-point hitch	3,995.00	
Total for Park Capital					183,609.23	

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 33-20

BE IT RESOLVED, by the Morris County Park Commission on this 14th day of April, 2020, that:

1. Prior to the conclusion of this regular meeting of the Morris County Park Commission, which regular meeting has been opened to the public, the Morris County Park Commission shall meet in Executive Session, from which the public shall be excluded, to discuss personnel matters, land acquisition, and report of counsel, as permitted pursuant to N.J.S.A. 10:4-12 (5), (6), (7), and (8), the pertinent provisions of the "Open Public Meetings Act."
2. The time when the matters discussed pursuant to paragraph #1 hereof can be disclosed to the public is as soon as practicable after the final resolution of the aforesaid matters.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 34-20

BE IT RESOLVED, by the Morris County Park Commission on this 14th day of April, 2020, that the following resolutions be adopted in the form attached:

Resolution Nos.

Resolution No. 35-20 through Resolution No. 49-20

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 35-20

WHEREAS, Pursuant to N.J.S.A. 40A:11-3(c) and 18A:18A-3(b), the State Treasurer of the State of New Jersey has exercised his authority to adjust the bid thresholds for awarding contracts for entities governed by the Local Public Contracts Law N.J.S.A. 40A:11-1 and 18A-18A, and

WHEREAS, effective July 1, 2015, the bid threshold for contracting units whose purchasing agents possess a Qualified Purchasing Agent (QPA) certificate awarded by the Division of Local Government Services was increased from \$36,000.00 to \$40,000.00, and the new quote threshold for local units with a QPA is \$6,000.00, and

WHEREAS, local units that do not have a QPA-certified purchasing agent remain subject to the \$17,500.00 minimum bid threshold with a corresponding quote threshold of \$2,625.00, and

WHEREAS, N.J.S.A. 40A:11-3 and N.J.S.A. 40A:11-4.3 permits an increase in the bid threshold when a Qualified Purchasing Agent is appointed as well as granting the Qualified Purchasing Agent authorization to negotiate and award such contracts below the bid threshold, and

WHEREAS, N.J.A.C.A 5:34-5 et seq. established the criteria for certification as a Qualified Purchasing Agent, and

WHEREAS, the Local Public Contracts Law also requires that the Government Agency designate an appropriate employee to be the Public Agency Compliance Officer, and

WHEREAS, pursuant to N.J.S.A. 40A:11-9(g) the Morris County Park Commission can designate a Qualified Purchasing Agent for a period of one year until certification requirements are met to become the Qualified Purchasing Agent, and

WHEREAS, as of April 1, 2020 Richard Vitale shall be designated as the Morris County Park Commission's Purchasing Manager/Qualified Purchasing Agent with the experience and training appropriate to meet the responsibilities of the Public Agency Compliance Officer in accordance with the Local Public Contracts Law, **NOW THEREFORE**

BE IT RESOLVED, that the Morris County Park Commission, in the County of Morris, in the State of New Jersey hereby will retain its public bid threshold at \$40,000.00, consistent with the level in effect in the County of Morris, and

BE IT FURTHER RESOLVED, that the Morris County Park Commission hereby confirms the appointment Richard Vitale as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), and N.J.S.A. 40A:11-9 with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit, as well as to function as the designated Public Agency Compliance Officer in accordance with the provisions of N.J.A.C. 17:27-3.2

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 36-20

WHEREAS, the County of Morris has directed that the Departments and Agencies of the County Government are to prepare and submit proposed 2020 Operating Budget to the County Administrator, and

WHEREAS, budget proposals were prepared by staff and reviewed by the Executive Director and the Finance Division as well as by the Finance Committee, County Treasurer and County Budget Director, and

WHEREAS, copies of the Morris County Park Commission's Proposed 2020 Operating Budget were reviewed by the Park Commission Finance Committee, and the County Budget Sub-Committee, and

WHEREAS, the Finance Committee recommends submission of the attached 2020 Operating Budget to the Board of Chosen Freeholders, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 14th day of April, 2020 that the Morris County Park Commission's Proposed 2020 Operating Budget projecting total expenses of \$31,202,382.00 offset by \$14,097,570 in anticipated operating revenues; \$2,884,000.00 from an allocation from the Park Commission Operating Fund Balance, \$645,812.00 from cancelled 2019 appropriation reserves, and \$13,675,000.00 from County tax appropriation be and hereby is approved, and that the Executive Director is directed to submit this proposed operating budget document to the Morris County Administrator's Office for consideration by the Board of Chosen Freeholders.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

**Morris County Park Commission
2020 Operating Budget
Summary Grand Total**

		2018 Budget	2019 Budget	2020 Budget	\$ Change Increase / (DECREASE)	% Change Increase / (DECREASE)
Salary & Wages Total:		\$ 12,373,347.00	\$ 12,587,293.00	\$ 12,442,487.00	\$ (144,806.00)	-1.15%
Operating Other Expenses:						
105	Administration	\$ 8,808,904.00	\$ 8,960,396.00	\$ 9,112,629.00	\$ 152,233.00	1.70%
106	Visitor Services	\$ 206,486.00	\$ 214,689.00	\$ 208,689.00	\$ (6,000.00)	-2.79%
108	Development	\$ 15,985.00	\$ 16,611.00	\$ 16,611.00	\$ -	0.00%
109	Information Technology Services	\$ 206,050.00	\$ 205,000.00	\$ 185,000.00	\$ (20,000.00)	-9.76%
110	Buildings and Construction	\$ 467,400.00	\$ 477,400.00	\$ 452,400.00	\$ (25,000.00)	-5.24%
115	Engineering	\$ 32,145.00	\$ 34,339.00	\$ 33,339.00	\$ (1,000.00)	-2.91%
125	Historic Sites	\$ 176,986.00	\$ 178,010.00	\$ 178,010.00	\$ -	0.00%
135	Lee's County Park Marina	\$ 82,581.00	\$ 81,444.00	\$ 81,444.00	\$ -	0.00%
140	Park Maintenance	\$ 721,029.00	\$ 724,845.00	\$ 717,605.00	\$ (7,240.00)	-1.00%
141	Horticulture	\$ 252,508.00	\$ 255,532.00	\$ 222,032.00	\$ (33,500.00)	-13.11%
145	Mennen Sports Arena	\$ 1,946,893.00	\$ 2,009,963.00	\$ 1,949,963.00	\$ (60,000.00)	-2.99%
150	Horticulture Education	\$ 83,845.00	\$ 86,905.00	\$ 80,470.00	\$ (6,435.00)	-7.40%
152	Environmental Education	\$ 67,537.00	\$ 71,329.00	\$ 66,798.00	\$ (4,531.00)	-6.35%
153	Natural Resources	\$ 31,940.00	\$ 32,350.00	\$ 32,350.00	\$ -	0.00%
155	Park Police	\$ 309,205.00	\$ 313,855.00	\$ 306,855.00	\$ (7,000.00)	-2.23%
12X	Flanders Valley Golf Course/Shop	\$ 1,800,154.00	\$ 1,874,132.00	\$ 1,901,844.00	\$ 27,712.00	1.48%
16X	Pinch Brook Golf Course/Shop	\$ 941,382.00	\$ 966,067.00	\$ 962,132.00	\$ (3,935.00)	-0.41%
18X	Sunset Valley Golf Course/Shop	\$ 1,022,469.00	\$ 1,019,897.00	\$ 1,027,432.00	\$ 7,535.00	0.74%
18X	Berkshire Valley Golf Course/Shop	\$ 1,176,031.00	\$ 1,230,900.00	\$ 1,224,292.00	\$ (6,608.00)	-0.54%
Operating Other Expenses Total:		\$ 18,349,530.00	\$ 18,753,664.00	\$ 18,759,895.00	\$ 6,231.00	0.03%
Total Expense Budget:		\$ 30,722,877.00	\$ 31,340,957.00	\$ 31,202,382.00	\$ (138,575.00)	-0.44%
Revenues:						
Anticipated Revenues		\$ 13,579,204.00	\$ 13,876,832.00	\$ 13,997,570.00	\$ 120,738.00	0.87%
Operating Fund Balance Anticipated		\$ 3,468,673.00	\$ 3,489,125.00	\$ 2,884,000.00	\$ (605,125.00)	-17.34%
Appropriation Reserves Cancelled		\$ -	\$ -	\$ 645,812.00	\$ 645,812.00	#DIV/0!
Tax Support		\$ 13,675,000.00	\$ 13,975,000.00	\$ 13,675,000.00	\$ (300,000.00)	-2.15%
Total Revenues:		\$ 30,722,877.00	\$ 31,340,957.00	\$ 31,202,382.00	\$ (138,575.00)	-0.44%

\$ -

**Morris County Park Commission
2020 Operating Budget Revenue Worksheet**

Facility	2018		2019		2020	\$ Change	% Change
	Budget	Actual	Budget	Actual	Proposed		
Flanders Valley Golf Course	\$ 2,432,000.00	\$ 2,034,793.25	\$ 2,546,853.00	\$ 2,290,708.69	\$ 2,325,600.00	\$ (221,253.00)	-8.69%
Sunset Valley Golf Course	\$ 1,871,000.00	\$ 1,655,118.49	\$ 1,881,754.00	\$ 1,786,383.28	\$ 1,827,651.00	\$ (54,103.00)	-2.88%
Pinch Brook Golf Course	\$ 1,656,000.00	\$ 1,421,950.17	\$ 1,658,622.00	\$ 1,594,780.80	\$ 1,600,634.00	\$ (57,988.00)	-3.50%
Berkshire Valley Golf Course	\$ 1,604,000.00	\$ 1,471,466.80	\$ 1,647,053.00	\$ 1,648,337.91	\$ 1,647,275.00	\$ 222.00	0.01%
Total Golf Revenue	\$ 7,563,000.00	\$ 6,583,328.71	\$ 7,734,282.00	\$ 7,320,210.68	\$ 7,401,160.00	\$ (333,122.00)	-4.31%
Central Park	\$ 425,000.00	\$ 454,519.90	\$ 450,000.00	\$ 567,770.37	\$ 530,000.00	\$ 80,000.00	17.78%
Historic Sites	\$ 90,000.00	\$ 67,632.94	\$ 90,000.00	\$ 90,702.49	\$ 90,000.00	\$ -	0.00%
Historic Speedwell	\$ 25,000.00	\$ 28,118.50	\$ 25,000.00	\$ 25,953.00	\$ 25,000.00	\$ -	0.00%
Horticulture Education	\$ 76,000.00	\$ 99,763.48	\$ 80,000.00	\$ 110,886.93	\$ 90,000.00	\$ 10,000.00	12.50%
Lake Recreational Facilities	\$ 103,000.00	\$ 125,528.59	\$ 122,000.00	\$ 149,270.15	\$ 148,000.00	\$ 26,000.00	21.31%
Lee's County Park Marina	\$ 264,350.00	\$ 259,848.00	\$ 264,850.00	\$ 243,010.00	\$ 264,850.00	\$ -	0.00%
Mennen Sports Arena	\$ 4,051,854.00	\$ 3,859,234.56	\$ 4,020,700.00	\$ 4,006,122.89	\$ 4,064,710.00	\$ 44,010.00	1.09%
Miscellaneous	\$ 25,000.00	\$ 32,329.38	\$ 125,000.00	\$ 113,036.41	\$ 308,850.00	\$ 183,850.00	147.08%
Environmental Education	\$ 120,000.00	\$ 146,825.50	\$ 120,000.00	\$ 124,044.50	\$ 120,000.00	\$ -	0.00%
Natural Resources	\$ 15,000.00	\$ 16,290.00	\$ 15,000.00	\$ 17,575.00	\$ 15,000.00	\$ -	0.00%
Park Police	\$ -	\$ 5,406.09	\$ -	\$ 1,917.00	\$ -	\$ -	0.00%
Recreation	\$ 75,000.00	\$ 95,264.01	\$ 75,000.00	\$ 97,087.68	\$ 85,000.00	\$ 10,000.00	13.33%
Camping	\$ 35,000.00	\$ 70,932.00	\$ 55,000.00	\$ 86,567.50	\$ 80,000.00	\$ 25,000.00	45.45%
Rental Income	\$ 450,000.00	\$ 508,012.07	\$ 450,000.00	\$ 504,476.07	\$ 475,000.00	\$ 25,000.00	5.56%
Visitor Services	\$ 261,000.00	\$ 274,809.73	\$ 250,000.00	\$ 343,370.36	\$ 300,000.00	\$ 50,000.00	20.00%
Total Other Revenue	\$ 6,016,204.00	\$ 6,044,514.75	\$ 6,142,550.00	\$ 6,481,790.35	\$ 6,596,410.00	\$ 453,860.00	7.39%
Total Operating Revenues	\$ 13,579,204.00	\$ 12,627,843.46	\$ 13,876,832.00	\$ 13,802,001.03	\$ 13,997,570.00	\$ 120,738.00	0.87%

**Morris County Park Commission
2020 Proposed Salary & Wage Budget**

Operating Unit	2019											2020											Staff Change		%	
	Staffing		\$	Cash Opt	\$	\$	\$	\$	\$	\$	\$	Staffing	\$	Cash Opt	\$	FT	\$	\$	\$	\$	\$	FT	PT	\$	%	
	FT	PT	FT	Out	Incentives	Uniforms	Retirement	Special	PT	Overtime	Total	FT	PT	FT	Out	Incentives	Uniforms	Retirement	Special	PT	Overtime	Grand Total	FT	PT	Change	Change
Administration	14	6	1,091,536	3,300	10,700	-	40,000	30,000	60,000	1,500	1,237,036	14	5	1,113,490	-	10,800	-	-	30,000	42,578	1,500	1,198,368	-	(1)	(38,668)	-3.126%
Information Technology	2	-	188,613	-	1,600	-	-	-	-	-	190,213	2	-	192,385	-	1,600	-	-	-	-	-	193,985	-	-	3,772	1.983%
Parks & Visitor Services	7	34	425,173	-	4,400	-	-	-	192,856	17,000	639,429	7	34	433,676	3,300	4,400	-	-	-	184,131	17,000	642,507	-	-	3,078	0.481%
Development	1	-	116,369	-	1,200	-	-	-	-	-	117,569	1	-	118,696	-	1,200	-	-	-	-	-	119,896	-	-	2,327	1.979%
Engineering Services	3	-	222,761	2,400	2,200	-	-	-	-	500	227,861	3	-	227,216	2,400	2,200	-	-	-	-	500	232,316	-	-	4,455	1.955%
Buildings & Constuction	16	2	1,081,217	2,400	9,800	-	-	-	57,800	15,000	1,166,217	15	1	1,032,390	-	9,200	-	-	-	26,678	15,000	1,083,268	(1)	(1)	(82,949)	-7.113%
Park Maintenance	31	6	1,604,763	6,600	16,300	-	-	4,500	92,496	85,200	1,809,859	31	2	1,623,307	5,700	16,300	-	-	4,500	25,080	85,200	1,760,087	-	(4)	(49,772)	-2.750%
Horticulture	16	9	970,425	3,300	9,300	-	-	-	90,950	11,000	1,084,975	15	9	875,262	2,400	8,100	-	-	-	90,950	11,000	987,712	(1)	-	(97,263)	-8.965%
Horticulture Education	4	14	218,598	2,400	2,100	-	-	-	136,000	4,000	363,098	4	14	222,971	2,400	2,100	-	-	-	136,000	4,000	367,471	-	-	4,373	1.204%
Environmental Education	5	10	282,201	-	2,900	-	-	-	126,000	1,000	412,101	5	9	289,667	900	2,900	-	-	-	106,000	1,000	400,467	-	(1)	(11,634)	-2.823%
Natural Resources	2	7	137,995	-	1,200	-	-	-	55,000	1,000	195,195	4	7	310,603	-	3,000	-	-	-	55,000	1,000	369,603	2	-	174,408	89.351%
Historic Sites	14	15	824,828	4,800	7,800	-	-	5,000	231,774	17,000	1,091,202	13	13	808,201	4,800	8,200	-	-	5,000	181,774	17,000	1,024,975	(1)	(2)	(66,227)	-6.069%
Park Police	31	1	2,431,062	9,000	4,600	40,240	-	-	36,400	128,000	2,649,302	30	1	2,479,683	4,200	5,000	40,240	-	-	36,400	128,000	2,693,523	(1)	-	44,221	1.669%
Lee's Park Marina	-	7	-	-	-	-	-	-	70,000	2,000	72,000	-	7	-	-	-	-	-	-	70,000	2,000	72,000	-	-	-	0.000%
Mennen Sports Arena	17	57	1,042,536	-	9,900	-	-	10,300	233,500	35,000	1,331,236	17	54	1,057,709	-	9,800	-	-	10,300	183,500	35,000	1,296,309	-	(3)	(34,927)	-2.624%
Total	163	168	10,638,077	34,200	84,000	40,240	40,000	49,800	1,382,776	318,200	12,587,293	161	156	10,785,256	26,100	84,800	40,240	-	49,800	1,138,091	318,200	12,442,487	(2)	(12)	(144,806)	-1.150%

Morris County Park Commission
2019 Appropriation Reserves to be anticipated in the 2020 Budget

<u>Account Code</u>	<u>Department</u>	<u>Description</u>	<u>Salary & Wage</u>	<u>Other Expenses</u>	<u>Total</u>
60-203-80-ADM105-011	Administration	Full Time	(75,000.00)		(75,000.00)
60-203-80-ADM105-617	Administration	Legal & Taxes		(60,812.00)	(60,812.00)
60-203-83-BLD110-654	Buildings & Construction	Electrical Parts		(25,000.00)	(25,000.00)
60-203-85-EDP150-012	Education & Interpretive Services	Part Time	(53,000.00)		(53,000.00)
60-203-85-ENV152-012	Environmental Education	Part Time	(40,000.00)		(40,000.00)
60-203-85-HIS125-012	Historic Sites	Part Time	(75,000.00)		(75,000.00)
60-203-84-HRT141-643	Horticulture Maintenance	Gasoline		(20,000.00)	(20,000.00)
60-203-82-LPM135-012	Lee's Park Marina	Part Time	(25,000.00)		(25,000.00)
60-203-82-MSA145-011	Mennen Sports Arena	Full Time	(20,000.00)		(20,000.00)
60-203-82-MSA145-012	Mennen Sports Arena	Part Time	(70,000.00)		(70,000.00)
60-203-82-MSA145-693	Mennen Sports Arena	Skating Professionals		(35,000.00)	(35,000.00)
60-203-84-PKM140-651	Park Maintenance	Vehicle Maintenance		(20,000.00)	(20,000.00)
60-203-84-PKM141-012	Park Maintenance	Part Time	(32,000.00)		(32,000.00)
60-203-84-PKM142-012	Park Maintenance	Part Time	(30,000.00)		(30,000.00)
60-203-87-POL155-643	Park Police	Gasoline		(25,000.00)	(25,000.00)
60-203-80-VIS106-012	Visitor Services	Part Time	(25,000.00)		(25,000.00)
60-203-80-VIS106-659	Visitor Services	Outside Hired Services		(15,000.00)	(15,000.00)
			<u>(445,000.00)</u>	<u>(200,812.00)</u>	<u>(645,812.00)</u>

Funds will be anticipated to revenue account 60-192-08-600110-888 Appropriation Reserves Anticipated

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 37-20

WHEREAS, the Morris County Park Commission has the need to maintain Salaries & Wages for all salaried employees of the non-bargaining unit of the Morris County Park Commission, and

WHEREAS, Appendix A, which represents each non-bargaining unit employee's prior year salary, current year annual increase (2.0%), current year promotional increase, and adjusted current year salary, which is included as part of the overall 2020 Operating Budget, and

WHEREAS, certified copies of Appendix A, shall be maintained and on file within the Human Resources Department and made available upon request, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this the 14th day of April, 2020, that the Salary & Wages, Appendix A shall be authorized for each salaried employee of the non-bargaining unit, and

BE IT FURTHER RESOLVED that the Salary & Wages adjustment for each employee listed in Appendix A be retroactively effective as of January 1, 2020.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 38-20

WHEREAS, the electorate of Morris County overwhelmingly approved a nonbinding referendum to establish a County Park Improvement Trust Fund on November 3, 1999, to fund capital repairs and improvements in County Parks with an assessment not to exceed ¼ of one-cent per hundred (\$100.00) dollars of total County equalized real property valuation, and

WHEREAS, the Morris County Park Commission has forecasted the need for \$2,400,000.00 from the calendar year 2020 funds, to provide funding for specific 2020 Park Improvement Trust Projects, and

WHEREAS, the Morris County Park Commission deems it appropriate and in the public interest to establish allocations for projects to be funded through the Park Improvement Trust Fund in 2020 as follows:

Account	Project	2020 Budget
Q703	Restroom Improvements	\$ 375,000.00
Q705	Bamboo Brook Restoration	50,000.00
Q707	Recreation Field Improvements	25,000.00
Q710	Paving & Reconstruction	125,000.00
Q712	Dam Improvements	50,000.00
Q713	Haggerty Education Center - Carriage House Renovations	30,000.00
Q715	Playground Renovations	50,000.00
Q716	Mennen Sports Arena Renovations	25,000.00
Q717	Recreation Trail Improvements	110,000.00
Q719	Roof Repairs & Renovations	150,000.00
Q720	Park System Sign Replacement	75,000.00
Q724	Water Well Improvements	25,000.00
Q725	Lee's Park Marina Renovation	100,000.00
Q729	Willowwood Arboretum Cottage Improvement	50,000.00
Q738	Park Maintenance Facility Improvements	80,000.00
Q740	Lewis Morris Park – Sunrise Lake Improvements	25,000.00
Q741	Fosterfields Renovations	50,000.00
Q742	Great Swamp Outdoor Education Center Improvements	100,000.00
Q743	Frelinghuysen Arboretum Site & Gardens	100,000.00
Q744	Garden Restorations	50,000.00
Q745	Picnic Shelter Improvements	100,000.00
Q746	Pinch Brook Golf Course Improvements	50,000.00
Q747	Berkshire Valley Golf Course Improvement	50,000.00
Q748	Flanders Valley Golf Course Improvements	75,000.00
Q749	Sunset Valley Golf Course Improvements	50,000.00
Q751	Kay Center Improvements	50,000.00
Q752	Natural Resource Improvements	70,000.00
Q755	Historic Speedwell Improvements	25,000.00

Page 2 of Resolution No. 38-20		
Q756	Safety & Security Improvements	85,000.00
Q759	Park System Facility & Grounds Improvements	200,000.00
	Total	\$2,400,000.00

WHEREAS, pursuant to the requirements of N.J.S.A. 40:12-15.3 (3), public hearings are required before the Board of Chosen Freeholders of the County of Morris for any project exceeding \$100,000.00 in cost, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on the 14th day of April 2020, as follows:

1. That the 2020 Park Improvement Trust Fund Budget for the allocation of 2020 funding in the amount of \$2,400,000.00 for Park Improvement Trust Projects.
2. That the Board of Chosen Freeholders of the County of Morris is requested to establish the 2020 assessment for the Morris County Park Improvement Trust Fund at a ¼ of one-cent per hundred (\$100.00) dollars of total County equalized real property values sufficient to fund the projects on the schedule listed above in the amount of \$2,400,000.00.

3. That the existing balances in specific Park Improvement Project Accounts be transferred as follows:

FROM: Q728	Alternate Power Supply Installation	(\$50,000.00)
Q758	ADA Improvements	(\$75,000.00)
TO: Q759	Park Systems Facility & Grounds Improvements	\$125,000.00

4. That pursuant to the requirements of N.J.S.A. 40:12-15.3 (3), public hearings are required before the Board of Chosen Freeholders of the County of Morris for any project exceeding \$100,000.00.
5. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 39-20

WHEREAS, under and pursuant to the Act of the State of New Jersey entitled “An Act Concerning County Parks, Playgrounds and Recreation Places and Supplementing Chapter thirty-seven of Title 40 of the Revised Statutes” approved May 3, 1946, as amended and submitted to and approved by voters of Morris County at the general election held therein November, 1955, constituting Chapter 276 of the Pamphlet Laws of 1946, as amended (designated as N.J.S.A. 40:37-95.1 to N.J.S.A. 40:37-95.25) particularly by the Act of the Legislature of the State of New Jersey, constituting Chapter 336 of the Pamphlet Laws of 1950 (designated as N.J.S.A. 40:37-95.9 to N.J.S.A. 40:37-95.10), and by the Act of the Legislature of said State (designated at N.J.S.A. 40:37-95-10 (e) to N.J.S.A. 40:37-95.10 (h) constituting Chapter 148 of the Pamphlet Laws of 1970, and by an Act of the Legislature entitled “A Supplement to An Act Concerning County Parks, Playgrounds and Recreation Places and supplementing Chapter 37 of the Revised Statutes,” approved May 3, 1946 (P.L. 1946, c. 276) constituting Chapter 121 of the Pamphlet Laws of 1978 (now designated as N.J.S.A. 40:37-95.10 (j) to N.J.S.A. 40:37-95.10 (m) submitted to and approved by the voters of Morris County at the general election held therein November 1989, the County of Morris is authorized to issue bonds or other obligations of the County to provide funds for land and improvements by the Morris County Park Commission to an amount not exceeding the aggregate sum of \$25,000,000.00 outstanding at any time, less the amount of any funds on hand applicable to the payment of the principal of such outstanding bonds or obligations; and

WHEREAS, the total amount of bonds or other obligations of Morris County heretofore issued or authorized to provide funds for lands and improvements by the Morris County Park Commission and not previously retired is \$8,360,691.87, and

WHEREAS, the County of Morris requested that all County agencies prepare and submit a detailed Six Year Capital Program Budget for 2020 to 2025, and

WHEREAS, the Morris County Park Commission has identified the need for Capital funds during the six year period for the Morris County Park Commission, and

WHEREAS, the Commission prioritized the projects for the Park Commission and scheduled them accordingly, with \$1,662,000.00 required for Park Capital Projects in 2020, and

WHEREAS, during the preparation of the 2020 Operating Budget, the Morris County Park Commission identified funding requirements of \$1,261,000.00 for the purchase of vehicles and equipment, including but not limited to dump trucks with plows, a police four-wheel drive vehicle, tractors, grounds mowers, golf course turf equipment, utility vehicles and computer equipment, and

WHEREAS, during the preparation of the 2020 Operating Budget, the Morris County Park Commission identified funding requirements of \$401,000.00 for the resurfacing and improvement of Park System roadways, parking areas, and paved trails, and

WHEREAS, the Park Commission deems it appropriate and in the public interest to request funding for vehicles & equipment and improvements to roadways, parking areas, and paved trails for the 2020 season and overall betterment of the countywide Park System, **NOW THEREFORE**

BE IT RESOLVED, that the Park Commission requests that the Morris County Board of Chosen Freeholders allocate \$1,261,000.00 in the 2020 Capital Budget for the purchase of vehicles and equipment for Park System operations, and \$401,000.00 for Park Capital Projects, **NOW THEREFORE**

BE IT FURTHER RESOLVED, that the Board of Chosen Freeholders is requested to provide Park Capital Funds in the amount of \$1,261,000.00 and \$401,000.00 for the purposes set forth above in an appropriate Capital Ordinance.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 40-20

WHEREAS, the Morris County Park Commission has deemed it advisable and in the public interest to publicly advertise and receive bids for Contract No. 70-20 titled, “The Willows Porch Restoration”, and

WHEREAS, bids were received on Wednesday, February 19, 2020, at 10:00 a.m. prevailing time in conformance with N.J.S.A. 40A:11-1 et seq., the Local Public Contract Law, and

WHEREAS, Park Commission staff reviewed the bid specification documents to be fatally flawed; and

WHEREAS, Park Commission staff decide to revise the bid specification and re-bid, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April 2020, as follows:

1. That Contract No. 70-20 titled, “The Willows Porch Restoration” be and hereby reject all bids due to the fatally flawed bid specification.
2. That staff be hereby are directed to revise the bid documents and issue new bid in accordance with N.J.S.A. 40A:11-13.2 et seq., the Local Public Contracts Law.
3. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 41-20

WHEREAS, the Morris County Park Commission has determined that it is advisable and in the public interest to restore The Waterwheel at Historic Speedwell, located in Morristown, New Jersey, and

WHEREAS, the Morris County Park Commission approved Resolution 53-19 on March 25, 2019 to apply for the grant for \$11,480.00 with a matching amount of \$2,870.00. This grant was awarded and amended into the 2019 Budget by Resolution 130-19 on September 23, 2019, and

WHEREAS, based on recommendations from the architect, Connolly & Hickey it was decided to reallocate 2 elements of the grant, archaeology and bidding assistance to the Construction Grant Application, and

WHEREAS, the Morris County Park Commission must amend the grant budget for the reduced amount of the project to \$9,280.00 with a matching amount of \$2,320.00 for a total grant amount of \$11,600.00, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020 as follows:

1. The funding for the Morris County Park Commission match from Park Improvement Trust Account 66-216-55-Q06755-940 titled "Historic Speedwell Improvements" be reduced to the amount of \$2,320.00
2. The amendment to the grant fund; Morris County Historic Preservation Trust Fund Grant 2019, Waterwheel be made as such
 - a. Revenue: 60-192-10-MCHPTF-888- \$9,280.00
 - b. Appropriations: 60-201-41-MCHPTF-090- \$9,280.00
3. That this Resolution be effective immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 42-20

WHEREAS, the Morris County Park Commission has determined that it is advisable and in the public interest to restore The Waterwheel/Wheelhouse at Historic Speedwell, located in Morristown, New Jersey, and

WHEREAS, the Morris County Park Commission will be applying for funding through the Morris County Historic Preservation Trust Fund grant program for an amount of \$329,384.00 for the Restoration of The Waterwheel/Wheelhouse, and

WHEREAS, if the Morris County Park Commission is awarded this grant, the Morris County Park Commission will be responsible for contributing a matching amount for this project in the amount of \$82,346.00, and

WHEREAS, funding for the match is available from the Historic Speedwell Park Improvement Trust Account 66-216-55-Q06755-940, titled "Historic Speedwell Improvements", in the amount of \$ 82,346.00, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020, as follows:

1. The funding for the Morris County Park Commission match to the Morris County Historic Preservation Trust Fund Grant will be made available from Park Improvement Trust Account 66-216-55-Q06755-940 titled "Historic Speedwell Improvements" in the amount of \$82,346.00
2. That this Resolution be effective immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020 at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 43-20

WHEREAS, the Morris County Park Commission has determined that it is advisable and in the public interest to complete Conceptual Plans and Design Development for the Great Swamp Outdoor Education Center Visitors Center auditorium exhibit located in Chatham, New Jersey, and

WHEREAS, Request for Proposals No. 404-19 were advertised in accordance with N.J.S.A.40A:11-1 et seq., the Local Public Contracts Law, and due on Tuesday, June 25, 2019, at 10:00 a.m. prevailing time, no proposals were present and no proposals were received, and

WHEREAS, Request for Proposals No. 404-19 REBID were advertised in accordance with N.J.S.A.40A:11-1 et seq., the Local Public Contracts Law, and due on Thursday, July 25, 2019, at 10:00 a.m. prevailing time, and the sole respondent was found to be a non-responsive bidder, and

WHEREAS, staff was directed by Resolution 132-19 on September 23, 2019 to solicit proposals from qualified vendors that provide the Designer/Consultant Services at the Great Swamp Outdoor Education Center Auditorium, as per the provisions of N.J.S.A. 40A:11-5(3c), and

WHEREAS, Steve Feldman Designs, LLC. of Bethesda, Maryland has submitted a proposal to provide professional exhibit design services to research, formulate conceptual plans and design development for a fee of \$57,942.00 and provide graphic production files and oversight of fabrication & installation of the exhibit for an additional fee of \$12,000.00 as more fully specified in their proposal dated January 31, 2020, and

WHEREAS, the Director of Finance and the Treasurer have certified that funding is available in the amount of \$69,942.00 from Park Improvement Trust Account 66-216-55-Q04742-940 titled Great Swamp Outdoor Education Center Improvements, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020, as follows:

1. That Request for Proposals No. 404-19 titled "Designer/Consultant Services – Great Swamp Outdoor Education Center Auditorium" be awarded to Steve Feldman Designs, LLC of Bethesda, Maryland.
2. That funds in the amount of \$69,942.00 be encumbered for exhibit design services be funded from Park Improvement Trust Account 66-216-55-Q04742-940 titled Great Swamp Outdoor Education Center Improvements.
3. That this Resolution be effective immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 44-20

WHEREAS, the Morris County Park Commission deemed it advisable and in the public interest to advertise and receive bids for Contract No. 27-17 titled “Invasive Plant Management Services”, and

WHEREAS, the cost of said services in the aggregate may exceed the formal bidding threshold established by the State of New Jersey pursuant to N.J.S.A. 40A:11-1 et seq., the Local Public Contracts Law, and

WHEREAS, Contract No. 27-17 was awarded to Solitude Lake Management LLC, of Hackettstown, New Jersey in accordance with the bid specifications and was adopted by Resolution No. 78-17, and

WHEREAS, the contract was effective May 1, 2017 through and including April 30, 2019 subject to an additional two (2) one-year additional renewals, the cost of which will be based on the Implicit Price Deflector for State and Local Government Purchases, published by the United States Department of Commerce, Bureau of Economic Analysis N.J.S.A. 40A:11-2(38) and 11-15, at the sole discretion of the Park Commission and subject to the certification of the availability and appropriation of funds to meet the obligation for the renewal term, in an amount not to exceed \$61,000.00, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020 as follows:

1. That Contract No. 27-17, titled “Invasive Plant Management Services” awarded to Solitude Lake Management LLC, of Hackettstown, New Jersey, be extended for a (1) one-year period, beginning May 1, 2020 through April 30, 2021, in an amount not to exceed \$61,000.00.
2. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020 at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 45-20

WHEREAS, the Morris County Park Commission deemed it advisable and in the public interest to solicit Consultant Services for Lake Management of water bodies within the Park System, and

WHEREAS, A Request for Proposals (RFP) was prepared and advertised for as Contract No. 403-19 titled "Consultant Services for Lake Management" in accordance with N.J.S.A. 40A:11-1 et seq., the Local Public Contracts Law, and

WHEREAS, proposals were received on Thursday, February 20, 2019 at 10:00 a.m. prevailing time and were publically opened and read in conformance with N.J.S.A. 40A:11-1 et seq., the Local Public Contracts Law, from Princeton Hydro, LLC of South Glastonbury, Connecticut, and Solitude Lake Management of Washington, New Jersey, and

WHEREAS, Contract No. 403-19 was awarded to Solitude Lake Management LLC, of Washington, New Jersey and adopted by Resolution No. 55-19 utilizing their proposed Option C for Tiers 1 through 4 in the amount of \$15,500.00, and allowing for the use of as-needed services at an hourly rate specified in said proposal in an estimated amount of \$34,500.00, and

WHEREAS, the contract was effective March 25, 2019 through and including March 24, 2020 subject to an additional one-year renewal, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020 as follows:

1. That Contract No. 403-19, titled "Consultant Services For Lake Management" awarded to Solitude Lake Management LLC, of Washington, New Jersey, be extended for a (1) one-year period, beginning March 25, 2020 through March 24, 2021.
2. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020 at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 46-20

WHEREAS, the Morris County Park Commission deemed it advisable and in the public interest to receive public bids for Contract No. 71-20, titled “Interior Upgrades and Change of Use at Frelinghuysen Mansion” and

WHEREAS, bids were received on Wednesday February 19, 2020 at 10:00 a.m., prevailing time, in accordance with N.J.S.A. 40A:11-1 et seq. of the Local Public Contracts Law, and

WHEREAS, Park Commission staff and Connolly and Hickey Historical Architects, have reviewed the bid documents submitted by AB Design Contracting of Summit New Jersey, and found the bid documents to be in order and acceptable, and

WHEREAS, the Manager of Building and Construction and Architect in record recommended the award of this contract to AB Design Contracting of Summit New Jersey, in the amount of \$248,700.00 to be funded from Park Improvement Trust Account 66-216-55-Q04743-940, and

WHEREAS, the Manager of building and Construction has recommended that a construction contingency of \$49,740.00 from Park Improvement Trust Account 66-216-55-Q04743-940 be established, and

WHEREAS, the Director of Finance and the Treasurer has certified that funding is available in the amount of \$248,700.00 for the contract award and \$49,740.00 for the contingency totaling \$298,440.00 from Park Improvement Trust Account 66-216-55-Q04743-940 and, **NOW THEREFORE**

BE IT RESOLVED, by the Morris County Park Commission on this 14th day of April 2020 as follows:

1. That Contract No. 71-20 titled “Interior Upgrades and Change of Use at Frelinghuysen Mansion,” be awarded to AB Design Contracting of Summit, New Jersey, for the total bid amount of \$248,700.00.00 to be funded from Park Improvement Trust Account 66-216-55-Q04743-940.
2. That a construction contingency of \$49,740.00 from Park Improvement Trust Account 66-216-55-Q04743-940 be established.
3. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a special meeting held on April 14, 2020, at the Cultural Center, 300 Mendham Road, Morristown, New Jersey.

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 47-20

WHEREAS, the Morris County Park Commission is in need of Specialized Engineering Services performed by qualified professionals on an as-needed basis, and

WHEREAS, the Morris County Park Commission publicly advertised and received Request for Qualifications (RFQ) #205-19 on February 6, 2019, and

WHEREAS, the Morris County Park Commission adopted Resolution No. 55-19 at its March 25, 2019 meeting awarding Specialized Engineering Services, solicited as fair and open pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq. and without formal competitive bidding, pursuant to the provisions of N.J.S.A. 40A:11-1 et seq., to a pool of 22 qualified engineering professionals, and

WHEREAS, according to N.J.S.A.40:37-95.13(g), this contract is eligible for a contract period of not more than five years, and

WHEREAS, the Park Commission and each of qualified engineering firms that mutually agree shall extend their respective Professional Services Agreement for a one (1) year period in an amount not to exceed \$300,000.00 for term of the contract, based on an estimate of similar services previously provided, in conformance with N.J.A.C 5:30-5.4(a)2 and Local Finance Notice (LFN) 2017-10, and

WHEREAS, the contract renewal will be subject to the terms and conditions and rate schedule as stated in their respective proposals and incorporated in the Professional Services Agreement, and

WHEREAS, the Director of Finance and the Treasurer have certified the availability of funds in various operating accounts, Park Improvement Trust Accounts, Park Capital and County Capital, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April 2020 as follows:

1. That the Professional Services Agreements awarded to the recommended list of engineering professionals shall be extended for an additional one-year term.
2. The term of this contract is for one year beginning on the date of execution of the initial Professional Services Agreement and is subject to three additional (3) one-year renewals at the sole discretion of the Park Commission and subject to the availability and appropriation of funds to meet the obligation of the renewal terms.
3. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020 at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

2020 SPECIALIZED ENGINEERING DISCIPLINES QUALIFIED POOL

	<u>CONSULTANTS</u>	<u>Municipality</u>	<u>State</u>	<u>Discipline</u> <u>1</u>	<u>Discipline</u> <u>2</u>	<u>Discipline</u> <u>3</u>	<u>Discipline</u> <u>4</u>	<u>Discipline</u> <u>5</u>	<u>Discipline</u> <u>6</u>	<u>Discipline</u> <u>7</u>	<u>Discipline</u> <u>8</u>	<u>Discipline</u> <u>9</u>	<u>Discipline</u> <u>10</u>	<u>Discipline</u> <u>11</u>	<u>Discipline</u> <u>12</u>
				Structural Engineering Services for Vehicular and Pedestrian Bridges	Structural Engineering Services for Buildings and other Structures, excluding Bridges	Transportation Engineering Services	Mechanical, Electrical, Plumbing, and HVAC	Refrigeration Engineering Services including R-22 refrigerant.	Wastewater Engineering Services	Engineering Materials Testing Services	Geotechnical Engineering Services	Phase I Environmental Site Assessments for	Licensed Well Driller	Professional Landscape Architectural Services	Consulting Services incl. Archaeological Field Investigations/ Surveys, Architectural Historic Surveys, etc.
1	Bowman Consulting	Cedar Knolls	NJ	X		X								X	
2	Brinkerhoff	Manasquan	NJ									X			
3	Christopher P. Statile, P.A.	Oakland	NJ	X		X									
4	Christie Engineering	Bedminster	NJ		X										
5	DLB Associates	Eatontown	NJ				X								
6	E2 Project Management	Rockaway	NJ		X							X			X
7	Eng. & Land Planning Assoc.	High Bridge	NJ								X	X		X	
8	French & Parrello Associates, PA	Wall	NJ	X	X	X	X			X	X	X		X	
9	GZA	Fairfield	NJ								X	X			
10	Houser Engineering	Ridgewood	NJ						X						
11	Kallen & Lemelson	NYC	NY				X								
12	Keller & Kirkpatrick	Morris Plains	NJ	X	X									X	
13	LAN Associates	Midland Park	NJ			X	X	X	X			X			
14	Langan Engineering	Parsippany	NJ			X					X	X		X	
15	LSEA	Montville	NJ	X	X	X	X				X		X	X	
16	McClaren	Woodcliff Lake	NJ	X	X							X			
17	Menlo	Highland Park	NJ											X	
18	MFS	S. Plainfield	NJ		X						X				
19	NVS	Parsippany	NJ	X		X				X	X	X		X	X
20	Strunk Albert Engineering	E. Stroudsburg	PA				X	X							
21	Suburban Consulting Engineers	Flanders	NJ									X		X	
22	Tectonic	Short Hills	NJ	X	X						X	X			

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 48-20

WHEREAS, the Morris County Park Commission is in need of Architectural Services performed by qualified professionals on an as-needed basis, and

WHEREAS, in order to create a pool of such Architectural professionals the Morris County Park Commission has promulgated and processed a request for qualification (RFQ) #201-20 on February 6, 2020 via a fair and open process in compliance with N.J.S.A 40A:11-1 and N.J.S.A. 19:44-20.4 et seq.; and,

WHEREAS, eleven (11) vendors submitted qualifications, which were received by Purchasing Agent on March 6, 2020; and,

WHEREAS, the Morris County Park Commission has reviewed the above submitted qualifications and recommends a 2020 Architectural Services Qualified Pool of professionals as attached, to provide various architectural services for projects which may arise during the term of the contract, and

WHEREAS, the Morris County Park Commission is approving this recommended pool of technical professionals, from which no single project shall exceed the public contract bid threshold, on an as needed basis throughout the term of the contract, and

WHEREAS, the term of this contract shall be awarded for 1-year and shall begin on the date of a fully executed Professional Services Agreement, and

WHEREAS, an amount not to exceed \$350,000.00 for term of the contract, and

WHEREAS, the Director of Finance and the Treasurer have certified the availability of funds in various operating accounts, Park Improvement Trust Accounts, Park Capital and County Capital, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020, as follows:

4. That the recommended list of 2020 Architectural Services Qualified Pool is approved by way of this Resolution as stated for use during the term of the contract.
5. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020 at the Park Commission offices, 300 Mendham Road, Morris Township, New Jersey.

Morris County Park Commission
2020 Architectural Services Qualified Pool of Professionals

The following eleven (11) firms are recommended to provide various architectural services for projects that may arise during the term of the contract including:

1. Alaimo Group Tri-State Architects,
PC
200 High Street
Mount Holly, NJ 08060
609-267-8310
2. Connonly & Hickey Historical
Architects
P. O. Box 1726
2 North Union Avenue, 2nd Floor
Cranford, NJ 07016
973-746-4911
3. Crane Associates, PC
313 East Main Street
Somerville, NJ 08876
908-203-8788
4. HMR Architects
821 Alexander Road, Suite 115
Princeton, NJ 08540
609-452-1070
5. LAN Associates
445 Godwin Avenue, Suite 9
Midland Park, NJ 07432
201-447-6400
6. LS Engineering Associates
Corporation
150 River Road, Bldg. E2
Montville, NJ 07045
973-588-3122
7. Paulus, Sokolowski & Sartor
Engineering, PC
67A Mountain Blvd. Extension
Warren, NJ 07059
732-560-9700
8. Settembrino Architects
25 Bridge Avenue, Suite 201
Red Bank, NJ 07701
732-741-4900
9. Stonewater Architecture LLC
99 Morningside Road
Colonia, NJ 07067
908-380-2496
10. The Musial Group, PA
191 Mill Lane
Mountainside, NJ 07092
908-232-2860
11. USA Architects, Planners & Interior
Design
20 N. Doughty Avenue
Somerville, NJ 08876
908-722-2300

MORRIS COUNTY PARK COMMISSION
RESOLUTION NO. 49-20

WHEREAS, the Morris County Park Commission pursuant to N.J.S.A. 40:37-95.40 may establish rules and regulations for the appointment, control, compensation, and management of the members of the Morris County Park Police and for the securing of proper discipline and efficiency amount the members thereof, and

WHEREAS, the Chief of said Park Police has recommended the adoption of a manual of Rules and Regulations in the form attached hereto, and

WHEREAS, the Safety & Personnel Committee of the Morris County Park Commission has reviewed said manual of Rules and Regulations and does recommend its adoption, **NOW THEREFORE**

BE IT RESOLVED by the Morris County Park Commission on this 14th day of April, 2020, as follows:

1. The manual of Rules and Regulations for the Morris County Park Police be and it hereby is adopted and is now in force in the form attached hereto.
2. That this Resolution take effect immediately.

April 14, 2020

MORRIS COUNTY PARK COMMISSION

Stuart Lasser
President

_____, I, David D. Helmer, Executive Director of the Morris County Park Commission, do hereby certify that the above is a true and correct copy of a resolution adopted by the Morris County Park Commission at a meeting held on April 14, 2020, at the Park Commission offices, 300 Mendham Road, Morristown, New Jersey.

**POLICE DEPARTMENT
STANDARD OPERATING PROCEDURES**



SUBJECT: RULES AND REGULATIONS

EFFECTIVE DATE: April 14, 2020

NUMBER OF PAGES: 32

ACCREDITATION STANDARDS: 1.1.1d, 1.4.1, 1.4.3, 1.5.2a

BY THE ORDER OF: Gabriele Di Pietro
Chief of Police

Morris County Park Commissioners

TABLE OF CONTENTS

	<u>Page</u>
Chapter 1 - INTRODUCTION	3
1:1 - Establishment	3
1:2 - Numbering System	3-4
1:3 - Rules and Regulations Manual	4
1:4 - Definition of Terms	4-7
1:5 - Code of Ethics	8
1:6 - Mission Statement and Core Values	9
Chapter 2 - ORGANIZATION	10
2:1 - General Duties and Responsibilities	10-11
Chapter 3 - RULES OF CONDUCT	12
3:1 - Professional and General Conduct	12-14
3:2 - Issuing Orders	14
3:3 - Receiving Orders	14-15
3:4 - Police Records and Information	15
3:5 - Gifts, Rewards, Etc.	15-17
3:6 - Alcoholic Beverages and Drugs	17-19
3:7 - Duty Conduct	19-21
3:8 - Uniform Appearance and Identification	21-24
3:9 - Department Equipment and Property	24-25
3:10 - Communication, Correspondence	26
3:11 - Public Activities	26-28
3:12 - Political Activities	28-29
3:13 - Judicial Appearance and Testimony	29-30
Chapter 4 - DISCIPLINARY REGULATIONS	31
4:1 - Disciplinary Action	31
4:2 - Department Authority for Corrective Action/Discipline	31-33

CHAPTER 1

INTRODUCTION

1:1. **ESTABLISHMENT OF MORRIS COUNTY PARK POLICE DEPARTMENT**

1:1.1 **Legal Authorization**

The Park Police of the County of Morris is established pursuant to N.J.S.A. 40:37-95.40 and shall hereafter be referred to as the "Morris County Park Police Department."

1:1.2 **Rules and Regulations Established**

The Morris County Park Commission hereby adopts and promulgates the Department Rules and Regulations, in accordance with N.J.S.A. 40:37-154 and shall be known as the "Morris County Park Police Department Rules and Regulations."

1:1.3 **Right to Amend or Revoke**

In accordance with N.J.S.A. 40:37-154, the right is reserved by the Morris County Park Commission, as the governing body, 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, and written directives that conflict with the rules and regulations contained herein, are hereby revoked to the extent of any such inconsistency. All other rules and regulations, and written directives not in conflict with those contained herein shall remain in full force unless expressly revoked by competent authority.

1:2 **THE NUMBERING SYSTEM**

1:2.1 **Chapter, Section and Subsection 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 sworn employees, including 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, similar software and/or 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.

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. No section of these Rules and Regulations shall supersede any current collective bargaining agreements.

1:4 DEFINITION OF TERMS

1:4.1 Administrative Leave

Paid leave from regular duty that is authorized by the Chief of Police.

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 Morris County Park Police Department shall be the highest ranking officer of the department.

1:4.5 Commanding Officer

Any rank of Lieutenant and above.

1:4.6 Days Off

Those days on which a given employee is excused from duty by the Chief of Police or designee or is not required to report to duty.

1:4.7 Detail

A temporary assignment of personnel for a specialized activity.

1:4.8 Employee

All employees of the department, whether sworn officers or civilian employees.

1:4.10 Gender

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

1:4.11 Incompetence

Incapable of satisfactory performance of police duties.

1:4.12 Insubordination

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

1:4.13 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.

1:4.14 May/Should

As used herein, the words “may” and “should” mean that the action indicated is permitted, expected or encouraged.

1:4.15 Member

Any duly sworn police officer of the department.

1:4.16 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.

1:4.17 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 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.

1:4.18 Off-Duty

The status of an employee during the period they are free from the performance of specified duties. Members are subject to recall at all times.

1:4.19 On-Duty

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

1:4.20 Order

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

1:4.21 Plurality of Words

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

1:4.22 Probationary Police Officer

Any member of the department serving probationary period prior to permanent appointment to police officer.

1:4.23 Shall/Will

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

1:4.24 Shift

Any assigned tour of duty in accordance with existing collective bargaining agreements.

1:4.25 Special Law Enforcement Officer

Persons vested with special police authority pursuant to N.J.S.A. 40A:14-146.8 et seq.

1:4.26 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.

1:4.27 Subordinate

A member lower in rank than their superior officer.

1:4.28 Superior Officer

A member holding the rank of Sergeant or any rank above Sergeant.

1:4.29 Supervisor

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

1:4.30 Tense of Words

The words used in the present tense include the future.

1:4.31 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**.

1:5.3 All employees of the Police Department shall read and abide by The New Jersey Ethics Law. (N.J.S.A. 40A:9-22.1 et. seq.)

1:6 MISSION STATEMENT AND CORE VALUES

1:6.1 Mission Statement

The Morris County Park Police is a versatile department whose primary mission is to provide police services to visitors utilizing county park facilities. The department also enforces the law throughout Morris County and provides assistance and specialized services to other agencies. All duties are performed by highly trained, professional officers who take pride in serving the community.

1:6.2 Core Values

The Morris County Park Police's core values are **Professionalism, Courtesy, Integrity, and Honor.**

CHAPTER 2

ORGANIZATION

2:1 GENERAL DUTIES AND RESPONSIBILITIES

2:1.1 Chief of Police

1. The Chief of Police shall be the head of the Police Department, and shall be directly responsible to the Park Commissioners for the efficiency and routine day-to-day operation of the Morris County Park Police Department.

2:1.2 Commanders and Supervisors

Commanders and supervisors shall be able to perform all of the general duties of a police officer. Commanders and supervisors shall:

1. Enforce department rules and insure 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.

2:1.3 Police Officers

Police officers shall:

1. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies 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. 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. Safely and expeditiously regulate traffic;
 - g. Aid citizens in matters within police jurisdiction;
 - h. Take appropriate police action in aiding fellow officers as needed;
 - i. Provide miscellaneous services.

2:1.4 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 PROFESSIONAL AND GENERAL CONDUCT

3:1.1 Standards of Conduct

Employees shall conduct their private and professional lives in such a manner as to avoid bringing the department into disrepute.

3:1.2 Loyalty

Loyalty to the department and to associates is an important factor in department morale and efficiency. Employees shall maintain loyalty to the department, their associates, and the Morris County Park Commission as is consistent with the law and personal ethics.

3:1.3 Cooperation

Cooperation between the ranks and units of the department is essential to effective law enforcement. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation within the department.

3:1.4 Assistance

All members are required to take appropriate action toward aiding a fellow employee exposed to danger or in a situation where danger might be impending.

3:1.5 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.

3:1.6 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 Morris County Park 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.

3:1.7 Obedience to Laws, Ordinances, Rules, and Written Directives

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

3:1.8 Withholding Information

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

3:1.9 Reporting Violations of Laws, Ordinances, Rules, and Written Directives

Employees knowing of other employees violating laws, ordinances, rules and written directives of the department, shall report same to the Chief of Police through Internal Affairs. 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 laws or ordinances shall report same immediately to the Chief of Police through the chain of command.

3:1.10 Neglect of Duty

Members and employees shall not commit any act nor shall they be guilty of any omission that constitutes neglect of duty.

3:1.11 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 supervisor.

3:1.12 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.

3:1.13 Compromising Criminal or Traffic Cases/Investigations

Employees shall not interfere with the proper administration of justice.

3:1.14 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.

3:1.15 Posting Bail

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

3:1.16 Use of Force

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

3:1.17 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 immediately 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 to require medical clearance before allowing the member to return to regular duties. Nothing contained herein shall supersede any current collective bargaining agreements.

3:1.18 Driver's License

Employees operating department motor vehicles shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, or lost the employee shall immediately notify the appropriate supervisor giving full particulars.

3:1.19 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 in 3:3.5.

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 their 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 Morris County Prosecutor's Office. Employees shall not solicit for any organization that in anyway references their employment as an employee of the Morris County Park Police Department 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, Rewards, 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 their police employment or any activity connected with said employment or employment with the Morris County Park Police Department 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 prior written permission of the Chief of Police. 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.

3:5.3 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 their attention or which arose out of their department employment, except as may be specifically authorized by the Chief of Police.

3:5.4 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.

3:5.5 Debts - Incurring and Payment

1. No employee shall borrow any money or otherwise become indebted to any other employee.
2. Employees shall not solicit other members or employees to co-sign or endorse any promissory note or other loan.
3. No employee shall offer to act as a co-signer or endorser of any promissory note or other loan for another employee.
4. Paragraphs 1-3 do not apply to transactions among employees related to each other.
5. Employees shall promptly pay all just debts and legal liabilities incurred by them.

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, department rules and written directives, 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 and Drugs

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”) or illegal drugs (including the illegal use of prescription drugs) (hereinafter “drugs”), or be unfit for duty because of use of drugs or an alcoholic beverage. The reasonable opinion of a supervising officer that the employee is under the influence of, or has alcohol 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 or drugs and shall immediately relieve of duty and service weapon any employee 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 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, or take any drug as defined herein, except on special assignment authorized by the Chief of Police. Sworn employees shall not drink alcohol or take drugs while in uniform or during any activity where the employee is acting as a representative or has identified themselves as an employee of the Morris County Park Police Department. An employee, while assigned to duty in civilian clothes, may use alcohol or drugs 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 or drugs, for example, driving. All use of alcohol or drugs 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/drugs in their system.
3. Taking Prescription or other Medication While on Duty/Notification about Medication – Pursuant to the Americans with Disabilities Act, 42 U.S.C. §12112, (“ADA”) employees of the department shall disclose to the Chief of Police or his/her designee that 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, operating a radio, or operating a motor vehicle. Such employee shall also disclose the expected duration of their use of such medication. Medical information may be disclosed to supervisors where they need such information to provide a reasonable accommodation or to meet an employees work restrictions. The department reserves the right in appropriate cases to require medical clearance before allowing the employee to return to regular duties. The department reserves the right to take appropriate action in the 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 may not be consumed at or in the police station or ancillary facilities, unless specifically authorized by the Chief of Police.

5. No uniformed employee shall, at any time when in uniform, or any part thereof, except in the performance of duty, enter any place in which alcohol 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, they should contact their supervisor.
6. Employees shall not bring into or keep any alcohol or drugs on department premises except when necessary in the performance of a police related task. Alcohol 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. All exceptions of this shall be approved by the Chief of Police.
7. Any employee reporting for duty with the odor of alcohol on their breath or appearing to be under the influence may be subject to testing as set forth in Section 3:6.1.
8. No liquor license shall be held by any police officer, or by any profit corporation or association in which any police officer is interested, directly or indirectly.

3:6.2 Substance Testing

1. Members will be ordered to submit to drug testing when there is a reasonable suspicion to believe that the member is using drugs illegally, in accordance with the Office of the New Jersey Attorney General's Guidelines on Drug Testing and any policy mandated by the Morris County Prosecutor.
2. When 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 and any policy mandated by the Morris County Prosecutor.

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 upon return to duty. Supervisors shall immediately report to their Commanding Officer in writing any employee who is absent without leave. The Commanding Officer shall document in writing the absences to the Internal Affairs Supervisor. Absences without leave in excess of one day must be reported in writing to the Chief of Police. Except as otherwise provided by law, any member who is absent from duty without just cause or leave of absence, for a continuous period of 5 days shall cease to be a member of the Morris County Park Police Department.

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 Morris County Park Commission 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 may 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 provides for an employer's obligation to establish a policy protecting the health, welfare and comfort of employees from those employees who smoke tobacco, to include electronic smoking devices. That written directive must establish designated non-smoking areas. It is the policy of this department not to allow smoking or the use of smokeless/chewing tobacco in any office or vehicle assigned to the Morris County Park Police Department. Employees desiring to smoke or use smokeless/chewing tobacco may do so outside or in an area designated for smoking. It is the rule of this department not to allow smoking or the use of smokeless/chewing tobacco 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, or if properly signed out and acknowledged on police radio at a known location subject to modification by the supervisor.

3:7.12 Training

Employees shall attend training at the direction of the Chief of Police. 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. Meeting with other officers (except in performance of their police duties) without permission of supervisor, sleeping, loafing, idling;
2. Reading material other than department required materials (except at meals);
3. Conducting private business while on duty;
4. Unlawful gambling, unless to further a police purpose such as conducting an investigation of suspected criminal activity as authorized through the chain of command;
5. Smoking, vaping or using chewing tobacco in public view;
6. Sexual activity of any kind;
7. Pursuing personal relationships with or without coercion created by an officer's official authority;
8. Soliciting or otherwise enhancing secondary employment interests while on duty or as a result of an official duty;
9. Conducting secondary employment activities while on duty;
10. 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;
11. 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 video or audio record conversations with other employees unless related to the job and approved in advance by the Chief of Police. This prohibition does not apply to video recorded 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 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 uniformed personnel of the department shall maintain in good order a regulation uniform. All uniformed personnel shall appear neat, and well groomed while in uniform. All articles of uniform shall conform to the department uniform regulations. Uniforms shall be made of the material and the style prescribed in police orders, and such style shall not be altered or changed in any manner, whatsoever, unless authorized by the Chief of Police.

3:8.2 Manner of Wearing the Uniform

All uniformed personnel of the department shall wear the uniform on duty as prescribed by department written directive for the employee's current assignment. However, commanding officers may prescribe other clothing as required by the nature of the duty to which a particular employee is assigned.

3:8.3 Manner of Wearing Civilian Attire

Members and employees permitted to wear civilian clothing while on duty shall wear clothing that is suitable for a business environment and neat in appearance. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective.

3:8.4 Wearing or Carrying Identification

Members shall wear or carry their department identification at all times, provided that it is practical for the circumstances.

3:8.5 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.

3:8.6 Personal Appearance

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the rules and regulations of this department. Commanding officer may prescribe other clothing as required by the nature of the duty, which a particular member is assigned. Non-uniformed civilian employees may be permitted deviations from this section as directed by the Chief of Police or designee and in keeping with a professional appearance.

1. Male Employees

- a. Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal position. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.
- b. Sideburns shall not extend below the bottom of the earlobe. The width shall not exceed one and one quarter inches at the broadest point. The growth shall not be more than a quarter inch in depth.
- c. Mustaches shall be neatly trimmed and the extent of the growth shall be limited to being even with the line of the corner of the mouth. Length of the hair shall be no more than one quarter inch, nor appear bushy. The ends may not be waxed or twisted.
- d. Beards 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 and/or other reasons upon approval of the Chief of Police. Non-uniformed employees may deviate from the above beard standard as authorized by the Chief of Police or designee.
- e. Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or exposed t-shirt.
- f. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

2. Female Employees

- a. Hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal position. Hair may be worn slightly over the ears, but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform headgear. Braids, ponytails, etc., shall not be permitted on duty. A bun or twist will be permitted on the back of the head, provided it is worn in a neat manner and does not interfere with the wearing of department headgear.

No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural.

- b. Cosmetics may be worn provided they are subdued and blended to match the natural skin color of the individual. False eyelashes are not permitted.
- c. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear, unless approved by the Chief of Police.

3. **Jewelry and Apparel (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 written directive.
- b. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, eyebrow and tongue piercing.

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 hand, 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.
- 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). No other form of communication of notices or announcements, including electronic communication of non-official police business shall be made unless authorized by the appropriate supervisor. No notices, pictures or other written communications may be posted that are degrading, obscene, or considered detrimental to the good order of the Morris County Park Police Department.

3:9.9 Use of Department Vehicles

Employees shall not use any department vehicle without the permission of the Chief of Police or his/her designee. The Chief of Police and command personnel may use their provided vehicles in accordance with written directives and/or current collective bargaining agreements.

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 Non-County Park Commission Employees

Non-County Park Commission employees shall not 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. The Chief of Police and command personnel may transport individuals in accordance with any current collective bargaining agreements.

3:9.12 Reporting Accidents

Accidents involving department personnel, property, equipment and vehicles must be reported in accordance with department written directive.

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, 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 Presumption of Responsibility

In the event that Morris County Park Commission property is found bearing evidence of damage which has not been reported, it shall be prima-facie evidence that the last person using the property or vehicle was responsible.

3:9.16 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.

3:10.4 Telephones

Department telephone equipment may not be used for personal use involving toll charges without the express approval of a supervisor. Department telephone numbers may not be given out as numbers for police officer's personal use or contact.

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 PUBLIC ACTIVITIES

3:11.1 Publicity

Employees may identify themselves as employees of the Morris County Park Police Department. However, members and employees shall not use or refer to their affiliation with the Morris County Park 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 Morris County Park Commission. 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 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.

3:11.3 Public Appearance Requests

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

3:11.4 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, employees are required to supply their name and identification in a courteous manner. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

3:11.5 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.

3:11.6 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.).

3:11.7 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. While employees have a right to maintain personal webpages, websites, and blogs, their status as employees of the police department requires that the content of those webpages and websites not be in violation of existing department written directives. The right of the collective bargaining unit(s) representative to make public statements regarding the improvement of working conditions or the betterment of the department shall be upheld.

3:11.8 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.

3:11.9 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 their 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.

3:11.10 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 their official position to influence another person's partisan or non-partisan political activity.

3:12.2 Election to Public Office

Police officers may run for public office, but may not campaign, nor engage in any activity connected with candidacy for such office, during any tour of police duty.

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 their job with the department, nor shall any employee interfere with or use the influence of their 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 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 Morris County Park Commission.

3:13 JUDICIAL APPEARANCE AND TESTIMONY

3:13.1 Court Appearances

Employees must attend court or quasi-judicial hearings as required by a subpoena. Employees shall be prepared to testify for any matter they have been subpoenaed for. 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 appropriate business 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 or hearing, or against the Morris County Park Commission in any hearing or trial shall notify the Chief of Police through the chain of command upon receipt of the subpoena. They 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 their office, position or employment before any court, grand jury, or the State Commission of Investigation, provided such testimony does not infringe on the employee's constitutional due process protection.

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, 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 they are a party to a civil action arising out of department employment, they shall immediately notify the Chief of Police, 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.

3:13.7 Civil Depositions and Affidavits

Employees shall notify their supervisor before giving a deposition or affidavit on a civil case. If the supervisor determines that the case is of importance to the Morris County Park Commission, they shall inform the Chief of Police before the deposition or affidavit is given.

3:13.8 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 Morris County Prosecutor and the Chief of Police.

3:13.9 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.

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, or failure, either willfully or through negligence or incompetence to perform the duties of their rank of 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 FOR CORRECTIVE ACTION/DISCIPLINE

All disciplinary procedures shall be in accordance with the laws of the State of New Jersey, Attorney General Guidelines, and applicable case law. Except as otherwise provided by applicable law, the department disciplinary authority and responsibility rests with the Chief of Police or designee. Basic guidelines include:

4:2.1 Corrective Action

1. In certain situations, formal discipline is not required in order to correct employee performance in various areas. 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 on a performance notice. 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 bargaining agreements. The final disposition notice regarding the corrective action shall be filed in the employee's personnel file.

2. 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.

4:2.2 Discipline

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

Oral Reprimand - 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 verbal reprimand. There is no right to a hearing for a written oral reprimand, unless provided for in the current collective bargaining agreement. The disciplinary document 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. There is no right to a hearing for written reprimands except as may exist under applicable collective bargaining agreements. The final disposition notice regarding the discipline shall be filed in the employee's personnel file.

2. 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:
 - Loss of Accrued Time, excluding Sick Time;
 - Suspension;

- Loss of Promotion Opportunity;
 - Demotion in rank;
 - Dismissal.
3. Depending upon the seriousness of the violation, punitive disciplinary action may not always be based upon the progressive disciplinary process. It may be necessary to utilize punitive disciplinary action with the first occurrence of an act or behavior.
 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.

4:2.3 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, the grievance procedures of the current collective bargaining agreements and/or department policy. (N.J.S.A. 40:37-156a)