

# MEMORANDUM

## *Borough of Franklin Lakes*

COUNTY OF BERGEN  
DE KORTE DRIVE  
FRANKLIN LAKES, NEW JERSEY 07417  
201-891-4000  
Gregory C. Hart, CPM, QPA, Borough Administrator  
E-MAIL GHart@franklinlakes.org

TO: All Employees, Volunteer Firefighters, Volunteer Ambulance Corps Members,  
Volunteer Board and Commission Members  
FROM: Gregory C. Hart, Borough Administrator  
DATE: October 6, 2025  
SUBJECT: **Borough of Franklin Lakes Civil Rights Policy**

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

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

If the meaning of this policy is unclear, or if you have any questions, immediately contact Greg Hart, Borough Administrator, 201-891-4000 Ext. 1201.

**THIS POLICY APPLIES TO ALL EMPLOYEES, OFFICIALS, VOLUNTEERS AND ENTITIES PERFORMING VOLUNTEER SERVICES OR WORK FOR THE BOROUGH OF FRANKLIN LAKES.**

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

**PROHIBITED CONDUCT AND LANGUAGE INCLUDES BUT IS NOT LIMITED TO:**

Discrimination, harassment and violations of civil rights shall not be permitted and the Borough is committed to enforcement of this policy. Prohibited conduct is defined in the applicable Federal and State Laws concerning discrimination, harassment and civil rights. It includes but is

not limited to discrimination on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States Armed Forces, gender identity or expression and/or any other characteristic protected by law.

**PROCEDURE TO REPORT ALLEGED DISCRIMINATION, HARASSMENT AND/OR VIOLATIONS OF CIVIL RIGHTS PROHIBITED BY THIS POLICY TO ANY OF THE FOLLOWING OFFICIALS:**

Immediately contact: Department Head;  
Gregory Hart, Borough Administrator; or  
Mark Ruderman, Esq., Labor Counsel

Supervisors and Managers are required to immediately notify the Borough Administrator or Labor Counsel of any acts of harassment, discrimination and/or violations of civil rights they have observed or that have been reported to them.

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

**TRAINING SHALL BE OFFERED:** Training shall be offered periodically concerning duties, responsibilities and rights pursuant to this policy.

**COMPLIANCE MONITORING:** The Borough Administrator shall distribute this policy and request employee acknowledgement that it was received and read. The Administrator shall report to the Mayor and Council that this policy was distributed annually.

**COMMITMENT TO COMPLIANCE:** The Mayor and Council expresses its unequivocal commitment to the enforcement of this policy.

*Gregory C. Hart*  
Borough Administrator

cc: Mayor and Council  
William Smith, Esq., Borough Attorney  
Mark Ruderman, Esq., Labor Counsel

GCH/g

**Resolution 233-23**  
**Borough Civil Rights**

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

**WHEREAS**, the Mayor and Council of the Borough of Franklin Lakes has determined that certain procedures need to be established to accomplish this policy;

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Franklin Lakes, County of Bergen and State of New Jersey that no official, employee, appointee or volunteer of the Borough, by whatever title known, or any entity that is in any way a part of the Borough, shall engage, either directly or indirectly in any act, including the failure to act, that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough's business or using the facilities or property of the Borough; and,

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

**BE IT FURTHER RESOLVED** that discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights; and,

**BE IT FURTHER RESOLVED** that the Borough Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution, and such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints; and,

**BE IT FURTHER RESOLVED** that no person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline; and,

**BE IT FURTHER RESOLVED** that the Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution; and,

**Resolution 233-23**  
**Borough Civil Rights (*continued*)**


**BE IT FURTHER RESOLVED** that the Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the Mayor and Council the results of the monitoring; and,

**BE IT FURTHER RESOLVED** that, at least annually, the Borough Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough, and this communication shall include a statement from the Mayor and Council expressing its unequivocal commitment to enforce this resolution, and this summary shall also be posted on the Borough's web site; and,

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately; and,

**BE IT FINALLY RESOLVED** that a copy of this resolution shall be published in the official newspaper of the Borough in order for the public to be made aware of this policy and the Borough's commitment to the implementation and enforcement of this policy.

**I, Gail M. Rulli, Municipal Clerk for the Borough of Franklin Lakes, do hereby certify that the above is a certified true copy of a resolution passed by the Mayor and Council on the 19<sup>th</sup> of September 2023, at 7:30 P.M. in the Council Chambers of the Municipal Building, a quorum being present.**

  
\_\_\_\_\_  
**Gail M. Rulli, Municipal Clerk**

**September 19, 2023**  
\_\_\_\_\_  
**Date**