

Township of South Hackensack
Bergen County, New Jersey
October 4, 2012 7:30 P.M.
Regular Meeting
MINUTES

Gary C. Brugger, MayorPresent
Frank CagasPresent
Walter Eckel, Jr.Present
William ReganAbsent
Vincent StefanoPresent

Also present:
Mary Terraccino, Deputy Clerk
David V. Nasta, Esq., Municipal Attorney

Call of Meeting to Order

Mayor Brugger called the Meeting to order at 7:30 p.m. He advised that pursuant to the Open Public Meetings Act Annual Notice of the meeting had been provided to *The Record, the Herald and News* and by posting the Annual Notice on the bulletin board in the clerk's office where notices are customarily posted. Everyone saluted the flag. The municipal clerk called the roll.

At 7:33 Brugger motioned; Eckel seconded and the Committee unanimously agreed to go into closed session at the start of the meeting because Brian Giblin was in attendance to address the Committee on litigation matters.

At 8:05 Brugger motioned; Cagas seconded and the Committee unanimously agreed to re-open the meeting and resume the regular order of business.

Mayor Brugger introduced Chris Eilert as the new Chief Financial Officer for South Hackensack and briefly explained some of the CFO's duties. Chris stated that he was eager to get started and was looking forward to meeting all of the department heads. He will be available on Thursday nights if anyone was willing to meet with him on any financial matters.

Correspondence & Reports

9/26/2012 DPW Supt. Lawrence Paladino Re: Manpower – Larry reported that the DPW is understaffed and would like to be prepared for the winter. Right now one of his men is out sick leaving the department with 3 workers. After meeting with Bill Regan, he was informed to put the request in writing. He should meet with the chief financial officer to review his budget numbers and report back to the Committee for them to take this into consideration. He was informed to create a list of part time help for the upcoming leaf pick up and snow removal.

Old Business

Roll Call Vote:

Ayes: Brugger, Cagas, Eckel, & Stefano Absent: Regan

Committee Reports

Walter Eckel – informed the Committee that the seniors would like to be part of the discussion on the design phase of the senior bathroom renovations. He informed the public that the Fireman's Memorial is on Sunday October 7. There is mass at 8 AM at Immaculate Conception Church with a service to follow at the monument on Phillips Avenue.

Vincent Stefano – attended a Board of Education meeting and inquired about the use of the Geese Machine Sweeper. After much discussion on this matter, Larry reported that the trailer and the sweeper are kept at different locations making it difficult to borrow the machine. A schedule should be worked out so that the fields at the school can get cleaned up for health reasons. The Port Authority should be notified as a safety matter with the geese being in the area of the flight path to Teterboro Airport. Stefano asked Larry to schedule the machine and to e-mail Betty at the school board office the dates available. Stefano requested to meet with Joseph Marrella on some property maintenance issues.

Frank Cagas – inquired about the status of the no parking zones regarding the radius for fire truck turns in the area of Louis Court, Kinzley Street, and Fourth Street. Brugger informed him that they were still waiting for a report from the Police Department. The Committee requested that the traffic officer Bob Chinchar submit a report.

Frank would like background checks performed on all volunteers of the town. Nasta reported that our personnel policies require this on certain employees and that he would look into this and report back to the Committee.

Frank commented on the response of the Fire Dept and the findings of a day care center on Leuning Street that had County approval for operation.

Frank and Gary attended a sump pump amnesty meeting with regards to the BCUA agreement and Boswell Engineering to locate all illegal sump pumps. Boswell will be performing the inspections and letter will be sent to the homeowners to attend an informational meeting.

Frank requested that Larry contact whoever is in charge of repaving the two ramps that go over Route 80 on Huyler Street and Phillips Avenue and to follow through with this matter.

Gary Brugger – received a gratitude letter from Revita Rugs for the investigation performed by Detective Sgt. Robert Licamara and requested that this letter be placed in his personnel file. He congratulated Diane Brando on accomplishing her Court Administrators Certificate. He also reported on the meeting with the NJDOT and DEP regarding the maintenance of the ditches on Green Street.

Public Comments

Brugger motioned; Stefano seconded and the Committee unanimously agreed to open the meeting to the public.

Leo Rossi – met with Michael Nasta and reported that there should be more in-depth inspections on two family homes for safety reasons and requested that the town put additional inspectors in the fire prevention bureau. Brugger informed him that he would like to see the status reports

from fire prevention to determine the necessity of the additional inspectors. Ray DeRiso thought that these inspections could only be done on non-owner occupied homes.

Kim Rerecich - informed the public that October 13th was the opening of Coppa Italia at Memorial School and the 8th grade beefsteak fundraiser will be held on November
Brugger motioned; Eckel seconded and the Committee unanimously agreed to close the meeting to the public.

Closed Session

At 9:10 p.m. Brugger motioned; Cagas seconded and the Committee unanimously agreed to go into closed session.

Brugger motioned; Eckel seconded and the Committee unanimously agreed to close the closed session and re-open the meeting.

Brugger motioned; Eckel seconded to approve the Tax Appeal for GNB Associates at 80 Leuning Street

Roll Call Vote:

Ayes: Brugger, Cagas, Eckel, & Stefano Absent: Regan

Adjournment

At 9:30 p.m. Brugger motioned; Cagas seconded and the Committee unanimously agreed to adjourn the meeting.

Respectfully Submitted,

Mary Terracino
Deputy Clerk

October 4, 2012 Regular

property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

 (6) *Matters Relating to Public Safety and Property*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

 X (7) *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

Brian T. Giblin – Employee Complaints and Litigation
Rice Notices – Chief Michael Frew, Steven Furbacher, Vincent Riotto, Michael Montenegro, Glenn Evans, and Carmine Maceri (also Robert Kaiser)

GNB Associates v South Hackensack – 80 Leaning Street – Tax Appeal

 (8) *Matters Relating to the Employment Relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

 (9) *Matters relating to the Potential Imposition of a Penalty*: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

Now, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack assembled in public session on this date, that an Executive Session closed to the public shall be held in the South Hackensack Township Municipal Complex, 227 Phillips Avenue, South Hackensack, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

The foregoing resolution was duly adopted by the Township Committee of the Township of South Hackensack at a public meeting held on October 4, 2012.



RECEIVED
SEP 26 2012
TOWNSHIP
SOUTH HACKENSACK

Township Of South Hackensack Dept. Public Works

Lawrence J. Paladino, Jr. CPWM
Superintendent
77 Franklin Street
South Hackensack, NJ. 07606

Telephone 201-440-3283
Fax 201-641-0393

September 26, 2012

To: Mayor & Council

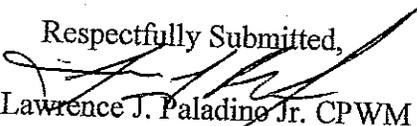
From: Lawrence J. Paladino, Jr CPWM
Superintendent

Re: Man Power

Dear Mayor & Council

As we all know my department has been short handed for the last 2 years. The workload of this Department has increased and by only having 3 people in the work force has become an unsafe condition. The injuries have gone up and now we have 1 person who may be out for an extensive period of time. This is one of the busiest times of the year with leaves, and preparing for the winter season. I do not have enough man power to cover the necessary tasks that have to be completed. I would like to request that the Township Committee advertise for 2 people who have a CDL license, EMT certification and some type of trade ability to be hired as full time employees. I would also like to request that the part time salary be raised. It is now at \$10.00 and with the winter season approaching it will hard to find drivers for snow plowing. Our job can be very dangerous and we need the proper amount of man power to run this department.

Respectfully Submitted,


Lawrence J. Paladino Jr. CPWM
Superintendent

CC: G. Brugger
F. Cagas
B. Regan
W. Eckel
V. Stefano

October 4, 2012 Regular

BE IT FURTHER RESOLVED that a copy of this Resolution shall be sent to the Director of the Bergen County Community Development Program so that implementation of the aforesaid project may be expedited.

Offered: Brugger

Second: Eckel

Roll Call Vote: Ayes: Brugger, Cagas, Eckel, Stefano Absent: Regan

October 4, 2012

Resolution Authorizing Executive Session – October 4, 2012

A Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12.

Whereas, the Township Committee of the Township of South Hackensack is subject to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.,* and

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

Whereas, it is necessary for the Township Committee of the Township of South Hackensack to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

____(1) *Matters Required by Law to be Confidential:* Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

____(2) *Matters Where the Release of Information Would Impair the Right to Receive Funds:* Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

____(3) *Matters Involving Individual Privacy:* Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

____(4) *Matters Relating to Collective Bargaining Agreements:* Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

____(5) *Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:* Any matter involving the purchase, lease or acquisition of real

October 4, 2012 Regular

Linda LoPiccolo

From: Trevor McNeill [environs@epix.net]
Sent: Friday, September 21, 2012 4:13 PM
To: gbrugger@southhackensacknj.org
Cc: fcagas@southhackensacknj.org; municipalclerk@southhackensacknj.org
Subject: Verizon Wireless 'Hackensack State Street' Proposed Co-location

Mayor Brugger:

By way of introduction my name is Trevor McNeill and I represent the Verizon Wireless Northern New Jersey Site Development Department. We have identified the existing T-Mobile monopole tower located on Township property (the 'Refueling Station') on Huyler Street near Rt. 80 as a suitable location for Verizon Wireless to co-locate their communications equipment. We have license agreements in place with T-Mobile to allow for such a co-location on the tower, however due to the small size of T-Mobile's leased area, it appears that we will need to negotiate a separate lease agreement directly with the Township in order to place our radio equipment cabinets on the ground near the tower.

At the direction of the acting Clerk I have left a voice mail for your Township Attorney David Nasta. While I wait for a return call from him I stand ready to discuss this with you at your convenience. I can best be contacted on my mobile number below. I look forward to the successful and succinct negotiation of a lease agreement that is beneficial to both the Township and Verizon Wireless.

Thank you,

Trevor McNeill
On-Air Associates, LLC
51 Tammany Road
Upper Black Eddy, PA. 18972-9502
environs@epix.net
610.294.9803
Fax: 610.294.9769
Mobile: 267.772.0670

TOWNSHIP OF SOUTH HACKENSACK
RECYCLING DEPARTMENT

Joseph Marrella
Recycling Coordinator

RECEIVED
OCT 2, 2012
SOUTH HACKENSACK
MUNICIPAL CLERK
227 Phillips Ave
South Hackensack, N.J. 07606

INTER OFFICE MEMO

TO: Township Committee

FROM: Joseph Marrella 

SUBJECT: Shared Services

DATE: October 2, 2012

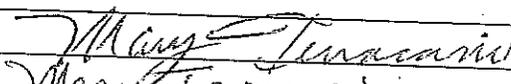
In response to your request of shared services, I contacted Little Ferry, Hackensack, Hasbrouck Heights and Paramus. Paramus is the only town that is interested. They requested the specifications. David Nasta was given the contact person for the details.

Division of Local Government Services
CY 2012/SFY 2013 Best Practice Inventory Program
Best Practice Public Meeting Certification Form

This form must be completed by the Municipal Clerk after the Governing Body has reviewed the completed Best Practice Inventory at a public meeting.

Certification:

I hereby certify that the Governing Body of the
 in the County of Bergen discussed the CY 2012/SFY 2013 Best Practice Inventory
 as prepared by the Chief Financial Officer at a public meeting on

Signature of ^{Deputy} Municipal Clerk	
Printed name of Clerk:	Mary Terraciano
RMC #:	C-11.52
Date:	October 5, 2012

(See Instructions to Complete and Submit the CY 2012/SFY 2013 Best Practice Inventory in Local Finance Notice 2012-18 for filing instructions.)

Best Practices Worksheet CY 2012/SPV2013

Click here, then click on arrow to choose municipality
 Please see Color Key at bottom of sheet for limits on answers

0000	Answer	Question	Comments
	No	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement in 2011?	
	Yes	N.J.S.A. 40A:65-4b requires municipalities to file a copy of their shared service agreements, including amendments and renewals thereof, with the Division of Local Government Services. Has your municipality filed a copy of all shared service agreements presently in effect, along with any amendments thereto, with the Division? This response shall not include cooperative purchasing, cooperative pricing or commodity resale agreements.	
	No	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)?	
	Yes	Does your municipality's legal counsel and/or qualified purchasing agent review and approve procurement specifications and professional service contracts before contracts are executed?	
	No	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at www.nj.gov/dca/lgs/muni/aid/pay_to_play_ordinance-contractor.doc . Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?	

Click here, then click on arrow to choose municipality
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0000	Answer	Question	Comments
6	Yes	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; contact information for elected and appointed officials; municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
8	No	<p>Does your municipality require its elected officials to attend on an annual basis at least one course offered by the Rutgers University Center for Government Services (or a similar education provider such as the NJ League of Municipalities) covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, capital planning, shared services)?</p>	<p>Elected officials are strongly urged to attend and do participate in the Rutgers courses.</p>
9	Yes	<p>Are ordinances codified on an annual basis, with both the code and any uncodified ordinances made available online?</p> <p>Financial Standards: FS</p>	
	Yes	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "<u>PERC Summary Form: Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u>" and "<u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u>"</p> <p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. Does your CFO evaluate and discuss this risk assessment annually with your governing body or an appropriate subcommittee of the governing body (Audit or Finance Committee) with a focus on developing accounting control processes, procedures and authorizations designed to limit the risk of loss or misstatement?</p>	

Best Practices Worksheet CV 2012/SFY2013

Click here, then click on arrow to choose municipality

Please see Color Key at bottom of sheet for limits on answers

0000	Answer	Question	Comments
Prospective	Yes	An accounting policy manual documenting all internal accounting control processes, procedures and authorizations is of great value for staff to understand these safeguards. Are internal accounting control processes, procedures and authorizations documented and communicated to staff?	
Prospective	Yes	Are all General Ledger cash balances reconciled to bank statements (e.g. receipts postings to bank deposits; disbursement postings to cleared checks and wire transfers) with all reconciling differences verified (e.g. deposits in transit, outstanding checks and posting differences)?	
Prospective	Yes	Municipalities have the potential to save significant money by auditing their telephone lines annually, and other utilities on a less frequent but nonetheless regular basis. Does your municipality perform an audit of its utility accounts (e.g. telephone, electric meters, streetlighting) at least once every three years to ensure that inactive accounts are cancelled?	
Prospective	Yes	In submitting your corrective action plan for findings cited in your annual audit, are these items reviewed by the CFO with the governing body or an appropriate subcommittee of the governing body (e.g. finance or audit committee)?	
Prospective	Prospective	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2010 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2011 audit? If the answer is no, please list the repeat findings in the comments section.	<p>1). The Township appropriate sufficient funds to eliminate the cash deficits for general capital ordinances older than 5 years. The Township is continuing to fund these projects in a manner which does not greatly burden the tax payer.</p> <p>2). Monthly general ledger balances be reconciled to the subsidiary ledgers or records. The Township continues to identify electronic corrections to reconcile subsidiary ledgers to the general ledger.</p>

Click here, then click on arrow to choose municipality
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0000	Question	Comments
Answer		
16	<p>The CFO should prepare both the annual financial statement and annual debt statement. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At an absolute minimum, each CFO should prepare audit-ready financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract the information necessary in preparing the annual financial and debt statements. This requires that all financial transactions (both cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. If your CFO does not prepare the annual financial statement or annual debt statement, and does not present the financial records in a complete and audit-ready condition, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?</p>	
17	<p>N/A</p> <p>The CFO should prepare a municipality's annual budget. If your CFO does not prepare the municipality's annual budget, are you retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm?</p>	
18	<p>Yes</p> <p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	
Budget Preparation and Presentation - BP		
No	<p>Has your municipality fully and accurately disclosed in the "Budget Message" section of your CY2012/SFY 2013 budget the following: Revenues at Risk; Non-Recurring Cost Reductions; Anticipated CY2013/SFY 2014 Appropriation Increases; and Structural Balance Offsets as detailed in Local Finance Notice 2011-37?</p>	

Best Practices Worksheet CY 2012/SFY2013

Click here, then click on arrow to choose municipality

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0000	Answer	Question	Comments
20	No	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</p>	
	Yes	<p>In preparing your annual budget for the current year it is important that the impact that these decisions may have on future years' budgets be presented, evaluated and considered before final action is taken. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical toward sustaining (or achieving) a solid fiscal condition. Are projections calculated and discussed in sufficient detail so that the governing body understands the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two (2) future year's budgets?</p>	
22	Prospective	<p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</p>	
28	Yes	<p>Do elected officials receive status reports at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>	

Best Practices Worksheet CY 2012/SFY2013

Click here, then click on arrow to choose municipality
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0000	Answer	Question	Comments
Yes	<p>Given the potential fiscal impact of property tax appeals on municipalities, the Tax Assessor and CFO should review the status of filed appeals on a regular basis to determine their effect on future budgets and plan accordingly. With input and approval from the governing body, this plan should include an evaluation of current assessment values and should consider setting aside an adequate estimated reserve to fund potentially successful state tax court appeals. <u>Has your municipality considered a property reassessment/revaluation to counter the effect of successful residential tax appeals?</u> In answering this question, a yes answer indicates that the municipality either 1) determined after reviewing assessed values that a reassessment/revaluation is unnecessary due to assessed values accurately reflecting market values (resulting in a small number of successful appeals); or 2) if the impact of appeals is significant, a revaluation plan has been filed with your County Board of Taxation.</p>		
Yes	<p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems? N.J.S.A. 40A:4-62.1 allows for the creation of a dedicated trust fund to reserve funds budgeted during years with relatively little snowfall for use in future years when excessive snowfalls may exceed budgeted funds. Although this past winter may have been mild, a responsible budget will take into consideration its impact on future years. In your 2012 budget, has your municipality reserved at least the average of snow removal expenses incurred over a minimum of 3 years? Health Insurance HI</p>	<p>The Township has recently received approval for the implementation of this type of Trust Fund and will reserve the balance of the 2011 fiscal year DPW salary and future years so that the fund is adequately funded.</p>	
Yes	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)?</p>	<p>Newly elected officials do not receive healthcare coverage.</p>	
Yes	<p>Does your municipality limit health benefits to full-time (35 or more hours weekly) employees (excluding elected and appointed officials)?</p>		
Yes	<p>Does your municipality conduct a monthly review of health benefit covered lives in an effort to delete employees, spouses or dependents who should no longer be receiving coverage?</p>		

Best Practices Worksheet CY 2012/SFY2013

Click here, then click on arrow to choose municipality

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

0000

Answer

30

Yes

As explained in Local Finance Notices 2011-20R and 2011-34, P.L. 2011 c. 78 requires employees to contribute toward healthcare based on a percentage of total premium cost, subject to a four-year phase-in. Has your municipality implemented the employee healthcare contribution provisions contained in P.L.2011 c. 78?

31

N/A

Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments pre-set (i.e. plainly disclosed in the resolution and/or contract designating the broker of record) so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees?

32

Prospective

The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. As your municipality's collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP?

33

No

If your municipality does not participate in the State Health Benefits Program (SHBP), have competitive proposals for health insurance been solicited in the last three years; including from the Division of Pensions and Benefits for SHBP health insurance coverage?

Personnel PE

Click here, then click on arrow to choose municipality

Please see Color Key at bottom of sheet for limits on answers

0000	Answer	Question	Comments
Yes	<p>N.J.S.A. 43:15A-7.2 and 43:15C-2(b)(4) preclude independent contractors and individuals performing professional services for any municipality or agency (e.g. municipal attorney, auditor, planner) under a professional services contract awarded pursuant to the Local Public Contracts Law from membership in the Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP). Has your municipality reviewed the status of your independent contractors and professional services providers to ensure they are not deemed eligible for PERS and/or DCRP?</p>		
Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (You should consult with your labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Inbs in Blue")</p>		
Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?</p>		

Best Practices Worksheet CV 2012/SFY2013

Click here, then click on arrow to choose municipality
 Please see Color Key at bottom of sheet for limits on answers

0000	Answer	Question			Comments
37	Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to view how your municipality's salaries have changed over a three year period?			
38	Yes	Are standardized forms completed and filed, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping)?			
39	Yes	Does your personnel/human resources office maintain records that account for all leave time earned and used by employees?			
40	Yes	Do supervisors review and approve/deny employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?			
41	No	Does your municipality limit the carry forward of accrued vacation time to no more than the amount earned in the previous year (meaning no employee hired after the effective date of the limitation policy can keep in any given year more vacation time that they earned in the prior year)?			
	Yes	Does the municipal governing body approve all payments for accumulated absences pursuant to the requirements of N.J.A.C. 5:30-15.4?			
	Yes	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?			
44	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?			
	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit?			
	Prospective	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$572 for disabilities beginning on or after 1/1/12. Does your municipality refrain from supplementing the Temporary Disability benefit?			The Township will review its disabilities policy.

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Question

Comments

The Township Committee will consider this policy for new employees with the introduction of the 2012 salary ordinance.

The Township continues to try limit longevity in newly negotiated contracts.

Prospective
 Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?

Prospective
 For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date?

Public Safety PS
 Does your municipality schedule and undertake periodic inspections/assessments of all municipal facilities to ensure they are in good repair and proper maintenance is being performed?

Yes
 Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken? Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances.

- 0 Select
- 30 Yes
- 9 No
- 3 N/A
- 8 Prospective
- 50 Total Answered:

Best Practices Worksheet CY 2012/SFY2013

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0000	Answer	Question	Comments
	41	Score (Yes + N/A + Prospective)	
	82%	Score %	
	0%	Percent Withheld	

Chief Financial Officer Completion Certification:
 Type Name of CFO and Certification # in cells below:
 Durene M. Ayer

Name: N0508
 Date Prepared: 9/25/2012
 Cert #

Color Key

Red = Repeat Question; Prospective answers not permitted
 Blue = Questions where neither "not applicable" nor "N/A" answers are permitted
 Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted
 No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers

# of Questions scored Yes, Prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	66%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question	Table of Weblinks (Cut and paste into browser)
5	www.nj.gov/dca/igs/municipal/pay_to_play_ordinance-contractor.doc
9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02
9	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02
19	http://nj.gov/dca/divisions/dlgs/ffns/1/2011-37.doc
30	http://nj.gov/dca/divisions/dlgs/ffns/1/2011-20R.doc
30	http://nj.gov/dca/divisions/dlgs/ffns/1/2011-34.doc
34	http://nj.gov/dca/divisions/dlgs/ffns/07/2007-28.doc
42	http://www.nj.gov/dca/igs/ffns/02/ffns/cfo-2002-1.pdf