

**TOWNSHIP OF DENNIS**

**TOWNSHIP COMMITTEE  
WORKSESSION AGENDA**

**OCTOBER 04, 2016**

**6:30 P.M. (prevailing time)**

**CALL TO ORDER:**

Mayor's announcement: The notice requirements provided for in the "Open Public Meetings Act" have been satisfied. Notice of this meeting was properly given in Resolution No. 2015-137 entitled the Annual Meeting Notice which was adopted by the Dennis Township Committee on December 15, 2015. A meeting notice has been published and posted in accordance with the act.

**FLAG SALUTE:**

**ROLL CALL OF MEMBERS PRESENT:**

\_\_\_ Fry-DeRose, J.; \_\_\_ Tozer, D.; \_\_\_ Salimbene, L.; \_\_\_ O'Connor, B.; \_\_\_ Murphy, J;

**SPECIAL PRESENTATIONS OR DISCUSSIONS:**

None.

**DEPARTMENTAL REPORTS AND PROJECT UPDATES:**

**Administration & Finance:**

Discuss the Amending Chapter 139, Article III Fees for Use of Recreational Facilities.

Discuss the 2016 Best Practices Inventory.

**Legal:**

None.

**WORKSESSION AGENDA  
PAGE TWO**

**Public Buildings & Grounds:**

None.

**Engineering:**

Update the status of the bike path.

**Construction/Plan/Zone:**

None.

**RESOLUTIONS:**

None.

**ORDINANCES:**

None.

**MOTION TO ADJOURN THE MEETING:**

ARTICLE III Fees for Use of Recreational Facilities  
[Adopted 3-11-1996 by Ord. No. 96-04]

**§ 139-12. Purpose.**

The Township of Dennis has constructed various recreational facilities, and created a recreation department to oversee the operation of these facilities.

In order to properly maintain the recreational facilities, insure a safe playing environment, and to help offset the daily operational expenses it is necessary to establish certain fees.

Those fees will be collected by the recreation department in accordance with the schedule established in this Article by the Township Committee.

**§ 139-13. Fee schedule.**

The following schedule of fees shall be established:

- A. Pick-up games. The following facilities can be utilized providing there are no games, practices, or maintenance scheduled. There will be no fee for pick-up games:

Baseball Field — Academy Road; Baseball Field — Recreation Park; Basketball Court — Recreation Park; Football Field — Chestnut Street; Soccer Field — Recreation Park; Tennis Court — Recreation Park; and Hockey Rink — Recreation Park. [Amended 6-4-07 by Ord. No. 2007-08]

- B. Scheduled activities. [Amended 6-4-07 by Ord. No. 2007-08] The following facilities can be utilized through the issuance of a permit by the Township Recreation Department. Organized leagues and teams that are not under the direction of the township associations or Recreation Department must apply for and be issued a permit. Each team and/or league shall furnish their own insurance, will be required to execute an indemnity and hold harmless agreement, and will be responsible for the condition of the building/field/court. Following the use of the township facility, the building/field/court must be left in the same condition as it was prior to the event. The following facilities can be utilized with a permit from the Recreation Department at the cost listed:

Baseball Field	\$ 25.00 per game
Baseball Field (w/use of lights)	60.00 per game (C-5)
Baseball Field (w/use of lights)	45.00 per game (C-3)
Football Field - Chestnut Street	60.00 per game
Basketball Courts	20.00 per game
Basketball Courts (w/use of lights)	30.00 per hour
Gymnasium	\$ 50.00 per half hour
Hockey Rink	20.00 per game
Hockey Rink (w/use of lights)	40.00 per game
Skating Party (2 hr. private party)	150.00
Skate Admission (per person)	2.00
Skate Rental (per person)	1.50
Soccer Field	25.00 per game
Tennis Court	25.00 per game

C. Nonprofit organizations. For all township civic, charitable, fraternal, philanthropic, and religious not-for-profit organizations, holding a tax-exempt status under the Federal Internal Revenue Code, and which have their offices or principal place of business in the Township of Dennis the fees will be waived, except for the Baseball Field — Recreation Park (using lights) fee of sixty dollars (\$60.) and forty-five dollars (\$45.), the Gymnasium —Recreation Park (per half (1/2) hour) fee of fifty dollars (\$50.), Basketball Court — Recreation Park (using lights) fee of thirty dollars (\$30.) per game, Hockey Rink — Recreation Park (using lights) fee of forty dollars (\$40.) per game, and the Skating Party — Recreation Park (2 hour private party) fee of one hundred fifty dollars (\$150.). [Amended 4-14-97 by Ord. No. 97-06; 6-4-07 by Ord. No. 2007-08]

D. Insurance requirements. Upon the issuance of the permit, the applicant must provide a Certificate of Insurance, naming the Township of Dennis as an additional insured and provide the minimum liability limits:

- (1) Minimum liability limit of five hundred thousand dollars (\$500,000.).
- (2) If the insurance policy contains an aggregate limit, such aggregate shall equal double the occurrence limit.

If the gymnasium is being used for the display of artwork, antiques, or other collectibles that are the property of others, an aggregate value must be provided of the items to be displayed, along with the required certificate of insurance.

All leagues and/or teams, which are not under the direction of township associations or the Recreation Department, and who desire to use the building/fields/courts, must obtain a certificate of insurance naming the Township of Dennis as an additional insured.

E. [Added 5-13-96 by Ord. No. 96-07; amended 4-14-97 by Ord. No. 97-05; 2-24-99 by Ord. No. 99-02; 4-10-00 by Ord. No. 2000-03; 4-23-01 by Ord. No. 2001-04; 3-21-02 by Ord. No. 2002-02; 5-6-03 by Ord. No. 2003-03; 5-4-04 by Ord. No. 2004-06; 5-17-05 by Ord. No. 2005-04; 4-11-06 by Ord. No. 2006-05; 4-17-07 by Ord. No. 2007-05; 5-6-08 by Ord. No. 2008-07] Summer CAMP Fees. The Dennis Township Recreation Department 2006 Summer CAMP has a maximum number of one hundred (100) camp spaces with Package #1 having a limit of sixty (60) spaces. The fees are set as follows and will be further amended from time to time as needed by resolution:

- (1) Package 1 – \$490.00 (Ages 5 to 13) – Tuesday, Wednesday and Thursday Sessions 9:00 a.m. to 3:00 p.m.
- (2) Package 2 – \$295.00 (Ages 5 to 13) – Tuesday and Thursday Sessions 9:00 a.m. to 3:00 p.m.

#### APPENDIX

#### APPLICATION OF ORGANIZATION SEEKING RECOGNITION FOR PROMOTION OF RECREATION ACTIVITIES BY THE TOWNSHIP OF DENNIS

NAME OF ORGANIZATION: \_\_\_\_\_

OFFICIAL MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LIAISON PERSON: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

RECREATION ACTIVITY TO BE PROMOTED: \_\_\_\_\_

REASON ORGANIZATION IS NEEDED: \_\_\_\_\_

LIST OF OFFICERS: \_\_\_\_\_

LIST OF MEMBERS AND HOME ADDRESS:

_____	_____
_____	_____
_____	_____
_____	_____

BYLAWS MUST BE ATTACHED TO APPLICATION.

I certify that the foregoing is accurate and complete. I realize the Township of Dennis will rely upon this application.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Name and Title

<sup>1</sup> Editor's Note: The application form is included at the end of this chapter.

Chapter 139 PARKS AND RECREATION

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## **Fees for Use of Dennis Township Recreational Facilities**

The facilities of the Dennis Township Parks & Recreation Department are available for use by members of the public. There is no charge for individuals to use the facilities as long as it is not an organized or scheduled event and as such use does not interfere with an approved Township event, program or activity.

Programs, leagues, activities and events operated or sponsored by the Dennis Township Parks & Recreation Department and Dennis Township Athletic Associations have priority use of all facilities. Providing that there are no games, practices or maintenance scheduled and adequate staff is available, the facilities listed below can be utilized by groups and organizations through the issuance of a permit by the Township Recreation Department.

In order to be considered for a permit the applicant must complete and submit the official "Dennis Township Facility Use Application." Applicant will be required to execute an indemnity and hold harmless agreement and provide insurance coverage to the Township at the amount and type recommended by the Township's risk management consultant. All necessary paperwork must be submitted at least thirty (30) days before the requested use date. If approval is granted, fees must be paid in full seven days before the event.

Baseball Field - \$75 per hour, per field (no lights) – 2 Hr. Minimum

Baseball Field C-3 - \$125 per hour (w/use of lights) – 2 Hr. Minimum

Baseball Field C-5 - \$150 per hour (w/use of lights) – 2 Hr. Minimum

Football Game Field - \$150 per hour – 2 Hr. Minimum

Football Practice Field - \$125 per hour – 2 Hr. Minimum

Outdoor Basketball Courts - \$75 per hour (no lights) – 2 Hr. Minimum

Outdoor Basketball Courts - \$100 per hour (w/use of lights) – 2 Hr. Minimum

Tennis Court - \$50 per hour – 2 Hr. Minimum

Gymnasium - \$200 per hour – 2 Hr. Minimum

Hockey Rink - \$75 per hour – 2 Hr. Minimum

Hockey Rink - \$100 per hour (w/use of lights) – 2 Hr. Minimum

Micro Soccer Field - \$100 per hour – 2 Hr. Minimum

Mid- Size Soccer Field - \$125 per hour – 2 Hr. Minimum

Regulation Soccer Field - \$150 per hour – 2 Hr. Minimum

\*Following the use of the township facility, the building/field/court must be left in the same condition as it was prior to the event. Rental times must include time needed for set up and clean up.

\*A staff member or designee of the Dennis Township Recreation Department is required at all events to open and close the facility, to ensure that township property and equipment are protected and to provide additional oversight as needed. If the recreation director determines that the size and scope of the activity requires additional staff, the applicant will be charged an additional fee of \$30 per hour per staff member.

\*For all township civic, charitable, fraternal, philanthropic and religious not for profit organizations, holding a tax exempt status under the Federal Internal Revenue Code, and which have their offices or principal place of business in the Township of Dennis the fees will be reduced 25%.

LFN 2016-13

September 19, 2016

# Local Finance Notice

Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Charles A. Richman  
Commissioner

Timothy J. Cunningham  
Director

## Contact Information

### Director's Office

V. 609.292.6613  
F. 609.292.9073

### Legislative and Regulatory Affairs

V. 609.292.6110  
F. 609.292.9073

### Financial Regulation and Assistance

V. 609.292.4806  
F. 609.984.7388

### Local Finance Board

V. 609.292.0479  
F. 609.633.6243

### Mail and Delivery

101 South Broad St.  
PO Box 803  
Trenton, New Jersey  
08625-0803

### Web:

[www.nj.gov/dca/divisions/dlgs](http://www.nj.gov/dca/divisions/dlgs)

E-mail: [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov)

## Distribution

Municipal Clerks  
Municipal CFOs  
Auditors

## CY 2016/SFY 2017 Best Practices Inventory

The State's Fiscal Year 2017 Appropriations Act (P.L. 2016, c.10) requires the Division of Local Government Services ("Division") to determine whether some portion of a municipality's CMPTRA and ETR aid will be withheld based on the results of a Best Practices Inventory ("Inventory") to be completed by each municipality. The Inventory encourages municipalities to embrace practices that promote financial accountability, sound management and transparency. This Local Finance Notice provides guidance on how the Division will implement this statutory requirement.

Municipalities operating on a Calendar Year or Transition Fiscal Year (SFY reversions) must return their completed Inventory to the Division by **Friday, October 21, 2016**. Those municipalities operating on State Fiscal Year budgets must return their completed Inventory by **Friday, April 7, 2017**. Completion and filing instructions are included in an Appendix to this Notice. **As in previous years, the maximum amount of aid that is subject to being withheld by the Division is the full amount of the final aid payment (December 1 for Calendar Year municipalities).**

### CY2016/SFY2017 Best Practices Format

Noteworthy changes to this year's Best Practices Inventory include the following:

- The inventory contains 30 questions (reduced from 50 in the prior year's Best Practices.
- "Prospective" answers are not permitted. The only permissible answers are "Yes", "No", and for a limited number of questions "N/A" (not applicable)
- **Municipalities must receive positive credit on a minimum of 22 questions in order to avoid withholding of aid. Given the introduction of several new questions and the reduced overall number of questions, the Division reserves the right to determine withholding percentages upon receiving all completed CY2016 Best Practices Inventories.**

The CY2016/SFY2017 Best Practices Inventory is in the form of an [Excel worksheet](#) that must be filled out and emailed to the Division. Note that the majority of questions focus on statutory requirements and have been asked in some fashion in previous years. **The majority of the questions asked in this year’s Best Practices are also curable, meaning that compliance can be achieved prior to the submission deadline.**

**Please read each question carefully.** Certain questions may expressly state the circumstances under which a “yes”, “no” or “N/A” answer must be selected, or under what circumstances additional information must be entered in the right column labeled “Comments”. For questions with subparts, a “yes” answer means that the municipality is answering affirmatively to all parts of the question. The municipality must answer “no” if it cannot affirmatively answer all parts of the questions. Weblinks are provided on the bottom of the Inventory to items cited in the following questions: 5, 13, 14, 15, 17, 18, 21, and 24 .

In addition to allowing “yes” or “no” answers, certain questions allow the option of answering “not applicable”. The spreadsheet automatically computes the score, with “not applicable” counted as positive answers for purposes of scoring. **Unlike in prior years, no “prospective” answers will be permitted.**

Questions are color-coded as follows pursuant to their permissible range of answers:

	Red = “Yes”; “No”; and “N/A” answers permissible
	Green = “N/A” answers are <b>NOT</b> permitted

The Division has identified certain questions that should be applicable to all municipalities. As a result, answers of “non-applicable” will not be allowed for those questions color-coded green.

For those questions color-coded red, “Not applicable” is only an appropriate answer if a municipality concludes that the requirement is not possible to meet given the municipality’s circumstances, unless the question specifically limits an “N/A” answer to a particular circumstance. Using “not applicable” requires an explanation of why the question is not applicable in the comment space provided.

Once the municipality’s Best Practices Inventory is transmitted to the Division, the worksheet cannot be amended and resubmitted except by making an appeal to the Director through the process outlined on Page 4.

Permissible answers for questions in each category are set forth below:

Categories	Yes/No	Yes/No/N/A
General Management	1, 3, 4, 7, 8	2, 5, 6, 9
Finance & Audit	13, 15	10, 11, 12, 14, 16
Procurement	19	17, 18
Budget Preparation & Presentation	20	21
Health Insurance	22	23, 24
Personnel	25, 27, 28, 30	26, 29

### Certifying to the Best Practices Inventory & Governing Body Acknowledgement

The municipality's Chief Administrative Officer, in addition to the Chief Financial Officer, must certify the Inventory. Space for these certifications is provided on the worksheet. Both officials must provide their certification number for all licenses they have been issued by the Division of Local Government Services. If the certifying official does not possess such a license, the space can be left blank. All certifying officers must type in their names and certification numbers, rather than manually sign and enter same.

Note: The Chief Administrative Officer is the individual, whatever their title, who is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whatever individual (e.g. municipal clerk, chief financial officer) is charged with this responsibility.

**Please be advised that Best Practices responses are subject to random auditing by the Division. Officials that certify Best Practices Inventories containing inaccurate responses may be subject to penalties including the Division taking action against their professional license.**

As for the governing body's acknowledgement, the completed form must be an agenda item for discussion at a municipal governing body meeting. The Municipal Clerk must certify **on the worksheet** that the Inventory and the results thereof were or will be discussed at a public meeting, with the inventory results and the certification of same by the chief administrative and financial officers referenced in the meeting minutes. There is no separate certification document for municipal clerks to submit. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality's Best Practices Inventory response.

### Appeals Permitted

The State Appropriations Act permits the Director of the Division of Local Government Services to exercise discretion where the particular circumstances of a municipality warrant. Reasonable accommodations will be considered where circumstances warrant. **As in previous years, the maximum amount of aid that is subject to withholding is the full amount of the final aid payment.**

Municipalities may submit appeals before the submission deadline but not before their Best Practices Inventory is submitted. The Division encourages municipalities that wish to submit an appeal to do so in conjunction with their Inventory submission. Appeals to the Director must be submitted **no later than the close of business Friday October 21, 2016 (or Friday April 7, 2017 for SFY Municipalities).**

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Approved: Timothy J. Cunningham, Director

Document	Internet Address
CY2016/SFY2017 Best Practices Worksheet	<a href="http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html">http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html</a>

## APPENDIX

### INSTRUCTIONS TO COMPLETE AND SUBMIT THE CY 2016/SFY 2017

#### BEST PRACTICE INVENTORY

**Step 1** -- Download the Excel spreadsheet from the Division's Best Practice webpage at [http://www.nj.gov/dca/divisions/dlgs/programs/best\\_practices.html](http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html). The worksheet is locked and allows access only to relevant fields.

**Step 2** – Select Name of Municipality: follow the instruction at the top of the worksheet. (Click in cell C1, then click on the down arrow on the right side of the cell, then choose the name of municipality.)

**Step 3** – for each inventory question, click in the “Select” cell in Column C and choose the appropriate response.

For those questions that permit a non-applicable answer, if the answer to a question is “Not Applicable” insert an explanation in the “comment” cell (Column E). The cell can expand to fit the size of the comment.

**Step 4** – The Chief Administrative Officer and Chief Financial Officer for the municipality insert their name, certifying to the application's accuracy, and provide any license number that has been issued to them by the Division of Local Government Services. For example, if a certified Chief Financial Officer is also a Certified Tax Collector, their CTC license number should also be provided. Do not manually sign the certification.

The Chief Administrative Officer is the individual, whatever their title, who is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whatever individual (e.g. municipal clerk, chief financial officer) is charged with this responsibility.

**Step 5** – The Municipal Clerk will certify that the Inventory results, and the certification of same by the Chief Administrative Officer and Chief Financial Officer, was discussed with the governing body at a public meeting and will be incorporated into the minutes thereof. Any license number that has been issued to the Clerk by the Division of Local Government Services must be provided. Do not manually sign the certification.

**Step 6** – Save the file using the following naming structure: **2016\_best\_practice\_xxxx.xls** and replace **xxxx** with the municipality's 4-digit municipal code # (it appears in Cell B2 after the municipality's name is chosen).

**Step 7** – Email the worksheet to: [bestpractices@dca.nj.gov](mailto:bestpractices@dca.nj.gov). Please include in the Subject Line the name of the municipality and the phrase “Best Practice Submission.”

Email questions concerning completing the worksheet to [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading “Best Practices Question”. The deadline for submitting the CY 2016 filing is Friday, October 21, 2016; the SFY 2017 deadline is Friday, April 7, 2017.

Click here, then click on arrow to choose municipality		
0000	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
	<b>General Management - GM</b>	
1	Select Has your municipality 1) explored all potential shared service opportunities; and 2) filed a copy of all shared service agreements presently in effect for which it provides the service, along with any amendments thereto, with the Division (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? In the Comments section, <b>please identify all explored all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.</b>	
2	Select Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), 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)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b>	
3	Select Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?	

<p><b>Click here, then click on arrow to choose municipality</b></p> <p><i>Please see Color Key at bottom of sheet for limits on answers</i></p>		
0000	Answer	Question
		Comments
4	Select	<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 the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>
5	Select	<p>A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a>, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>. Does your municipality have, or has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</p>

<p style="text-align: center;"><b>Click here, then click on arrow to choose municipality</b></p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>		
0000	Answer	Question
		Comments
6	Select	<p>The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to <u>N.J.S.A. 54:1-35.1</u>. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14</u>. <u>If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u></p>
7	Select	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2016 that covers the 2015 calendar year?</u></p>
8	Select	<p>While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?</p>

<b>Click here, then click on arrow to choose municipality</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0000	Question	Comments
Answer		
9	<p>Select</p> <p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. <u>Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date under "Comments".</u></p>	

Click here, then click on arrow to choose municipality		
0000	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
	<b>Finance &amp; Audit - FA</b>	
10	Select Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2014 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2015 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.	
11	Select Payments In Lieu of Taxed (PILLOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILLOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILLOT agreement?	
12	Select N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.	

		<b>Click here, then click on arrow to choose municipality</b>	
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
13	Select	<p>Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>	
14	Select	<p>Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in Local Finance Notice 2014-09?</u></p>	
15	Select	<p>The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u></p>	
15	Select	<p>While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?</p>	
<b>Procurement - P</b>			

		<b>Click here, then click on arrow to choose municipality</b>	
		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
0000	Answer	Question	Comments
17	Select	<p>Pursuant to <u>N.J.S.A. 52:15C-10(a)</u>, municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u></p>	
18	Select	<p>Pursuant to <u>N.J.S.A. 40A:11-25</u>, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in <u>N.J.S.A. 40A:11-25</u>, including seeking Director approval prior to implementing and enforcing all prequalification regulations? <b>"N/A" is only applicable where the municipality has not adopted any prequalification regulations.</b></p>	
19	Select	<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>	

		<b>Click here, then click on arrow to choose municipality</b>	
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>		<b>Comments</b>
	<b>Question</b>		
		<b>Budget Preparation and Presentation - BP</b>	
20	Select	N.J.A.C. 5:30-3.8(a) requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its Introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?	
21	Select	Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2015-27?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.	
		<b>Health Insurance - HI</b>	
22	Select	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</b>	
23	Select	Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?	

	Click here, then click on arrow to choose municipality <i>Please see Color Key at bottom of sheet for limits on answers</i>	
0000	Answer	Comments
	Question	
24	<p>Select</p> <p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P. L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>	

		<b>Click here, then click on arrow to choose municipality</b>	
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
Personnel - PE			
25	Select	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring 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, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u></p>	
26	Select	<p><u>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</u></p>	
27	Select	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>	
28	Select	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	

<b>Click here, then click on arrow to choose municipality</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
29	<p>Select</p> <p>For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
30	<p>Select</p> <p>Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</p>	

	<p align="center"><b>Click here, then click on arrow to choose municipality</b></p> <p align="center"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
0000	Question	Comments
Answer	Select	
30		
0	Yes	
0	No	
0	N/A	
0	Total Answered:	
0	Score (Yes + N/A)	
0%	Score %	
	<b>Chief Administrative Officer's Certification</b>	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Name &amp; Title</b>	Date
	<b>Chief Financial Officer's Certification</b>	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Name</b>	Date
	<b>Municipal Clerk's Certification</b>	
	I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed/will discuss the CY 2016/SFY 2017 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
	<b>Name</b>	Date

<b>Click here, then click on arrow to choose municipality</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0000	Question	Comments
Answer	Red = "Yes", "No"; "N/A" answers permitted	
	Green = Only "Yes" and "No" answers permitted	
Question	<b>Table of Weblinks</b>	
5	<a href="http://www.fema.gov/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program-community-rating-system</a>	
5	<a href="http://www.ni.gov/dep/floodcontrol/about.htm">http://www.ni.gov/dep/floodcontrol/about.htm</a>	
13	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/13/2013-3.pdf">http://www.ni.gov/dca/divisions/dlqs/fms/13/2013-3.pdf</a>	
14	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/14/2014-09.pdf">http://www.ni.gov/dca/divisions/dlqs/fms/14/2014-09.pdf</a>	
15	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/06/2006-21.doc">http://www.ni.gov/dca/divisions/dlqs/fms/06/2006-21.doc</a>	
17	<a href="http://www.ni.gov/comptroller/compliance/index.html">http://www.ni.gov/comptroller/compliance/index.html</a>	
18	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/16/2016-12.pdf">http://www.ni.gov/dca/divisions/dlqs/fms/16/2016-12.pdf</a>	
21	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/15/2015-27.pdf">http://www.ni.gov/dca/divisions/dlqs/fms/15/2015-27.pdf</a>	
24	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/10/2010-12.doc">http://www.ni.gov/dca/divisions/dlqs/fms/10/2010-12.doc</a>	
24	<a href="http://www.ni.gov/dca/divisions/dlqs/fms/16/2016-10.pdf">http://www.ni.gov/dca/divisions/dlqs/fms/16/2016-10.pdf</a>	