



**MAYOR & COUNCIL
THE BOROUGH OF PEAPACK & GLADSTONE,
BOROUGH COUNCIL MEETING AGENDA**

Date: October 11, 2016: 6:30 Executive Session; 7:30 PM Regular Meeting

Location: Borough Hall Council Chambers, 1 School St. Peapack.

Actual meeting may contain discussion of items not mentioned on the agenda and alternatively any items specifically listed may be omitted.

1. CALL TO ORDER:

Mayor calls meeting to order

2. SUNSHINE NOTICE

Municipal Clerk reads the following statement: "Pursuant to the Open Public Meetings Act, Adequate notice of 2016 Meeting Dates was published in the Courier News, Star Ledger, and Bernardsville News on December 17, 2015, and posted at the Municipal Complex, Peapack Post Office, Peapack and Gladstone Post Office. Action may be taken."

3. FLAG SALUTE: LED BY MAYOR OR PRESIDING OFFICER.

4. ROLL CALL:

5. EXECUTIVE SESSION: Executive Session if needed

Resolution 5E-2016 Executive Session – Legal Advice and Litigation Matheny

6. READING AND APPROVAL OF MINUTES: - REGULAR MEETING SEPTEMBER 27, 2016

7. VISITORS-NONE

8. PUBLIC COMMENTS: 5 MINUTES PER PERSON - NON-AGENDA ITEMS

It is the policy of the Borough Council that all public comments on an issue shall be limited to five (5) minutes per person. Comments may be made on any Non-Agenda subject pertaining to Borough issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone

9. PUBLIC HEARING ORDINANCES – SECOND READING - NONE

10. UNFINISHED BUSINESS;

A. Resolution 132-2016 P-Card – Purchase Card

11. MISC. DISCUSSION ITEMS – NONE

12. NEW ORDINANCES – IF ANY, (MLUL-2016-### DESIGNATES LAND USE ORDINANCE)

A. Ordinance 2016-1029 Concerning Property Rental

Ordinance 2016-1029

**Ordinance Amending Chapter XI Building And Housing
Sub-Chapter VII Housing And Rental Code**

Councilman Lemma explains the Ordinance

Purpose	<i>To amend the Borough's Housing Ordinance to provide for a rental code to protect renters by providing for inspections of rental properties.</i>
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13. CONSENT AGENDA:

All matters listed under the Consent Agenda are considered to be routine by the Borough Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.

RESOLUTION #	TITLE	PURPOSE
115-2016	Award of Contract	Mosely Road project should the bill pass in Trenton on 10/7/16
134-2016	Assessment Notification Policy	To conform with the best practices so that we can respond yes.

**MAYOR & COUNCIL
THE BOROUGH OF PEAPACK & GLADSTONE,
BOROUGH COUNCIL MEETING AGENDA**

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14. MAYOR AND COUNCIL REPORTS

<u>Governing Body Member or Appointed Official</u>	<u>DEPARTMENT</u>
Councilman Suriano/Corigliano	Finance
Councilman Lemma/Smith	Sanitation & Sewer
Councilman Simpson & Smith	Borough Property
Councilman Lemma/Caminiti	Fire/Information Systems
Councilman Corigliano/Simpson	Police
Councilman Caminiti/Suriano	Roads and Transportation
John Gregory	Administrator's Report:
Mayor Bill Muller	Mayors Report

15. WRITTEN COMMUNICATIONS: Listing of correspondence received.

A. Rodney Retirement letter

16. PUBLIC COMMENTS AGENDA ITEMS ONLY: 3 MINUTES PER PERSON

It is the policy of the Borough Council that all public comments on an issue shall be limited to three minutes (3) per person. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

17. NEW BUSINESS:

A. Best Practices Inventory 2016-2017

18. LEGAL ISSUES:

19. BILL LIST: RESOLUTION 136-2016

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$685,560.32**

20. ADJOURNMENT:

RESOLUTION
Borough of Peapack & Gladstone
County of Somerset, State of New Jersey

NUMBER: 115-2016

ADOPTED: October 11, 2016

Award of Contract Mosle Rd.

WHEREAS, 13 bids were received for Mosle Rd on July 13, 2016; and

WHEREAS, such proposals has been reviewed to meet the necessary requirements of the Borough of Peapack & Gladstone; and;

WHEREAS, Konkus Corporation located at 245 Main St, suite 202, Chester NJ 07930 submitted the lowest responsible and responsive bid, and

WHEREAS, the three low bidders agreed to extend the 60 day deadline for award an additional 60 days, and

WHEREAS, the Governors Executive Order holding all Transportation Trust Fund work has been lifted.

NOW, THEREFORE, BE IT RESOLVED, by Mayor and Council of the Borough of Peapack & Gladstone, County of Somerset, State of New Jersey, hereby awards the contract for Mosle Rd to Konkus Corporation located at 245 Main St, suite 202, Chester NJ 07930 in an amount not to exceed \$209,141.60.



RESOLUTION
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 132-2016

ADOPTED: October 11 , 2016

TABLED UNTIL OCTOBER 11 MEETING
Authorization to Permit Use of a Procurement Card

WHEREAS, N.J.S.A 40A:5-16 permits the use of Procurement Cards (P-cards) by local units for specific circumstances to be used for certain payments, and

WHEREAS, the statute permits a municipality to adopt policies, as stated in Schedule A attached, that permit specifically named employees to use P-cards for the acquisition of goods and services under certain circumstances set forth in the statute, and

WHEREAS, FIA Card Services, N.A., a Bank of America company, has been awarded the State of NJ contract to provide State agencies and Cooperative Purchasing participants with the ability to purchase goods and services through the use of a Procurement Card (P-card) Index# T-1654, Contract #84675; and

WHEREAS, the Borough of Peapack & Gladstone, as a cooperative purchasing participant, is eligible to enter into contract with FIA Card Services, N.A., and

WHEREAS, transactions must comply with provisions of the Local Public Contracts Law, and the use of a P-card will not change or eliminate any provisions of that law, and

WHEREAS, internal controls that ensure compliance with the statutory authorization and the Local Finance Board's rules will be in place,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Peapack & Gladstone, County of Somerset, State of New Jersey does hereby authorize the use of a Procurement Card in accordance with NJSA 40A:5:5-16 and NJAC 5:30-9A; and

BE IT FURTHER RESOLVED, that the Borough Administrator shall hereby be enabled to sign the Linking Authorization Contract with FIA Card Services, N.A. for Procurement Card Services.

RESOLUTION
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 132-2016

ADOPTED: October 13, 2016

Schedule A
Authorized Users

The following shall be the only Authorized Users of Borough P-Cards and have received the mandatory training as required by law.

John Gregory, Borough Clerk/Administrator – Limit Daily Quote Threshold; Monthly Quote Threshold

Mary Robinson, CFO – Limit Daily Quote Threshold; Monthly Quote Threshold

Rodney McCatharn, Public Works Director – Daily Limit \$2,000; Monthly Quote Threshold

Diane Becker, Recreation Director – Daily Limit \$2,000; Monthly Limit Quote Threshold

Chief of Police – Purchases through the Administrator



ORDINANCE
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 2016-1029

MEETING DATE: October 11, 2016

Introduced: October 11, 2016

Public Hearing: November 8, 2016

CHAPTER XI BUILDING AND HOUSING
SUB-CHAPTER VII HOUSING AND RENTAL CODE

WHEREAS, the Borough of Peapack & Gladstone wishes to maintain a standard of quality of life for the residents of the Borough, and

WHEREAS, the Borough Council believes that it is in the best interests of the Borough and its residents to set forth standards which ensure that dwellings in the municipality are safe, sanitary and fit for rental and human habitation.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Peapack and Gladstone, in the County of Somerset and the State of New Jersey, hereby introduce the below ordinance for consideration with a public hearing date of November 8, 2016 at the 7:30 pm Regular Council meeting

11-7.1 SHORT TITLE.

Sub-Chapter 7 of this Chapter may be cited as "The Housing and Rental Code of the Borough of Peapack and Gladstone, Somerset County, New Jersey

11-7.2 ADOPTION.

The Housing and Rental Code of the Borough is hereby adopted to read as follows.

11-7.3 GENERAL.

11-7.3.1 Scope.

This Code is to protect the public health, safety and welfare in all residential rental structures and premises as hereinafter provided by:

1. Establishing procedures and requirements for property owners to rent their properties within the Borough.
2. Establishing minimum maintenance standards for all dwellings, rental structures and premises for basic equipment and facilities for light, ventilation, heating and sanitation; for safety from fire; for space use and location; and for safe and sanitary maintenance of all structures and premises now in existence as well as maintenance of future structures.
3. Providing for administration, enforcement and penalties.

11-7.3.2 Responsibilities.

Unless expressly provided to the contrary in this Code, the respective obligations and responsibilities of the owner, operator and occupant shall not be altered or affected by any agreement or contract by and between any of the aforesaid or between them and other parties. The owner shall be primarily responsible for complying with the provisions of this Chapter unless expressly stated otherwise within any particular section herein; however, nothing herein shall prevent the Public Officer from issuing a notice to the operator or occupant in addition to the owner. The owner shall be responsible for any



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failure of the operator or occupant to discharge a duty imposed upon the operator or occupant by this Code.

11-7.4. ADOPTION OF NEW JERSEY STATE HOUSING CODE.

11-7.4.1 Code Established.

A certain document, three (3) copies of which are on file in the Office of the Clerk of the Borough, being marked and designated as the New Jersey State Housing Code, as set forth in the New Jersey Administrative Code, N.J.A.C. 5:28-1 et seq., as amended from time to time, be and is hereby adopted as the Housing Code of the Borough of Peapack and Gladstone, for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of the State Housing Code are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes as prescribed in this chapter.

11-7.4.2 Responsibility for Utilities.

Where utilities and facilities, meaning for the purposes of this Section gas, oil, electricity and sewers, water and heating systems, are not supplied directly and independently through the use of separate meters, tanks and piping to each individual dwelling unit in a building or structure, the landlord or owner is responsible for supplying same.

11-7.4.3 Dwelling Unit Facilities.

Every dwelling unit shall have a bathroom, containing a toilet, wash basin, bathtub or shower; shall be equipped with private kitchen facilities; and shall comply with such other requirements as are set forth elsewhere in this Code. Where there are more than eight (8) occupants, the unit shall have two (2) bathrooms. Each dwelling unit or rooming unit shall contain at least one (1) closet for each bedroom located within the dwelling unit. Every kitchen shall contain adequate storage facilities for dishes and utensils.

11-7.4.4 Cooking.

No cooking shall be permitted in any dwelling unit unless there be minimum sanitary facilities, which facilities shall include:

1. Kitchen sink that is connected to the hot and cold water lines;
 2. A waterproof washable container for garbage disposal equipped with a lid or cover to prevent infestation;
 3. Appropriate facilities for storage of food and either gas or electric refrigeration;
- and

11-7.4.5 Community Cooking Facilities.

Cooking facilities serving more than one dwelling unit or independent rooming unit or combination thereof shall not be permitted.

11-7.4.6 Egress from Rooming Units.

Independent rooming units shall, except in single-family dwellings, have a door opening directly into a common hallway or areaway. Any independent rooming unit located in the



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basement or at ground level of a dwelling shall be provided with a second means of egress with the same requirements as provided in the New Jersey State Housing Code, which is incorporated herein and made a part hereof. Where there is an independent rooming unit located above the first story, a common hallway or area way shall have two (2) means of egress remote from each other and conforming to the requirements of the Building Code.

11-7.5 DUTIES AND RESPONSIBILITIES OF OCCUPANTS.

11-7.5.1 Plumbing Maintenance.

Every owner, occupant or operator shall maintain all plumbing fixtures used by him in a clean and sanitary condition and he shall not deposit any material in any fixture or sewer system which would result in stoppage of or damage to the fixtures or sewer system.

11-7.5.2 Cooking.

No occupant shall cook in any dwelling unit except where all the required sanitary facilities are installed as required under subsection 11-7.4.4

11-7.6 ADMINISTRATIVE PROVISIONS.

11-7.6.1 Public Officer.

The person charged with the responsibility of enforcement of this Code shall also be known as the Public Officer, and shall have authority as necessary in the interest of the public health, safety and general welfare, to implement the provisions of this Code. A Zoning Officer, Fire Inspector, and / or Code Enforcement Officer of the Borough shall also be considered a "Public Officer" for purposes of this Code.

11-7.6.2 Inspections.

All residential rental structures and premises within the Borough are subject to this Code, and shall be subject to inspections by the Public Officer of the Borough. At the time of such inspections, all rooms in the building and all parts of the premises must be available and accessible for such inspections and the owner, operator and occupant are required to provide the necessary arrangements to facilitate inspections. All such inspections undertaken pursuant to this Chapter XI shall be subject to constitutional restrictions on unreasonable searches and seizures. If entry is refused or not obtained, the Public Officer shall pursue recourse as provided by law, including obtaining a search warrant. Inspections shall be made between 8:30 a.m. and 4:30 p.m. prevailing time, unless one of the following conditions exists:

1. The premises are not available during the foregoing hours for inspections; or,
2. There is reason to believe that violations are occurring on the premises which can only be apprehended and detected by inspections during other than the prescribed hours or which require immediate inspection after being reported, such as failure to supply heat; or,
3. There is reason to believe a violation exists of a character that is an immediate threat to health or safety requiring inspection and abatement without delay.



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11-7.6.3 Identification and Conduct of Inspectors.

Public Officers who conduct inspections shall be supplied with official identification and upon request shall exhibit such identification when entering any dwelling unit, rooming unit, or any part of any premises subject to this Code. Inspectors shall conduct themselves so as to avoid intentional embarrassment or inconvenience to occupants.

11-7.6.4 Entry Refusal.

Where the Public Officer is refused entry or access or is otherwise impeded or prevented by the owner, operator or occupant from conducting an inspection of the premises as permitted under and pursuant to the terms of this Chapter XI, such person shall be in violation of this Code.

11-7.6.5 Search and Access Warrants.

Where entry is refused, the Public Officer may, upon affidavit, apply to the Municipal Court Judge of the Borough for a search warrant setting forth factually the actual conditions and circumstances that provide a reasonable basis for believing that a nuisance or violation of this Code exists on the premises, and if the Judge is satisfied as to the matter set forth in the affidavit, he or she shall authorize the issuance of a search warrant permitting access to and inspection of that part of the premises on which the nuisance or violation is believed to exist. Warrant for access may be issued by the Judge upon affidavit of the Public Officer establishing grounds therefore.

11-7.6.6 Notice Procedure.

Where a violation of this Code or the regulations hereunder is found to exist, a written notice from the Public Officer shall be served on the person or persons responsible for the correction thereof.

11-7.6.7 Contents of Notice.

The notice shall specify the violation(s), what must be done to correct same, a reasonable period of time not to exceed thirty (30) days to correct or abate the violation(s) unless extenuating circumstances warrant otherwise, the right of the person served to request a hearing, and that the notice shall become an order of the Public Officer three (3) days after service unless a hearing is requested pursuant to subsection 11-7.6.9.

11-7.6.8 Service of Notice.

Notice may be effectuated by personal service on the Owner, operator or occupant, or by posting on the premises, or by certified mail to the last known address of the person to be served, as set forth herein. In the case of an occupant, notice may be posted upon the door of his dwelling or rooming unit. When it is ascertained that the owner does not reside on the premises, the "last known address" shall be the address of the owner as shown in the office of the Tax Collector. If the last known address cannot be ascertained, the notice may be posted on the outside front entrance of the building. The Public Officer shall provide notice at any address other than the last known address provided hereunder to any such owner, operator or occupant if such other address has theretofore been filed



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with the Public Officer personally, or by certified mail addressed to the Public Officer. Service upon an owner, operator or occupant may also be attained by service of any notice upon a member of the family of the owner, operator or occupant. When service is by mail, the date of service of the notice shall be fixed as the day following the day of mailing for notice to addresses within the Borough, and as the second day after the day of mailing for notice to addresses outside the Borough. When the day of service falls upon a Sunday or other day when mail is not ordinarily delivered, the day of service shall be fixed as the next regular delivery day. Posting of notice on the property shall not be utilized as the sole form of notice except when there is no other means of providing notice.

11-7.6.9 Notice to Become Order.

Within three (3) days of the date of service of a notice, the notice shall constitute a final order unless any person affected by the notice requests a Hearing thereon and serves a written request for such a Hearing within the three (3) day period, in person or by mail, on the Public Officer and Hearing Officer. Such request for a hearing shall concisely set forth the grounds or reasons on which the request for a hearing is based and the factual matters contained in the notice of violation which are to be disputed at the hearing. The Hearing Officer, upon receipt of the request, shall, prior to the notice becoming an order and upon three (3) days' notice to the party aggrieved, set the matter down for hearing. The hearing shall be held before the Hearing Officer.

11-7.6.10 Hearing Determination.

At any hearing provided hereunder the Hearing Officer shall be vested with all the powers provided by law to compel the attendance of witnesses and parties in interest by issuance and service of subpoena, to require by subpoena the production of books, records, or other documents at any such hearing which may be pertinent to matters to be determined by him and to enforce any such subpoena as provided by law. Determination by the Hearing Officer shall be made within ten (10) days from the completion of the hearing. The Hearing Officer shall issue an order either incorporating the determinations and directions contained in the notice, modifying the same or withdrawing the notice.

11-7.6.11 Summary Abatement in Emergency.

Where the violation or condition existing on the premises is of such a nature as to constitute an immediate threat to life or limb or the welfare and well-being of the citizens of Peapack and Gladstone unless abated without delay, the Public Officer may order the owner, operator or occupant to correct the violation or condition within a period of time not to exceed three (3) days.

11-7.6.12 Cost of Violation Abatement.

Where the abatement of any nuisance as defined herein, correction of a defect in the premises or bringing the premises into compliance with the requirements of any municipal ordinance or State law applicable thereto requires expending Borough monies therefor, the Public Officer shall present a report of work done to accomplish the



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foregoing to the Director of Public Works along with a summary of the proceedings undertaken by the Public Officer to secure compliance. The Borough Administrator shall report to the Council of such action and request a lien be placed on the affected premises. After review of the same, the Borough Council may approve the expenditure and costs whereupon the same shall become a lien against the premises collectible as provided by law. A copy of the resolution approving the expenses and costs shall be certified by the Borough Council and filed with the Tax Collector of the Borough who shall be responsible for the collection thereof.

11-7.6.13 Extension for Dispossess Actions.

Where there exists a violation of occupancy standards hereunder, an owner or operator, upon receipt of a notice of a violation, if unable to eliminate the violation by peaceable means within the period of time specified in the notice, shall commence within such period legal action to dispossess, evict or eject the occupants who cause the violation. No further action hereunder shall then be taken against the owner or operator as long as the action aforesaid is pending in the court and is prosecuted expeditiously and in good faith. However, if the Public Officer has reason to believe the violation is the responsibility of the owner or operator, the Public Officer may proceed with a violation against said owner or operator.

11-7.6.14 Notice and Hearing Not Required.

Where the Public Officer shall determine that there was a violation and a notice was served upon the owner, operator or occupant whether or not the violation was abated prior to the issuance of an order, if thereafter within the space of two (2) years there shall be a second violation by the same owner, operator or occupant of the same provision of this Code discovered on the same premises, the offender may be prosecuted on the second violation without the Public Officer first giving notice and opportunity for a hearing to the owner, operator or occupant by the filing of a complaint by the Public Officer in the Municipal Court. Where the Public Officer has on two (2) different occasions found violations by the same owner, operator or occupant on the same premises and has issued notices on each, upon discovering a third or subsequent violation by the same owner, operator or occupant on the same premises within the space of two (2) years, whether of the same sections or subsections or of any other sections of this Code, he may thereupon prosecute the offender by filing a complaint in the Municipal Court for the third or subsequent violation occurring within the period of two (2) years without first providing notice and opportunity for a hearing by the Hearing Officer.

11-7.6.15 Effect of Notice.

For the purposes of enforcement of this Code, the service of a notice on an owner, whether or not the owner is also the operator, shall constitute notice of violations set forth therein until the violations are abated in conformity with this Code and the other applicable ordinances of the Borough.



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11-7.6.16 Appointment of Receiver.

Where the owner, operator or lessor of any structure containing two (2) or more dwelling units, or rooming units which is let or rented to another in whole or in part violates this Code or any other municipal ordinance pertaining to the structure or fails to abate any violation of this Code, or violates an order of the Public Officer upon resolution duly approved by the Borough Council, the Public Officer may commence an action in the Superior Court seeking appointment of the Public Officer as Receiver ex officio of the rents and income from the property. The rents and income shall be collected by the Receiver and shall be expended and allotted to:

- a. Secure compliance with the regulations of the Borough and laws of the State as set forth in the order of the Public Officer; and
- b. Be utilized to defray such costs and expenses of the receivership as may be adjudged by the Superior Court; and
- c. Be applied towards payment to the Borough of any fines or penalties with costs which may have been imposed on the owner, operator or lessor for violation of the ordinances of the Borough and which have remained unpaid.

11-7.6.17 Fines and Penalties.

- a. Fines. In addition to any penalties expressly set forth within this Code, a violation of any section or subsection of this Code shall be subject to the penalty provisions of Chapter 1, Section 1-5 of the Municipal Code. Nothing in this section shall prohibit the Public Officer from citing violations under the penalty provisions of the Uniform Construction Code, New Jersey Administrative Code or any other applicable statute, regulation or ordinance. Each violation of a section or subsection of this Code shall constitute a separate and distinct violation independent of any other section or subsection. Each day's failure to comply with any such section or sub-section shall constitute a separate violation. In establishing the penalty to be imposed, the Judge of the Municipal Court shall consider whether the owner, operator or occupant so charged has been convicted of a violation of this Code within the prior two (2) years.
- b. Liability of Officers and Agents. Where the defendant is other than a natural person, the above paragraph as to fines and penalties shall also apply to any agent, superintendent, officer, member or partner who shall alone or with others have charge, care or control of the premises.

11-7.6.18 Adoption of Rules and Regulations.

The Public Officer is hereby authorized and empowered to promulgate such written rules and regulations as may be necessary for the proper interpretation and administration of the provisions of this Code, provided that such rules and regulations do not conflict with this Code and conform to the general standards prescribed by this Code. The Public Officer shall file copies of such rules and regulations with the Borough Clerk and shall make available in the Public Officer's office a copy for inspection by the members of the public during regular business hours.



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11-7.6.19 Variations and Modification of Provisions.

The Public Officer shall have the power to withhold strict enforcement of the requirements of this Code upon written application therefor by an owner, operator or occupant, after making determination that:

- a. Any variation or modification of structure or use approved by the Public Officer will not in any material way alter the standards of this Code and cannot affect detrimentally the health or safety of occupants or owners of adjacent premises or of the neighborhood; and
- b. Strict enforcement would constitute an undue and unnecessary hardship on the owner, operator or occupant because it would compel expenditures on the premises which would be substantially disproportionate to any benefit to health, safety or welfare that might be derived therefrom.

Upon denial of any such application, the owner, operator or occupant may request a hearing which shall be held in accordance with provisions of subsection 11-7.6.9. Such application shall not constitute a defense of any violation of this Code concerning which any proceedings are pending in the Municipal Court when the application is filed nor shall any variance or modification allowed hereunder constitute a vested right against any ordinance enacted hereinafter by the Borough Council compelling strict enforcement of any provisions of this Code.

11-7.6.20 Request for Inspections.

Whenever an owner, operator or occupant, prospective purchaser, mortgagee or prospective occupant shall apply to the Public Officer for an inspection in order to ascertain if any section of this Code has been violated, the Public Officer shall, upon payment of the fee hereunder stated, cause an inspection to be made of the premises and issue an informational certificate or report of the inspection to the applicant, indicating therein any violations of this Code on the premises. The applicant for inspection shall state in writing his full name, residence and the reasons and basis for which the inspection is requested. The Public Officer may deny the application for failure to comply with this requirement. The fee for any inspection made under this subsection shall be fifty (\$50.00) dollars for single-family dwellings and twenty-five (\$25.00) dollars additional for each unit and twenty-five (\$25.00) dollars for each re-inspection subsequent to the first inspection.

11-7.6.21 Transfer of Property.

Any person who sells or conveys any dwelling or dwelling unit in the Borough shall include, as part of the agreement of sale, a statement that there is or is not any outstanding notice or order, issued by the Public Officer citing violations of the provisions of this Section. Failure of a seller or conveyer to conform to the requirements of the above statement, even if with the consent of the purchaser or transferee, shall be in violation of this Section and subject to the penalties as set forth in subsection 11-7.6.17. Upon written request and payment of a fee as stipulated under subsection 11-7.6.20 by persons seeking compliance with this Section, the Public Officer shall cause an



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inspection to be made and shall mail a report of such inspection to the person requesting it.

11-7.7 RENTAL CERTIFICATE OF OCCUPANCY.

11-7.7.1 Issuance of Rental Certificate of Occupancy.

- a. Definitions.
 1. Dwelling shall mean and include any building or structure rented or offered for rent to one (1) or more tenants or family units.
 2. Dwelling Unit shall mean and include that portion of a building or structure rented or offered for rent to one (1) or more tenants or family units.
 3. Owner shall mean any person who owns any legally cognizable interest in any building or structure including, but not limited to, outright ownership or ownership through a partnership, corporation or limited liability company.
 4. Owner Occupied shall mean the primary residential living unit of the owner.
 5. Rental Unit shall mean and include that portion of a dwelling, building or structure rented or offered for rent, for living and dwelling purposes to individuals or family units.
 6. Reside shall mean to live or dwell permanently or continuously for ten (10) or more days; to occupy a place as one's domicile.
 7. Tenant shall mean those persons who have leased the unit from the owner regardless of the type of tenancy under which they occupy the unit.
- b. Certificate Required. No person shall rent any dwelling unit unless a Rental Certificate of Occupancy (RCO) has been obtained from the Zoning Officer or designee. It shall henceforth be unlawful for any owner of real property to which this Section is applicable to rent or lease for occupancy any dwelling unit until a Rental Certificate of Occupancy has been obtained therefor from the Zoning Officer or designee. This Section shall not apply to owner occupied properties.
- c. Applications for Certificate.
 1. Commencing January 1, 2017, any owner or any agent acting on behalf of any owner, intending to rent or lease any dwelling unit or actually renting or leasing a dwelling unit, shall apply to the Zoning Officer or his/her designee for an RCO. For any dwelling unit which is already actually rented or leased as of January 1, 2017, the owner or agent acting on behalf of such owner must apply for an RCO no later than January 1, 2017.
 2. Landlord shall notify the Borough Zoning Officer in writing or email within five (5) business days of any vacancy of rental premises.
 3. All applications for such RCO shall be accompanied by an inspection fee of fifty (\$50.00) dollars and \$25 for each additional unit included in the same application submission, shall be made in writing and shall state:
 - i. The name, street address and working phone number of the owner of the property, and the name, street address and working phone



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- number of the renting agent, if any. No post office box addresses will be allowed to show the location of the owner and/or renting agent or to serve as a mailing address for notice;
- ii. A description of the premises to be occupied, including the street address thereof, and a designation of the portion or portions of the premises or structures for which the specific application is being made;
 - iii. The name and age of each and every tenant in each dwelling unit, including children;
 - iv. The number of persons who shall occupy any and all portions of the premises; and,
 - v. The number of bedrooms in the dwelling unit.
4. Within ten (10) business days after the receipt of the payment of the required inspection fee and the application form, the owner shall afford the Zoning Officer or his/her designee the opportunity to inspect the dwelling unit. Within ten (10) business days of the inspection, the Zoning Officer or his/her designee shall issue or deny the RCO, setting forth the reason(s) for such denial. Each separate dwelling unit shall require a separate RCO (i.e. three (3) rental units in a building require three (3) Rental Certificates of Occupancy). The Zoning Officer will also determine if the proposed rental would render the property to be out of compliance with the zoning regulations of the zone in which the property is situated. No RCO will be issued if the property is not in compliance with the applicable zoning regulations.
 5. If the RCO is denied, the owner shall pay a fee for re-inspection in the amount of twenty-five (\$25.00) dollars per re-inspection for each RCO sought.
 6. All owners or renting agents applying for an RCO, as provided herein, shall advise the Zoning Officer or his/her designee of a reasonable time or times that the inspection may be made and have someone present to assist and provide entry for the inspection purposes.
 7. Commencing January 1, 2017, and continuing each year thereafter, any owner or any agent acting on behalf of any owner, who rents or leases any dwelling unit shall apply to the Zoning Officer or his/her designee for an annual re-inspection in order to obtain and maintain an annual RCO. Each rental premises containing any dwelling units shall be subject to an annual re-inspection for each such dwelling unit.
 8. The Zoning Officer or his/her Designee shall re-inspect the property upon receipt of the application and the fifty (\$50.00) dollar fee and prior to issuing a new RCO or the annual renewal of an RCO. All applications for the annual renewal of an RCO shall be accompanied by an inspection fee of fifty (\$50.00) dollars and \$25 for each additional unit included in the same application submission
- d. Standards for Issuance.



ORDINANCE
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 2016-1029

MEETING DATE: October 11, 2016

1. If, after a general inspection of the dwelling unit, the Zoning Officer or his/her designee determines that the dwelling unit is fit for human habitation and complies with the Property Maintenance Code of the Borough of Peapack and Gladstone, the Master Plan of the Borough of Peapack and Gladstone, the provisions of this chapter and all other applicable ordinances of the Borough of Peapack and Gladstone and/or State law pertaining to building, plumbing, electrical, health, safety, fire and other applicable building standards, and that no violations of State law or Borough Code or of the State Uniform Construction Code exist, the Zoning Officer or his/her designee shall issue the RCO.
2. If the Zoning Officer or his/her designee, as a result of the general inspection of the dwelling unit, finds any violation as set forth in paragraph d,1 above, he shall notify the owner of the violation by way of written notice sent certified mail, return receipt requested and regular mail and/or by personal service of the notice, with acknowledgement of receipt to the owner or his/her agent. The Zoning Officer shall allow the owner fourteen (14) calendar days to correct the violation. The notice shall identify the premises and specify the violations and any necessary remedial action. The notice shall state that the failure to correct the violations within the time specified shall constitute a violation of this subsection and may be punishable in accord with Chapter I, Section 1-5 of this Code and/or applicable State law.
3. Upon notification that the violation has been corrected, the Zoning Officer or his/her designee shall re-inspect the premises, subject to a twenty-five (\$25.00) dollar re-inspection fee. If the violation has been remedied, the Zoning Officer shall issue the RCO.
4. Any violation of Federal, State and/or local laws, rules, regulations and/or codes shall be grounds for the denial of an RCO.
- e. Smoke Detector and Carbon Monoxide Detector Required in All Residential Buildings, in compliance with all federal, state and local rules, regulations and guidelines. No RCO shall be issued to a dwelling unit or any portion thereof unless approved smoke detectors and carbon monoxide detectors have been installed as required by applicable State statute and Borough ordinances.
- f. Failure to Comply. The Zoning Officer or his/her designee shall have the authority to issue any summons or complaint for any violation of any ordinance, statute, law and/or regulation against the owner and/or occupant of the residential building or portion thereof wherein the violation(s) exists and such violations shall be subject to the penalties provided herein.
- g. Illegal Units. In the event that, upon inspection by the Zoning Officer or his/her designee, it is determined that the property is being utilized as a multifamily dwelling in violation of the Borough Zoning Ordinance or this chapter, the following shall be required in order to satisfy the Zoning Officer or his/her designee that said conditions have been abated:



ORDINANCE
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 2016-1029

MEETING DATE: October 11, 2016

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1. If separate and distinct utility services are installed at the premises for the illegal units, these utility services must be removed to the satisfaction of the Zoning Officer or his/her designee.
 2. The owner must execute a statement, sworn to under oath and notarized, acknowledging that he/she is aware that the premises are to be used in a manner which is consistent with all Federal, State and local laws, rules and regulations and that he/she shall be subject to fines and other penalties in the event of future violations; and
 3. Additional dwelling units, which include kitchens and bathrooms, that were or have been installed by anyone in contravention of Federal, State and/or local laws, rules and regulations must be removed to the satisfaction of the Zoning Officer or his/her designee or brought into compliance with such laws, rules and regulations to the satisfaction of the Zoning Officer or his/her designee, or the applicable municipal body if such approvals are necessary. The Zoning Officer or his/her designee cannot give an approval where the Zoning Officer or his/her designee lacks the jurisdiction to do so.
- h. Contents. RCOs issued pursuant to this subsection shall set forth the maximum number of persons which may occupy the dwelling unit.
- i. Unlawful Occupancy. It shall be unlawful for the owner or any agent acting on behalf of the owner to knowingly rent, lease, or otherwise deliver up for occupancy any dwelling unit for which an RCO has been issued, to persons in excess of the number(s) of persons permitted by law to occupy the dwelling unit, as stated in the RCO. It shall be unlawful for any tenant of a dwelling unit for which an RCO has been issued to suffer or permit said dwelling unit(s) to be occupied by persons in excess of the number permitted by law.
- j. Expiration. If a dwelling unit is not occupied within six (6) months of the issuance of an RCO, the RCO shall expire and a new RCO must be obtained before occupancy.
- k. Exceptions. This Section shall not apply to:
1. Hotels, rooming houses or motels that are generally occupied by tenants or guests for less than fourteen (14) successive calendar days;
 2. Dwelling units not intended for human habitation; and/or
 3. New construction for which inspection and a Certificate of Occupancy is required by the Uniform Construction Code.
1. Violations and Penalties. Any person convicted of a violation of this subsection shall be subject to the penalties authorized by Chapter I, Section 1-5 of this Code. Each separate violation shall be considered separate and distinct and subject to underlying penalties. Every day a situation remains in violation of this subsection shall also constitute a separate and distinct violation and subject to individual penalties.



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Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

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11-7.10 RELOCATION ASSISTANCE AND TUITION REIMBURSEMENT.

11-7.10.1 Definitions and Word Usage.

- a. Owner-landlord shall not include mortgagees in possession of a structure through foreclosure or the Borough of Peapack and Gladstone per se, if such is in possession of the ownership/management of an applicable structure.
- b. Second or subsequent violation for an illegal occupancy shall be limited to those violations that are new and shall not include any continuing violations for which citations are issued by a Zoning or Code Enforcement Agent during the time period required for summary dispossession proceedings to conclude if the owner/landlord has initiated eviction proceedings in a court of proper jurisdiction.

11-7.10.2 Relocation Assistance.

Any tenant who receives a notice of eviction pursuant to N.J.S.A. 2A:18-61.2 that results from zoning or code enforcement activities for illegal occupancy as set forth in N.J.S.A. 2A:18-61.1(g)(3) shall be considered a displaced person and shall be entitled to relocation assistance in an amount equal to six (6) times the monthly rental paid by the displaced person. The owner-landlord of the structure shall be liable for the payment of relocation assistance pursuant to this Section. Irrespective of any other provision of the Borough Code, the Borough shall not be responsible for paying any relocation costs regarding the provisions of this Section.

11-7.10.3 Annual Tuition Reimbursement.

In addition to the provisions of subsection 11-7.10.2 herein, the Borough, after affording the owner-landlord an opportunity for a hearing on the matter before the Municipal Court, shall impose upon the owner-landlord for a second or subsequent violation for an illegal occupancy as set forth in N.J.S.A. 2A:18-61.1(g)(3) a fine equal to the annual tuition cost of any resident of the illegally occupied unit attending a public school, which fine shall be recovered in a civil action by a summary proceeding in the name of the Borough, pursuant to the "Penalty Enforcement Law" (N.J.S.A. 2A:58-10 et seq.). The Peapack and Gladstone Joint Municipal Court and the Superior Court of New Jersey shall have jurisdiction of proceeding for the enforcement of the penalty provided herein. Said tuition cost shall be determined in the manner prescribed for nonresident pupils, pursuant to N.J.S.A. 18A:38-19 and the payment of the fine shall be remitted to the Somerset Hills Board of Education as a credit against the tuition assessment levied on the Borough of Peapack & Gladstone for these residents of illegally occupied units



RESOLUTION
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 134-2016

ADOPTED: October 11, 2016

Establishing a Notification Policy for Changes to the Borough's Ratable Base

WHEREAS, active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability; and

WHEREAS, Borough of Peapack & Gladstone has been actively engaged in an annual state approved reassessment program; and

WHEREAS, the Borough Council of the Borough of Peapack & Gladstone believes it is prudent to make an even more concerted effort to be informed of changes to the Borough's ratable base.

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Peapack & Gladstone that we do hereby adopt the following policy and guidelines regarding notification to the Borough Council and Chief Financial Officer of changes to the ratable base:

Type of Change	Notification Deadline
Reassessment Results	March 1 st
Tax Appeals	Upon filing, but no later than June 1 st
Added/Omitted/Rollback	November 1 st

NOW THEREFORE BE IT FINALLY RESOLVED, by the Borough Council of the Borough of Peapack & Gladstone, in the County of Somerset, State of New Jersey that the above policy and guidelines are to be implemented, by the Tax Assessor, effective immediately.



RESOLUTION
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 135-2016

ADOPTED: October 11, 2016

Authorization to Submit Best Practices Inventory

WHEREAS, the Division of Local Government Services requires Municipalities to fill out and submit the Best Practices Inventory, and

WHEREAS, the 2016-2017 Best Practices Inventory is due by October 21, 2016

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Peapack & Gladstone, County of Somerset, State of New Jersey hereby authorizes the Borough Clerk to submit the Best Practices Inventory to the Division of Local Government Services as required by law.



RESOLUTION
Borough of Peapack & Gladstone
County of Somerset
State of New Jersey

NUMBER: 136-2016

ADOPTED: October 11, 2016

Payment of Claims (Posted)

WHEREAS, The Borough Council of the Borough of Peapack & Gladstone has received bills to be paid as listed; and

WHEREAS, The Chief Financial Officer and the Borough Administrator have reviewed these bills and have certified that these bills represent goods and/or services received by the Borough, that these are authorized and budgeted expenditures and that sufficient funds are available to pay these bills;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Peapack & Gladstone, in the County of Somerset and State of New Jersey hereby:

1. That these bills are hereby authorized for payment; and
2. That checks in the proper amounts are prepared and that necessary bookkeeping entries are made;
and
3. That the proper Borough Officials are authorized to sign the checks.

Rcvd Batch Id Range: First to Last Rcvd Date Start: 0 End: 10/07/16 Report Format: Detail

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
10/07/16	TERRY	15-01777	0117 RECORDER PUBLISHING CO., INC. 2 ADVERTISEMENT FOR '15 TAX SALE	156.06	5-01-20-145-210 ADVERTISING	#8/11-12-15	
10/07/16	TERRY	16-00160	1307 ALLIED OIL COMPANY, LLC 35 INV#1067245-DIESEL-9/12/16	680.33	6-01-31-460-520 GASOLINE		
10/07/16	TERRY	16-00160	36 INV#1066885-UNLEADED GAS-9/14	542.51	6-01-31-460-520 GASOLINE		
P.O. Total:				1,222.84			
10/07/16	TERRY	16-00172	0576 SOMERSET GRAIN FEED & SUPPLY 5 INV#176964-SWAN FOOD-8/16/16	79.90	6-01-26-310-680 PARK MATERIALS	#176964	
10/07/16	TERRY	16-00172	6 INV#177263-SWAN FOOD-8/22/16	39.95	6-01-26-310-680 PARK MATERIALS	#177263	
P.O. Total:				119.85			
10/07/16	TERRY	16-00721	080632 STAVOLA ASPHALT COMPANY, INC. 7 INV#60956/ASPHALT PURCHASES	381.11	6-01-26-290-270 ROAD MATERIALS		
10/07/16	TERRY	16-01025	1307 ALLIED OIL COMPANY, LLC 9 INV#1062748/UNLEADED GAS 9/21	214.46	6-07-55-502-520 GASOLINE VEHICLES	#1062748 9/21	
10/07/16	TERRY	16-01194	1329 SOMERSET COUNTY RECYCLING 1 INV#30/'15 REVIEW TONNAGE REPO	67.00	6-01-41-701-610 RECYCLING TONNAGE GRANT	INV#30	
10/07/16	TERRY	16-01225	1163 SOMERSET HILLS BOARD OF ED 1 OCTOBER 2016-SCHOOL TAXES	561,911.00	6-01-55-000-207 BOARD OF EDUCATION	OCTOBER 2016	
10/07/16	TERRY	16-01228	08098007 MAYBERRY SALES & SERVICE, INC. 1 HOEHSS1332ATD/HONDA SNOWBLOWER	2,698.50	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#324954	
10/07/16	TERRY	16-01284	1771 CARPET MAINTENANCE 1 24" X 24" CARPET TILES	1,958.95	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#15778	
10/07/16	TERRY	16-01284	2 REMOVAL OF OLD CARPET	186.00	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#15778	
10/07/16	TERRY	16-01284	3 INSTALLATION OF NEW CARPET	483.60	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#15778	
10/07/16	TERRY	16-01284	4 VINYL BASE MOLDING & INSTALL	235.60	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#15778	
10/07/16	TERRY	16-01284	5 ADDITIONAL WORK	210.80	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#15778	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
				P.O. Total:	3,074.95	BUILDING & GROUNDS MAINTENANCE	
10/07/16	TERRY	16-01289	080277 MOTOROLA SOLUTIONS, INC. 1 05/M5 DASH TO 05/M5 REMOTE	260.00	6-01-25-240-418	INV#41227124	
10/07/16	TERRY	16-01289	2 REMOTE MOUNT CABLE 17 FEET	12.00	6-01-25-240-418	INV#41227124	
10/07/16	TERRY	16-01289	3 ASSY, KIT HDW MILLENNIUM STD	28.00	6-01-25-240-418	INV#41227124	
				P.O. Total:	300.00	ELECTRIC EQUIPMENT	
10/07/16	TERRY	16-01290	080277 MOTOROLA SOLUTIONS, INC. 1 MS REMOTE CTRL HD/CHIB REPLACE	456.00	6-01-41-727-610	INV#41227259	
10/07/16	TERRY	16-01290	2 PALM MICROPHONE	57.60	6-01-41-727-610	INV#41227259	
10/07/16	TERRY	16-01290	3 AUXILIARY SPKR SPECTRA7.5 WATT	48.00	6-01-41-727-610	INV#41227259	
10/07/16	TERRY	16-01290	4 REMOTE MOUNT CABLE 17FT REAR	12.00	6-01-41-727-610	INV#41227259	
				P.O. Total:	573.60	DONATIONS-POLICE DEPARTMENT	
10/07/16	TERRY	16-01342	080493 TOPS IN EMERGENCY RESPONSE, INC 1 '16CONFINED SPACE TRAINING-DPW	1,500.00	6-07-55-502-410	INV#2016-072	
				EDUCATION			
10/07/16	TERRY	16-01377	1306 HOME DEPOT CREDIT SERVICES 2 8-18-16 MISC.ITEMS-MUNI.BLDG.	178.10	6-01-26-310-280		
10/07/16	TERRY	16-01377	3 8-29-16 PLUMBING SUPPLIES	105.59	6-01-26-310-280		
				P.O. Total:	283.69	BUILDING & GROUNDS MAINTENANCE	
10/07/16	TERRY	16-01397	06075 BEDMINSTER FLORIST, INC. 1 WREATHS FOR 9-11 SERVICE/PARK	260.00	6-01-20-110-319		
				COMMUNITY CELEBRATION			
10/07/16	TERRY	16-01398	0206 EFINGER SPORTING GOODS CO. 1 SOCCER JERSEYS GRADES K&1	102.00	T-13-56-906-610	#448496	
10/07/16	TERRY	16-01398	2 SOCCER JERSEYS GRADES/ADD CHR	11.70	Misc. T-13-56-906-610	#448496	
				P.O. Total:	113.70	Misc.	
10/07/16	TERRY	16-01399	080715 D & R PLUMBING & HEATING, LLC 1 INSTALL WATER HEATR-DPW BLDG A	1,000.00	6-01-26-310-280	08/27/16	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
10/07/16	TERRY	16-01399	2 INSTALL WATER HEATR-DPW BLDG A	1,200.00	BUILDING & GROUNDS MAINTENANCE 6-01-26-310-280	08/27/16	
			P.O. Total:	<u>2,200.00</u>	BUILDING & GROUNDS MAINTENANCE		
10/07/16	TERRY	16-01407	080283 VAN HYDRAULICS, INC. 1 REPAIR HYDRAULIC PUMPS-BOMFORD	731.58	6-01-26-290-435 EQUIPMENT MAINT	INV#92030	
10/07/16	TERRY	16-01407	2 LABOR/PUMP REPAIR	216.00	6-01-26-290-435 EQUIPMENT MAINT	INV#92031	
			P.O. Total:	<u>947.58</u>			
10/07/16	TERRY	16-01424	0648 ABJ SPRINKLER CO., INC. 1 SPRINKLR ADDTION&RELOCATE-FIRE	1,130.00	6-01-26-310-280 BUILDING & GROUNDS MAINTENANCE	INV#14242	
10/07/16	TERRY	16-01425	080781 PERFORMANCE TIRE CO., INC. 1 PURCHASE TIRES/DPW#1/FORD EXPL	816.00	6-01-26-290-920 TIRES	INV#11894	
10/07/16	TERRY	16-01431	080597 EVOQUA WATER TECHNOLOGIES, LLC 2 #902790714-DELIVERY 9/13/16	1,965.00	6-07-55-502-315 CHEMICALS	#902790714	
10/07/16	TERRY	16-01459	1915 RUTGERS,STATE UNIVERSITY OF NJ 1 PESTICIDE CALIBRATION-T.RUSSO	195.00	6-01-26-310-410 EDUCATION	INV#53215	
10/07/16	TERRY	16-01460	1915 RUTGERS,STATE UNIVERSITY OF NJ 1 TURFGRASS DISEASE MGMT-T.RUSSO	195.00	6-01-26-310-410 EDUCATION	INV#53217	
10/07/16	TERRY	16-01462	2021 POWERCO, INC. 1 (2) KUBOTA OIL CAPS-DPW	22.52	6-01-26-290-435 EQUIPMENT MAINT	#PP63288	
10/07/16	TERRY	16-01462	2 SHIPPING	6.04	6-01-26-290-435 EQUIPMENT MAINT	#PP63288	
			P.O. Total:	<u>28.56</u>			
10/07/16	TERRY	16-01465	0226 UNITED PARCEL SERVICE 1 SHIPPING CHGS FOR BREATHALIZER	36.17	6-01-25-240-275 BREATHALIZER	#8552YY396	
10/07/16	TERRY	16-01465	2 SHIP CHARGES PRIMERA BURNER	53.10	6-01-25-240-418 ELECTRIC EQUIPMENT	#8552YY396	
10/07/16	TERRY	16-01465	3 ADDIT.CHARGES PRIMERA BURNER	5.05	6-01-25-240-418 ELECTRIC EQUIPMENT	#8552YY396	
			P.O. Total:	<u>94.32</u>			

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
10/07/16	TERRY	16-01482	0671 NAPA OF CHESTER, INC. 9 #253537-SERIES 60 STT LAMP	13.62	6-01-26-315-951 STREETS & ROADS	#253537	
10/07/16	TERRY	16-01494	080016 W.B.MASON CO., INC. 1 SWI38101-STAPLE REMOVER	1.82	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	2 PENBK90A-FINE POINT BLACK PEN	4.74	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	3 PENBK90B1ND-FINE POINT RED PE	4.74	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	4 TOP74620-PHONE CALL BOOK	3.51	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	5 TOP80264-PURPLE STENO BOOKS	6.62	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	6 MMMDS330BK-POST IT DISPENSER	5.17	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	7 CLI62023-SHEET PROTECTORS	7.23	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	8 AVE11906-DIVIDERS WITH POCKETS	3.46	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	9 DURAACTBULK36-DURACELL AA BATT	25.67	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	10 AVE5260-ADDRESS LABELS	5.02	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
10/07/16	TERRY	16-01494	11 COS011092-RECEIVED DATE STAMP	9.28	6-07-55-502-660 OFFICE SUPPLIES	#37879574	
P.O. Total:				<u>77.26</u>			
10/07/16	TERRY	16-01495	0169 MORRIS COUNTY T.C.T.A. 1 CERTS&STAT.PROVISIONS-M.ROBINS	25.00	6-01-20-145-410 EDUCATION		
10/07/16	TERRY	16-01496	0169 MORRIS COUNTY T.C.T.A. 1 CERTS&STAT.PROVISIONS-H.ROBINS	35.00	6-07-55-502-410 EDUCATION		
10/07/16	TERRY	16-01514	1908 INTERSTATE BATTERY OF 1 (2)BATTERIES DPW TRUCK#8	223.90	6-01-26-315-951 STREETS & ROADS	INV#33015155	
10/07/16	TERRY	16-01514	2 (1)MTP-65 BATTERY FOR DPW#1	117.95	6-01-26-315-951 STREETS & ROADS	INV#33015091	
10/07/16	TERRY	16-01514	3 (2)SP-30 BATTERY FOR CORECUT	41.95	6-01-26-290-435 EQUIPMENT MAINT	INV#33015091	
P.O. Total:				<u>383.80</u>			
10/07/16	TERRY	16-01518	1333 BECKER, DIANE L 1 REIMBURSE/STAMPS/BSKTBALL MAIL	141.00	T-13-56-906-260 Basketball	REIMBURSEMENT	

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
10/07/16	TERRY	16-01521	080525 ACCESS MEDICAL ASSOCIATES,LLC 1 D.RUSSONIELLO NEW HIRE PHY ETC	520.00	5-01-20-120-423 EMPLOYEE PHYSICALS	INV#3132760	
10/07/16	TERRY	16-01522	0440 FRA TECHNOLOGIES, INC. 1 MAINT.CONTRACT FOR MACS 2016	600.00	T-14-56-800-801 Reserve Dog Trust	INV#12076-B	
10/07/16	TERRY	16-01534	2091 VERIZON 1 AUG-SEPT'16/234-2435/SEWER PHO	339.27	6-07-55-502-915 TELEPHONE		
10/07/16	TERRY	16-01535	0276 JERSEY CENTRAL POWER & LIGHT 1 8/19-9/19 STREET LIGHTING BORO	22.12	6-01-31-435-855 STREET LIGHTING		
10/07/16	TERRY	16-01535	2 8/19-9/19 STREET LIGHTING BORO	16.89	6-01-31-435-855 STREET LIGHTING		
10/07/16	TERRY	16-01535	3 8/19-9/19 STREET LIGHTING BORO	66.51	6-01-31-435-855 STREET LIGHTING		
10/07/16	TERRY	16-01535	4 8/19-9/19 STREET LIGHTING BORO	1,538.99	6-01-31-435-855 STREET LIGHTING		
P.O. Total:				<u>1,644.51</u>			
10/07/16	TERRY	16-01544	080730 THE COURIER NEWS 1 LEGAL AD RUN DATE-9/10/16-LUB	12.90	2016-008 SUTTE, MATTHEW & ELIZABETH	#0001568225	
10/07/16	TERRY	16-01545	080730 THE COURIER NEWS 1 LEGAL AD RUN DATE-9/10/16-LUB	14.19	2016-003 STULL, GENE & AIMEEBERTHA	#0001568940	
10/07/16	TERRY	16-01546	080730 THE COURIER NEWS 1 LEGAL AD RUN DATE-9/10/16-LUB	11.61	2016-004 VAN DOREN, DIANE	#0001568960	
10/07/16	TERRY	16-01548	080783 N.J. AMERICAN WATER 1 8/4-9/1 EDC PAYMENT-SEWER	32,930.60	6-07-55-502-408 EDC PAYMENT	8-04/9-01	
10/07/16	TERRY	16-01557	00822 A.T. & T. 1 8/12-9/11 ALARM LINE LG.DISTAN	228.93	6-01-31-440-915 TELEPHONE	8/12-9/11	
10/07/16	TERRY	16-01558	2091 VERIZON 1 9/7-10/6/16 234-1231/FIRE DEPT	431.51	6-01-31-440-915 TELEPHONE		
10/07/16	TERRY	16-01571	080993 DAMIANO, ANTHONY 1 REIMBURSEMENT FOR FOOD	149.67	6-01-25-240-610 MISC	REIMBURSEMENT	

October 7, 2016
11:31 AM

Borough of Peapack & Gladstone
Received P.O. Batch Listing By P.O. Number

Page No: 6

Rcvd Date	Batch Id	PO #	Vendor Item Description	Amount	Charge Account Description	Invoice Number	Contract
10/07/16	TERRY	16-01578	080615 QUIKTEKS, LLC 1 INV#MSP-19686/SEP'16/MANG.SERV	875.00	6-01-20-140-339 IT MAINTENANCE CONTRACTS		
10/07/16	TERRY	16-01578	2 INV#MSP-19686/SEP'16/OFF SITE	195.00	6-01-20-140-339 IT MAINTENANCE CONTRACTS		
P.O. Total:				<u>1,070.00</u>			
10/07/16	TERRY	16-01579	1153 N.J. LEAGUE OF MUNICIPALITIES 1 LEAGUE MAG.OCT'16-JUNE'17	220.00	6-01-20-120-650 NJ LEAUGE OF MUNICIPALITY	10-2016/06-2017	
10/07/16	TERRY	16-01582	0276 JERSEY CENTRAL POWER & LIGHT 1 8/23-9/19 SHEEPHILL MOSLE RD	3.31	6-01-31-430-420 ELECTRICITY		
10/07/16	TERRY	16-01584	1153 N.J. LEAGUE OF MUNICIPALITIES 1 LEG.BULLETIN-M ROBINSON '16-17	7.00	6-01-20-130-610 MISCELLANEOUS		
10/07/16	TERRY	16-01588	2124 TREASURER, STATE OF N.J. (A) 1 S.HANNA-PESTICIDE LICENSE	80.00	6-01-26-290-400 DUES & LICENSES	#161158170	
10/07/16	TERRY	16-01590	080561 NEW JERSEY AMERICAN WATER 1 8/17-9/19 PUBLIC FIRE HYDRANTS	7,336.98	6-01-25-265-992 FIRE HYDRANT SERVICE		
10/07/16	TERRY	16-01612	0597 N.J.S.H.B.P. 1 SEP'16/ACTIVE EMPLOYEE HEALTH	35,467.09	6-01-23-220-562 INS-HOSPITAL, MED, SURG, DENTL		
10/07/16	TERRY	16-01613	1577 N.J.S.H.B.P. (B) 1 OCT'16/ RETIREE HEALTH BENEFIT	23,407.55	6-01-23-220-562 INS-HOSPITAL, MED, SURG, DENTL		
Total for Batch: TERRY				<u>685,599.02</u>			
Total for Date: 10/07/16							Total for All Batches: 685,599.02

Batch Id	Batch Total
Total for Batch: TERRY	685,599.02
Total of All Batches:	<u>685,599.02</u>

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT YEAR APPROPRIATIONS:	5-01	676.06	0.00	0.00	676.06
CURRENT YEAR APPROPRIATIONS:	6-01	646,900.97	0.00	0.00	646,900.97
SEWER OPERATING FUND	6-07	<u>37,061.59</u>	<u>0.00</u>	<u>0.00</u>	<u>37,061.59</u>
Year Total:		683,962.56	0.00	0.00	683,962.56
GRANT FUND	G-01	67.00	0.00	0.00	67.00
RECREATION TRUST FUND:	T-13	254.70	0.00	0.00	254.70
DOG TRUST	T-14	<u>600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>600.00</u>
Year Total:		854.70	0.00	0.00	854.70
Total of All Funds:		<u><u>685,560.32</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>685,560.32</u></u>

Project Description	Project No.	Project Total
STULL, GENE & AIMEEBERTHA	2016-003	14.19
VAN DOREN, DIANE	2016-004	11.61
SUTTE, MATTHEW & ELIZABETH	2016-008	12.90
Total of All Projects:		<u>38.70</u>

Best Practices Worksheet CY 2016/SFY2017

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
General Management - GM			
1	Yes	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, please identify all explored all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	
2	Yes	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)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	
3	Yes	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?	

Best Practices Worksheet CY 2016/SFY2017

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
4	Yes	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?	
5	No	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 http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm . <u>Does your municipality have, or has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</u>	

Best Practices Worksheet CY 2016/SFY2017

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
6	N/A	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>	The Borough reassesses annually
7	Yes	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>	
8	Yes	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?	

Best Practices Worksheet CY 2016/SFY2017

		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
9	N/A	<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?</u> Please identify the meeting date under "Comments".</p>	

Best Practices Worksheet CY 2016/SFY2017

Click here, then click on arrow to choose municipality			
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	Answer	Question	Comments
Finance & Audit - FA			
10	N/A	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>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?</u> 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	Yes	Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT 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 PILOT agreement?	
12	Yes	<u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> 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. <u>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?</u> 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.	

Best Practices Worksheet CY 2016/SFY2017

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	
13	Yes	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, 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	Yes	<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	Yes	<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>	
16	Yes	<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>	
Procurement - P			

Best Practices Worksheet CY 2016/SFY2017

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	
17	N/A	<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	N/A	<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? “N/A” is only applicable where the municipality has not adopted any prequalification regulations.</p>	
19	Yes	<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>	

Best Practices Worksheet CY 2016/SFY2017

Click here, then click on arrow to choose municipality			
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	Answer	Question	Comments
Budget Preparation and Presentation - BP			
20	Yes	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	Yes	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.	
Health Insurance - HI			
22	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? 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.	
23	Yes	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?	

Best Practices Worksheet CY 2016/SFY2017

Click here, then click on arrow to choose municipality			
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	Answer	Question	Comments
24	Yes	<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?</u> "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</p>	

Best Practices Worksheet CY 2016/SFY2017

Click here, then click on arrow to choose municipality			
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Answer	Question		Comments
Personnel - PE			
25	Yes	<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	Yes	<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?</u> 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.</p>	
27	Yes	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>	
28	Yes	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	

Best Practices Worksheet CY 2016/SFY2017

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
29	N/A	<p>For any employees covered by a collective bargaining agreement, has your municipality <u>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?</u> 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>	Collective Bargaining agreement ends in 2017 will negotiate into new contract.
30	Yes	<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. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years?</u> If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</p>	15-Dec-16

Best Practices Worksheet CY 2016/SFY2017

Click here, then click on arrow to choose municipality			
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Answer	Question	Comments	
0	Select		
23	Yes		
1	No		
6	N/A		
30	Total Answered:		
29	Score (Yes + N/A)		
97%	Score %		
Chief Administrative Officer's Certification			
	I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)	
	to the best of my knowledge.	RMC-C1814, CMFO-N0785, CTC-T1549, CMR-3893, QPA-Q0670	
	Name & Title: John Gregory, Borough Clerk, Administrator	Date: 10/14/2016	
Chief Financial Officer's Certification			
	I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)	
	to the best of my knowledge.	CMFO- N0663, CTC-T1186	
	Name: Mary P. Robinson	Date: 10/14/2016	
Municipal Clerk's Certification			
	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	Certification #(s)	
	be stated in the minutes of said public meeting.	RMC-C1814, CMFO-N0785, CTC-T1549, CMR-3893, QPA-Q0670	
	Name: John Gregory, Borough Clerk, Administrator	Date: 10/14/2016	

Best Practices Worksheet CY 2016/SFY2017

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
		Red = "Yes; "No"; "N/A answers permitted	
		Green = Only "Yes" and "No" answers permitted	
	Question	Table of Weblinks	
	5	http://www.fema.gov/national-flood-insurance-program-community-rating-system	
	5	http://www.nj.gov/dep/floodcontrol/about.htm	
	13	http://www.nj.gov/dca/divisions/dlqs/lfns/13/2013-3.pdf	
	14	http://www.nj.gov/dca/divisions/dlqs/lfns/14/2014-09.pdf	
	15	http://www.nj.gov/dca/divisions/dlqs/lfns/06/2006-21.doc	
	17	http://www.nj.gov/comptroller/compliance/index.html	
	18	http://www.nj.gov/dca/divisions/dlqs/lfns/16/2016-12.pdf	
	21	http://www.nj.gov/dca/divisions/dlqs/lfns/15/2015-27.pdf	
	24	http://www.nj.gov/dca/divisions/dlqs/lfns/10/2010-12.doc	
	24	http://www.nj.gov/dca/divisions/dlqs/lfns/16/2016-10.pdf	