

Best Practices Inventory Online Platform

Survey

Verona Township

Printable Questions

001	Unscored Survey	Budget
<p>What portion of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2024?</p>		<p> <input checked="" type="radio"/> 100% <input type="radio"/> Equal to or Greater than 50% <input type="radio"/> Less than 50% <input type="radio"/> 0% <input type="radio"/> Currently Undecided <input type="radio"/> Declined ARP LFRF Funds </p> <p>Comment <input type="text"/></p>
002	Core Competencies	Budget
<p>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). Timely budget adoption helps a municipality avoid having to issue estimated tax bills or tax anticipation notes (TANs). 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 2022-22? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.</p>		<p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A </p> <p>Comment <input type="text"/></p>
003	Core Competencies	Budget
<p>N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division no later than February 10 (August 10 for SFY municipalities). Local Finance Notice 2022-22 announced the extension of this deadline to March 3rd or the next regularly scheduled meeting of the governing body after said date. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS by the above deadline?</p>		<p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>Comment <input type="text"/></p>
004	Core Competencies	Budget
<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. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</p>		<p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>Comment <input type="text"/></p>

005	Core Competencies	Budget	Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted budget?	<input checked="" type="radio"/> Yes <input type="radio"/> No Comment <input type="text"/>
006	Best Practices	Budget	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Comment <input type="text"/>
007	Best Practices	Budget	N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?	<input checked="" type="radio"/> Yes <input type="radio"/> No Comment <input type="text"/>
008	Core Competencies	Capital Projects	Sections 7 and 8 of P.L. 2021, c. 184 amended N.J.S.A. 40A:4-43 and 4-44 to require any municipality having its own water system to reflect in its capital budget and capital program the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report submitted to the Department of Environmental Protection (DEP). The Local Finance Board recently adopted amendments to N.J.A.C. 5:30-4.3 incorporating this statutory change into the municipal budget process. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Prospective Comment <input type="text"/>
009	Core Competencies	Capital Projects	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Comment <input type="text"/>

010

Best Practices

Capital Projects

Does your municipality have a schedule for road repair and improvement projects based on a priority scoring system?

Yes

No

Comment

011

Unscored Survey

Capital Projects

Please select the categories of projects that are listed in your municipality's most recent capital budget or capital program. More than one selection is permissible. If selecting Vehicles, please include the type of vehicle(s) in the Comment field. Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.

Bridges

Road Project

Street Lighting

Sidewalks

Bicycle Path

Water Infrastructure

Sewer Infrastructure

Stormwater Infrastructure

Flood & Coastal Protection

Buildings & Facilities

Vehicle (exc. Garbage & Recycling

Trucks)

Garbage Truck

Recycling Truck

Heavy Equipment

Parks & Recreation

Emergency Management

Airport

Broadband/Telecom

Energy Infrastructure

Other [fill-in under Comments]

None of the Above

N/A

Comment

012

Unscored Survey

Capital Projects

As of April 20, 2021, a municipality may enter into project labor agreements for any public works project for construction, reconstruction, demolition or renovation, so long as 1) the project requires payment of prevailing wage under State law; and 2) the total project cost, exclusive of land acquisition costs, will equal or exceed \$5 million. See Local Finance Notice 2021-20 for further details. Does your municipality require a project labor agreement for all or a portion of its eligible public works projects as permitted by P.L. 2021, c. 69?

- Yes**
- No**

Comment

013

Core Competencies

Cybersecurity

A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?

- Yes**
- No**

Comment

014

Core Competencies

Cybersecurity

Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?

- Yes**
- No**

Comment

015

Core Competencies

Cybersecurity

Does your municipality perform off-network daily incremental backups with weekly full backups of all data?

- Yes**
- No**

Comment

016

Core Competencies

Cybersecurity

Is Multi Factor Authentication (MFA) required for remote access to your municipality's network? If yes, please state under Comments where your municipality deploys MFA (e.g. banking, privileged users in-network, off-network back ups).

- Yes**
- No**
- Prospective**

Banking
Pension

017	Core Competencies	Cybersecurity
Does your municipality require a password policy for all network users requiring alphanumeric complexity, length requirements, and either 1) at least annual updating; or 2) a password meeting advanced standards such as those from the National Institute of Standards & Technology (NIST)?		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Prospective Comment <input type="text"/>

018	Best Practices	Cybersecurity
Has your municipality enrolled for membership in the New Jersey Cybersecurity & Communications Integration Cell (NJCCIC)? An NJCCIC membership provides access to the latest cyber alerts, bulletins, training notifications and other important updates.		<input checked="" type="radio"/> Yes <input type="radio"/> No Comment <input type="text"/>

019	Best Practices	Environment
Have one or more public electric vehicle charging stations been installed on municipal property?		<input checked="" type="radio"/> Yes <input type="radio"/> No Comment <input type="text"/>

020	Best Practices	Environment
When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A Comment <input type="text"/>

021	Core Competencies	Ethics
The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2023 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Comment <input type="text"/>

022

Core Competencies

Ethics

If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2023 roster but did not file the FDS by April 30, 2023? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.

- Yes
- No
- N/A

023

Unscored Survey

Ethics

N.J.S.A. 40A:9-22.21 of the Local Government Ethics Law requires a municipality that has established its own municipal ethics board to enact a municipal code of ethics. The municipal ethics code must be either identical to or more restrictive than the provisions of N.J.S.A. 40A:9-22.5. If your municipality has an ordinance on the books establishing a municipal ethics board, does your municipality have a municipal code of ethics that is identical to, or more or less restrictive than, the provisions of N.J.S.A. 40A:9-22.5?

- Identical to NJSA 40A:9-22.5
- More restrictive
- Less restrictive
- No ordinance establishing a municipal ethics board

024

Unscored Survey

Ethics

If your municipality has an ethics board with at least a quorum for conducting business, how many matters were adjudicated by the municipal ethics board in 2022 (excluding FDS non-filing matters)? A municipal ethics board shall consist of six members, at least two of whom shall be public members. No more than three members shall be of the same political party.

- None
- Less than 5
- 5 or greater
- Board has no members or less than quorum for conducting business
- No ordinance establishing a municipal ethics board

025

Core Competencies

Financial Administration

At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change will come into effect on January 1, 2024. See https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5308.pdf for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?

- Yes
- No
- N/A
- Prospective

026

Core Competencies

Financial Administration

At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds. The updated N.J.A.C. 5:30-5.7 codifies previously issued guidance in Local Finance Notice CFO 2003-14 on maintaining general ledger accounting systems, except that all local units, including authorities and fire districts, are now required to post the totals for all funds to the general ledger on at least a monthly basis. See https://www.nj.gov/dca/divishttps://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5305.pdf for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?

- Yes**
- No**
- N/A**
- Prospective**

Comment

027

Core Competencies

Financial Administration

N.J.S.A. 40A:5-7 requires a synopsis of all audits, together with the auditor's recommendations, to be prepared and published by the municipal clerk at least once in the municipality's official newspaper or, if there is none, in a newspaper published in the local unit or, if there is no newspaper published in the local unit, in a newspaper having a general circulation in the municipality. If the municipal clerk fails to have publication of the synopsis and recommendations made within 30 days of receipt of the annual audit, the clerk shall be subject to a fine of \$10.00 payable to the local unit for each day after the expiration of the 30 days that such publication fails to appear. At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-6.4 that codifies the minimum content of the synopsis of audit along with the process for publishing the synopsis and corrective action plan. Does your municipality publish the synopsis of audit as required pursuant to N.J.S.A. 40A:5-7?

- Yes**
- No**
- N/A**
- Prospective**

Comment

028

Core Competencies

Financial Administration

Effective for CY2022/SFY2023 and CY2023/SFY2024 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$161,526.00. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2022-19 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?

- Yes**
- No**
- N/A**

Comment

029

Core Competencies

Financial Administration

N.J.S.A. 40:5-2 limits to \$125,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$70,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-2?

- Yes**
- No**
- N/A**

Comment

030

Core Competencies

Financial Administration

Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?

- Yes**
- No**

Comment

031

Best Practices

Financial Administration

N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?

- Yes**
- No**
- N/A**

Comment

032

Best Practices

Financial Administration

N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?

- Yes**
- No**
- N/A**

Comment

033a

Unscored Survey

Garbage & Recycling

How is residential solid waste collected?

- Municipal pickup**
- Municipal pickup through shared service w/ another local unit**
- Private hauler contracted by municipality**
- Private hauler contracted directly by resident**
- Resident brings garbage to central location run by a local government**
- Other (fill-in)**

Comment

033b

Unscored Survey

Garbage & Recycling

If your municipality provides residential solid waste pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for?

- Once per-week**
- Twice per-week**
- Twice per week in peak season/once-per week for remainder of year**
- N/A - private hauler contracted directly by resident or brings solid waste to central location**
- Other (fill-in under Comments)**

Comment

033c

Unscored Survey

Garbage & Recycling

If residential solid waste is collected through a private hauler contracted by the municipality, how many bids did your municipality receive in response to its most recent advertisement for residential solid waste collection or a joint solid waste/recycling collection bid?

- No bids**
- One bid**
- Two bids**
- Three or more bids**
- Other (fill-in under Comments)**
- N/A**

Comment

033d

Unscored Survey

Garbage & Recycling

Is residential solid waste picked up utilizing a truck with an automated single arm? Answer N/A if residents contract directly with a private hauler or bring garbage to a central location run by a local government.

- Yes**
- No**
- N/A**

Comment

033e

Unscored Survey

Garbage & Recycling

If your municipality's residential solid waste pickup is done through a private hauler contracted directly by residents, how many hauler services are currently servicing residents?

- One hauler
- Two haulers
- Three or more haulers
- Other (fill-in under Comments)
- Don't know
- N/A

034a

Unscored Survey

Garbage & Recycling

How is residential recycling collected?

- Municipal pickup
- Municipal pickup through shared service w/ another local unit
- Private hauler contracted by municipality
- Private hauler contracted directly by resident
- Resident brings recycling to central location run by a local government
- Other (fill-in under Comments)

034b

Unscored Survey

Garbage & Recycling

What type of residential recycling program does your municipality have? Select only one.

- Single-stream
- Dual-stream (source-separated)
- Other (fill-in under Comments)

034c

Unscored Survey

Garbage & Recycling

Is residential recycling picked up utilizing a truck with an automated single arm?

- Yes
- No
- N/A

Comment

034d

Unscored Survey

Garbage & Recycling

If your municipality provides residential recycling pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for?

- Once per-week
- Once every other week
- Other (fill-in under Comments)
- N/A - private hauler contracted directly by resident or brings recycling to central location

Comment

034e

Unscored Survey

Garbage & Recycling

If residential recycling is collected by a private hauler procured separately by your municipality, how many bids did your municipality receive in response to its most recent advertisement for residential recycling collection?

- No bids
- One bid
- Two bids
- Three or more bids
- Other (fill-in under Comments)
- N/A

Comment

034f

Unscored Survey

Garbage & Recycling

If your municipality's residential recycling pickup is done through a private hauler contracted directly by residents, how many hauler services are currently servicing residents?

- One hauler
- Two haulers
- Three or more haulers
- Other (fill-in under Comments)
- Don't know
- N/A

Comment

035

Unscored Survey

Lead Remediation

If additional funding were to be made available for the Lead Grant Assistance Program (LGAP), would your municipality be interested in applying? Answer "N/A" if your municipality will have no local lead inspection activities that could be funded by the grant program or does not have any dwellings eligible for inspection. If "Yes", provide in the Comments a requested funding amount. If "No" or "N/A", enter "Not Applicable" in the Comments.

- Yes**
 No
 N/A

Our Municipality
would be interested

036

Unscored Survey

Lead Remediation

What portion of LGAP dollars has your municipality obligated to date?

- 100%**
 Equal to or Greater than 50%
 Less than 50%
 0%
 N/A

Comment

037

Unscored Survey

Lead Remediation

Does your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at <https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html>.

- Board of Health**
 Health Dept. or Division
 Housing Dept. or Division
 UCC Construction Code Enforcement
 Code Enforcement (non-UCC)
 Other
 Shared Service
 No local agency

Comment

038

Unscored Survey

Lead Remediation

If your municipality does not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?

- Yes**
 No
 N/A

Comment

039a	Unscored Survey	Lead Remediation	<p>Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Comment <input type="text"/></p>
039b	Unscored Survey	Lead Remediation	<p>If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A</p> <p>Comment <input type="text"/></p>
040a	Unscored Survey	Lead Remediation	<p>How many visual lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p> <p>none - revised ordinance 10/16/2023 <input type="text"/></p>
040b	Unscored Survey	Lead Remediation	<p>How many dust wipe-sampling lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p> <p>none - revised ordinance 10/16/2023 <input type="text"/></p>
040c	Unscored Survey	Lead Remediation	<p>How many post-remediation lead-based paint inspections has your municipality conducted (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p> <p>none - revised ordinance 10/16/2023 <input type="text"/></p>
041a	Unscored Survey	Lead Remediation	<p>How many lead safe certifications have been issued by your municipality since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p> <p>none - revised ordinance 10/16/2023 <input type="text"/></p>
041b	Unscored Survey	Lead Remediation	<p>What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.</p> <p>none - revised ordinance 10/16/2023 <input type="text"/></p>

042	Core Competencies	Personnel
<p>For any municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions following the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.</p>		<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Everyone is under policy or contract</p>

043	Core Competencies	Personnel
<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 below 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. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.</p>		<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> N/A</p> <p>Comment</p>

044	Core Competencies	Personnel
<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 (please consult labor counsel for detailed guidance). Exempt status also precludes 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 a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</p>		<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Comment</p>

045	Core Competencies	Personnel
<p>Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.</p>		<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>09/19/2023</p>

046	Core Competencies	Personnel
<p>At its July 2023 meeting, the Local Finance Board updated N.J.A.C. 5:30-16.2 to require a municipality's purchasing agent, certified public works manager, and business administrator/municipal manager to register for GovConnect by November 1, 2023. If your municipality has one or more of the above-referenced titles, have the individuals in those titles registered for GovConnect?</p>		<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> N/A</p> <p><input type="radio"/> Prospective</p> <p>Comment</p>

047	Best Practices	Personnel
<p>Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.</p>		
<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Comment <input type="text"/></p>		

048	Unscored Survey	Personnel
<p>Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, tempoary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.</p>		
<p><input type="checkbox"/> Acting Municipal Clerk <input type="checkbox"/> Temporary CMFO <input type="checkbox"/> Temporary QPA <input type="checkbox"/> Temporary CPWM <input checked="" type="checkbox"/> None of the Above</p> <p>Comment <input type="text"/></p>		

049	Unscored Survey	Personnel
<p>Does your municipality currently retain a chief financial officer through a professional services contract?</p>		
<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Comment <input type="text"/></p>		

050	Core Competencies	Procurement
<p>The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1)(m). Page 3 of Local Finance Notice AU-2022-2 for further details. The standard EUS certification declaration (do not submit the form to DLGS) is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/eus_letter.pdf. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?</p>		
<p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Prospective</p> <p>Comment <input type="text"/></p>		

051	Best Practices	Procurement
<p>If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.</p>		
<p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Comment <input type="text"/></p>		

052

Best Practices

Procurement

Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

- Yes**
- No**
- N/A**

Comment

053

Core Competencies

Shared Services

N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.

- Yes**
- No**
- N/A**

Comment

054a

Unscored Survey

Shared Services

If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.

- Chief Financial Officer**
- Tax Collector**
- Tax Assessor**
- Municipal Clerk**
- Municipal Treasurer**
- Qualified Purchasing Agent**
- Certified Public Works Manager**
- Public Works Superintendent**
- None of the Above**

n/a

054b

Unscored Survey

Shared Services

If the answer to Question 54a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

- Yes**
- No**
- N/A**

n/a

055a

Unscored Survey

Shared Services

The Local Efficiency Achievement Program (LEAP) provides funding for local government shared services and consolidation feasibility studies, along with shared services and consolidation start-up costs up to \$400,000. Is your municipality interested in LEAP?

- Yes**
- No**

Comment

055b

Unscored Survey

Shared Services

What does your municipality see as the most significant barrier, if any, to implementing shared services?

- Cost of study**
- Implementation cost**
- Insufficient staff time to investigate/research**
- Resident opposition**
- Labor contracts**
- Civil Service**
- Other (fill-in)**
- No barriers**

Comment

056a

Unscored Survey

Special Improvement Districts

Has your municipality designated one or more special improvement districts (SIDs) pursuant to N.J.S.A. 40:56-71?

- Yes**
- No**

Comment

056b

Unscored Survey

Special Improvement Districts

If your municipality has designated one or more special improvement districts (SIDs) pursuant to N.J.S.A. 40:56-71, does one or more SID have a business improvement zone established pursuant to N.J.S.A. 40:56-71.1 et seq.? Answer N/A if your municipality does not have a SID.

- Yes**
- No**
- N/A**

Comment

057

Core Competencies

Transparency

Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?

 Yes **No**

Comment

058

Core Competencies

Transparency

Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year 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?

 Yes **No**

Comment

059

Core Competencies

Transparency

N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.

 Yes **No** **N/A**

Comment

060

Core Competencies

Transparency

Pursuant to N.J.S.A. 34:13A-16.8(d)(2), PERC requires a summary of the cost impact associated with a municipality's completed contracts for all bargaining units. Police and fire contracts have one summary form, while non-police and fire contracts have another form. The summary forms and filing instructions are located at <https://www.state.nj.us/perc/conciliation/contracts/>. Has your municipality filed the required PERC summary forms for all current completed labor agreements? Only answer N/A if your municipality does not have any employee labor unions.

 Yes **No** **N/A**

Comment

061

Core Competencies

Transparency

In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties were required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports?. Did your municipality file with DLGS all reports filed with Treasury? Only answer N/A if your municipality refused ARP LFRF Funding

 Yes **No** **N/A**

Comment

062

Core Competencies

Transparency

P.L. 2023, c. 30, known as the "Elections Transparency Act," made various significant changes to New Jersey's pay-to-play laws. One of these changes is the prohibition on imposing pay-to-play provisions that are more restrictive than those in State law. The repeal of N.J.S.A. 40A:11-51, the statute that originally authorized local pay-to-play restrictions or grandfathered existing ones, is effective retroactive to January 1, 2023. See Local Finance Notice 2023-14 for further details. Has your municipality repealed any local pay-to-play ordinances or resolutions originally authorized or grandfathered by N.J.S.A. 40A:11-51? Answer N/A if your municipality did not have local pay-to-play restrictions on the books.

- Yes
- No
- N/A
- Prospective

Comment

063

Best Practices

Transparency

Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <https://www.state.nj.us/treasury/taxation/relief.shtml>?

- Yes
- No

Comment

064

Core Competencies

Utilities

P.L. 2022, c.107 (N.J.S.A. 48:2-29.57 et seq. or the "Utility Reporting Law") requires the Board of Public Utilities (BPU) to collect data from both investor-owned utilities and local government-owned utilities regarding service to residential and commercial customers. The reporting template is available at <https://nj.gov/bpu/agenda/doc/PL107ReportingRequirementTemplateFinal.xlsx>. If your municipality has a water, sewer, or electric system, has your municipality complied with the reporting requirement in the Utility Reporting Law?

- Yes
- No
- N/A

Comment

065

Core Competencies

Utilities

P.L. 2023, c. 33, signed on April 5, 2023, required that all investor-owned utilities and all local units that directly bill residential ratepayers for water and/or sewer sign a vendor contract with Department of Community Affairs (DCA) to participate in the Low Income Household Water Assistance Program (LIHWAP). See Local Finance Notice 2023-09 for further details. If your municipality directly bills for water and/or sewer, did your municipality enter into an agreement with DCA to participate in LIHWAP?

- Yes
- No
- N/A

Comment

066

Core Competencies

Utilities

Section 4 of P.L. 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2023-09 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides?

- Yes
- No
- N/A
- Prospective

Comment

067

Core Competencies

Utilities

P.L. 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2023-09 for more information on the law's requirements. Is your municipality complying with the monthly notice requirements of P.L. 2021, c. 97? Only answer N/A if your municipality does not have its own water, sewer, or electric service.

Yes

No

N/A

Comment

