

The regular meeting of the Board of Commissioners of the Borough of Harvey Cedars, NJ was called to order by Mayor Oldham at 4:30pm. Commissioner Garofalo was present, Commissioner Gerkens was absent.

Pursuant to the applicable portions of the New Jersey Open Public Meetings Act, adequate notice of this meeting has been given. The schedule of this meeting of the Board of Commissioners of the Borough of Harvey Cedars is listed in the notice of meetings posted on the bulletin board located in the Borough Hall and the Borough's website and was published in the Beach Haven Times on December 15, 2016 and the Asbury Park Press on December 10, 2016.

Motion to approve the minutes of the previous meeting, September 8, 2017, was made by Commissioner Garofalo, seconded by Mayor Oldham.

The Mayor read the following resolutions by title only and asked for motions to adopt after reading each title. Copies of the full resolutions are attached hereto and made a part hereof:

RESOLUTION #2017-092:

AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN WATER/SEWER CHARGES

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

RESOLUTION #2017-093:

CHAPTER 159 ITEM OF REVENUE INSERTION IN THE SUM OF \$12,585.60 – 966 REIMBURSEMENT PROGRAM – EMERGENCY MANAGEMENT RADIOS

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

RESOLUTION #2017-094:

AWARD CONTRACT FOR CHLORINE PIPING FOR THE SALEM AVENUE WATER PLANT

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

RESOLUTION #2017-095:

AUTHORIZING THE BOROUGH OF HARVEY CEDARS TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN FOR THE 2017 DRIVING WHILE INTOXICATED ENFORCEMENT PROGRAM

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

RESOLUTION #2017-096:

AUTHORIZING THE BOROUGH OF HARVEY CEDARS TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN FOR THE DRUG RECOGNITION EXPERT CALLOUT PROGRAM

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

RESOLUTION #2017-097:

AUTHORIZING THE 2017 BEST PRACTICES CHECKLIST FOR THE BOROUGH OF HARVEY CEDARS

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

RESOLUTION #2017-098: Bills

Motion to adopt: Commissioner Garofalo
Second: Mayor Oldham

Public Property Usage requests:

1. Surf Contests – Hudson Beach

A motion was made by Commissioner Garofalo, seconded by Mayor Oldham, to approve the request to use Hudson Ave. beach to Randy Townsend and the NSSA for a Southern Regional High School surf contest on Sept. 26th & Oct. 3rd from 3:30pm – 7pm and for a NSSA surf contest on October 1st or October 8th from 8am – 3pm.

PRIVILEGE OF THE FLOOR –

Jim Loudon arrived at 4:35pm and asked for a re-cap of the resolutions adopted. The Mayor reviewed the resolutions.

TOPICS OF INTEREST –

Chief Burnaford reported there was some beach erosion from the storm (Jose), but no flooding. The storm is about 200-300 miles off the coast creating rough surf conditions. Hurricane Maria, coming up next, is a category 5 and time will tell its track.

Mayor Oldham attended an Island Mayor's meeting yesterday regarding the regional high school. He stated it seems 4 towns are in favor of a school feasibility study, cost about \$50,000. He said it is important for all towns to be included.

Motion to adjourn: Commissioner Garofalo
Second: Mayor Oldham

Meeting adjourned at 4:45pm.

RESOLUTION #2017-092

**AUTHORIZING THE UTILITY COLLECTOR TO ADJUST CERTAIN
WATER/SEWER CHARGES**

WHEREAS the Utility Collector of the Borough of Harvey Cedars processes quarterly utility bills based on the prior three months of water usage, and the Borough Superintendent reads and maintains monthly meter readings; and

WHEREAS the following property owner had high water usage for the 3rd quarter of 2017 due to unforeseen circumstances, and the Borough Superintendent along with the Utility Collector investigated this usage and have agreed to issue credits for this one occasion:

- Account # 857 – Meryl B Kauff Trust

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars that the Utility Collector is authorized to adjust and issue a one time credit to the following utility account(s) based on average water usage from prior readings:

ACCOUNT#	WATER CREDIT	SEWER CREDIT
857-0	\$443.19	\$139.17

PASSED ON: September 19, 2017

RESOLUTION #2017-093

**CHAPTER 159 ITEM OF REVENUE INSERTION IN THE SUM OF \$12,585.60 –
966 REIMBURSEMENT PROGRAM – EMERGENCY MANAGEMENT RADIOS**

WHEREAS NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS the Director may also approve the insertion of an item of appropriation for an equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Commission of the Borough of Harvey Cedars, in the County of Ocean, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$12,585.60, which is now available from the New Jersey Office of Emergency Management (NJOEM) for “FY 2018 966 Reimbursement Program – Motorola Portable Radios”.

BE IT FURTHER RESOLVED that the sum of \$12,585.60 is hereby appropriated under the caption: 8. General Appropriations (A) Operations excluded from “CAPS” Public and Private Programs offset by Revenues: FY 2018 966 Reimbursement Program – Motorola Portable Radios.

BE IT FURTHER RESOLVED that the above is a result of State funds obtained through the New Jersey Office of Emergency Management.

PASSED ON: September 19, 2017

RESOLUTION #2017-094

**AWARD CONTRACT FOR CHLORINE PIPING FOR THE SALEM AVENUE
WATER PLANT**

WHEREAS the Borough of Harvey Cedars solicited bids for the furnishing and installation of chlorine piping to the 80th Street water plant which were opened publicly on September 19, 2017 at 11:00am; and

WHEREAS it is in the opinion of the Borough that the lowest qualified bid be accepted for same; and

WHEREAS B&H Contracting, Inc. has the lowest qualified bid; and

WHEREAS the Finance Officer has certified the availability of funds for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars this 19th day of September 2017, for the reasons aforesaid, that a contract be and is hereby awarded to

B&H Contracting, Inc.
1022 Black Horse Pike
Folsom, NJ 08037

for the furnishing and installation of chlorine piping to the Salem Avenue water plant in the amount of One Hundred Forty Two Thousand Dollars and No Cents (\$142,000.00) as per bid received on September 19, 2017.

PASSED ON: September 19, 2017

CERTIFICATION OF FUNDS

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., and any other applicable requirement, I, Laura Cohen, Chief Financial Officer of the Borough of Harvey Cedars, have ascertained that there are available sufficient uncommitted appropriations in the 2017 Municipal Budget to award a contract to

B&H Contracting, Inc.
1022 Black Horse Pike
Folsom, NJ 08037

for the furnishing and installation of chlorine piping and improvements to the Salem Avenue water plant in the amount of \$142,000.00. Funds for certification are therefore being made available and certified against the appropriation for Utility Capital Ordinance #2017-09 Salem Avenue Water Plant C-08-55-215-000-175.

Total amount of contract:	\$142,000.00
Amount certified:	\$142,000.00

Dated: September 19, 2017

Laura Cohen, CFO

RESOLUTION #2017-095

AUTHORIZING THE BOROUGH OF HARVEY CEDARS TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN FOR THE 2017 DRIVING WHILE INTOXICATED ENFORCEMENT PROGRAM

WHEREAS the Uniform Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., authorizes two or more governmental entities to enter into a mutual service agreement for the provision of certain governmental services when approved by resolution under NJSA 40A:65-5; and

WHEREAS the Driving While Intoxicated Enforcement Program (DWIEP) is a traffic safety program run by the Ocean County Prosecutor's Office for the purpose of identifying and removing intoxicated drivers from the roadways; and

WHEREAS the DWIEP receives funding from the State of New Jersey and County of Ocean; and

WHEREAS it is the desire of the Board of Commissioners of the Borough of Harvey Cedars to enter into an agreement with the County of Ocean for the purpose of setting forth the terms and conditions regarding the assignment of police officers employed by the Borough of Harvey Cedars to the DWIEP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to execute a Shared Services Agreement with Ocean County for the 2017 Driving While Intoxicated Enforcement Program, a copy of which is on file in the Municipal Clerk's office.

PASSED ON: September 19, 2017

RESOLUTION #2017-096

AUTHORIZING THE BOROUGH OF HARVEY CEDARS TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE COUNTY OF OCEAN FOR THE DRUG RECOGNITION EXPERT CALLOUT PROGRAM

WHEREAS the Uniform Shared Services and Consolidation Act, NJSA 40A:65-1 et. seq., authorizes two or more governmental entities to enter into a mutual service agreement for the provision of certain governmental services when approved by resolution under NJSA 40A:65-5; and

WHEREAS the Drug Recognition Expert Callout Program (DRECP) is a traffic safety program run by the Ocean County Prosecutor's Office for the purpose of utilizing a DRE callout Program to assist with identifying and removing intoxicated drivers from the roadways; and

WHEREAS the DRECP receives funding from the State of New Jersey and the County of Ocean; and

WHEREAS it is the desire of the Board of Commissioners of the Borough of Harvey Cedars to enter into an agreement with the County of Ocean for the purpose of setting forth the terms and conditions regarding the assignment of police officers employed by the Borough of Harvey Cedars to the DRECP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, State of New Jersey that the Mayor and Municipal Clerk are hereby authorized to execute a Shared Services Agreement with Ocean County for the Drug Recognition Expert Callout Program, a copy of which is on file in the Municipal Clerk's office, effective October 1, 2017 through September 30, 2018.

PASSED ON: September 19, 2017

RESOLUTION #2017-097

**AUTHORIZING THE 2017 BEST PRACTICES CHECKLIST FOR
THE BOROUGH OF HARVEY CEDARS**

WHEREAS the Best Practices Checklist was authorized through the Fiscal Year 2017 State Budget and is designed by Governor Christie's administration to provide standards by which local government officials can perform an assessment of municipal and county operations; and

WHEREAS the Best Practices Checklist will determine how much of the municipality's final 5% of State aid payment will be disbursed based upon the scoring of the checklist; and

WHEREAS a requirement of the checklist is for the governing body to acknowledge that the completed inventory was placed on an agenda of a public meeting to ensure that local officials have been apprised of all answers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of Harvey Cedars, County of Ocean, hereby acknowledges and authorizes the completed Best Practices Checklist for the year 2017 completed and submitted by the Chief Financial Officer, a copy of which is attached and is available for public inspection.

PASSED ON: September 19, 2017

Best Practices Worksheet CY 2017/SFY2018

Harvey Cedars Borough (Ocean)			
1509		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
1	Yes	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?	
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. There should be communication with the municipal tax assessor to ensure that the municipality has sufficient time to factor potential exposure to tax appeal judgements into their budgetary planning. <u>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?</u> The policy should, at minimum, require the assessor's report to break down by property class the number of pending appeals, the current assessed value, and the reduction in assessed value if all appeals were successful. If there are appeals for which complete information is unavailable as of June 1, those appeals should be reported as information becomes available. Only answer "N/A" if your municipality is in Gloucester County (county assessor pilot program) or participates in the Monmouth County assessment demonstration program.	
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	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>	

Best Practices Worksheet CY 2017/SFY2018

Harvey Cedars Borough (Ocean)			
1509		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
6	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 2017 that covers the 2016 calendar year?</u>	
7	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?	
8	N/A	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".	We have established no "authorities".
9	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 2015 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2016 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 2015.	No findings in the audit.
10	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?	

Best Practices Worksheet CY 2017/SFY2018

Harvey Cedars Borough (Ocean)			
1509		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
11	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.	
12	Yes	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>	
13	Yes	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?	
14	N/A	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.	
15	Yes	<u>N.J.A.C. 5:30-3.8(a)</u> 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?	
16	Yes	Unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> , <u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and <u>N.J.S.A. 40A:4-10</u> 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 2016-20?</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.	

Best Practices Worksheet CY 2017/SFY2018

Harvey Cedars Borough (Ocean)			
1509		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
17	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.	
18	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?	
19	Yes	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.	
20	Yes	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>	

Best Practices Worksheet CY 2017/SFY2018

Harvey Cedars Borough (Ocean)			
1509		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
21	Yes <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.		
22	Yes Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?		
23	Yes Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?		
24	Yes <u>For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date?</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.		
25	Yes 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? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</u>	17-Jan-17	
	0	Select	
	21	Yes	
	0	No	
	4	N/A	
	25	Total Answered:	
	25	Score (Yes + N/A)	
	100%	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.	
		Name & Title	Date
		Daina Dale	9/15/2017
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)

Best Practices Worksheet CY 2017/SFY2018

Harvey Cedars Borough (Ocean)			
1509		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
		to the best of my knowledge.	N-862 T-8267
		Name	Date
		Laura Cohen	9/15/2017
		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 2017/SFY 2018 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.	C-1035 Q-1044
		Name	Date
		Daina Dale	9/15/2017
		Red = "Yes; "No"; "N/A answers permitted	
		Green = Only "Yes" and "No" answers permitted	
Question	Table of Weblinks		
12	http://www.nj.gov/dca/divisions/dlgs/fns/13/2013-3.pdf		
14	http://www.nj.gov/dca/divisions/dlgs/fns/16/2016-12.pdf		
16	http://www.nj.gov/dca/divisions/dlgs/fns/16/2016_20.pdf		
19	http://www.nj.gov/dca/divisions/dlgs/fns/10/2010-12.doc		
19	http://www.nj.gov/dca/divisions/dlgs/fns/16/2016-10.pdf		
Score	Aid Withheld		
21-25	No Penalty		
16-20	25% of final CMPTRA and ETR payment withheld		
11-15	50% of final CMPTRA and ETR payment withheld		
6-10	75% of final CMPTRA and ETR payment withheld		
0-5	100% of final CMPTRA and ETR payment withheld		