

BOROUGH OF EAST NEWARK
 COUNTY OF HUDSON
 STATE OF NEW JERSEY

**REGULAR MEETING
 OF THE
 MAYOR AND BOROUGH COUNCIL**

DATE: WEDNESDAY, NOVEMBER 7, 2018
 TIME: 5:30 PM

AGENDA

ORDINANCE (FIRST READING/INTRODUCTION)	
14-2018	Bond Ordinance To Authorize The Undertaking Of Environmental Remediation At The Department Of Public Works Garage In, By And For The Borough Of East Newark, In The County Of Hudson, State Of New Jersey, To Appropriate The Sum Of \$250,000 To Pay The Cost Thereof, To Make A Down Payment, To Authorize The Issuance Of Bonds To Finance Such Appropriation And To Provide For The Issuance Of Bond Anticipation Notes In Anticipation Of The Issuance Of Such Bonds
ORDINANCE (SECOND READING/PUBLIC HEARING)	
11-2018	An Ordinance Of The Borough Of East Newark Establishing And Authorizing A "Special Needs Registry"
12-2018	An Ordinance Of The Borough Of East Newark, County Of Hudson, State Of New Jersey To Fix The Salaries For Members Of The East Newark Police Department
13-2018	An Ordinance Of The Borough Of East Newark Establishing Fees For Special Service Charges And Special Charges Under The New Jersey Open Public Records Law
RESOLUTIONS	
99-18	Appointment Of Maintenance Worker Shaun Correia, East Newark Department Of Public Works As A Full Time Employee
100-18	Governor's Council on Alcoholism and Drug Abuse Fiscal Grant Cycle July 2019-June 2020
101-18	Authorization To Establish Fair & Open Process For Certain Professionals By The Borough Clerk
102-18	Authorizing Boswell Engineering To Perform Additional Engineering Services Related To The CSO Long Term Control Plan As Required By The New Jersey Department Of Environmental Protection
103-18	Authorization Of Budget Appropriation Transfers
104-18	Approval of Minutes
105-18	Approval of the Payment of Bills
DEPARTMENTAL REPORTS	
	Office of the Borough Clerk
	Finance Department
	Welfare Department
	Police Department
	Water Department
	Municipal Court
CONFIDENTIAL CORRESPONDENCE	
	Best Practices Inventory

ANY OTHER BUSINESS PRESENTED BY THE MAYOR AND BOROUGH COUNCIL

FORMAL ACTION MAY OR MAY NOT BE TAKEN

ORDINANCE NUMBER 14-18

FIRST READING/INTRODUCTION

ORDINANCE

BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY

**BOND ORDINANCE TO AUTHORIZE THE UNDERTAKING OF ENVIRONMENTAL
REMEDiation AT THE DEPARTMENT OF PUBLIC WORKS GARAGE IN, BY AND
FOR THE BOROUGH OF EAST NEWARK, IN THE COUNTY OF HUDSON, STATE
OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$250,000 TO PAY THE COST
THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF
BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE
ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE
ISSUANCE OF SUCH BONDS**

BE IT ORDAINED by the Borough Council of the Borough of East Newark,
in the County of Hudson, State of New Jersey, as follows:

Section 1. The Borough of East Newark, in the County of Hudson,
State of New Jersey (the "Borough") is hereby authorized to undertake
environmental remediation at the Department of Public Works Garage in, by and for
the Borough. Said improvement shall include all work, materials and
appurtenances necessary and suitable therefor.

Section 2. The sum of \$250,000 is hereby appropriated to the payment
of the cost of making the improvement described in Section 1 hereof (hereinafter
referred to as "purpose"). Said appropriation shall be met from the proceeds of
the sale of the bonds authorized and the down payment appropriated by this
ordinance. Said improvement shall be made as a general improvement and no part
of the cost thereof shall be assessed against property specially benefitted.

Section 3. It is hereby determined and stated that (1) said purpose
is not a current expense of said Borough, and (2) it is necessary to finance said
purpose by the issuance of obligations of said Borough pursuant to the Local Bond
Law (Chapter 2 of Title 40A of the New Jersey Statutes Annotated, as amended; the
"Local Bond Law"), and (3) the total estimated cost of said purpose is \$250,000,
and (4) \$12,000 of said sum is to be provided by the down payment hereinafter
appropriated to finance said purpose, and (5) the estimated maximum amount of
bonds or notes necessary to be issued for said purpose is \$238,000, and (6) the
cost of such purpose, as hereinbefore stated, includes the aggregate amount of
\$250,000 which is estimated to be necessary to finance the cost of such purpose,
including architect's fees, accounting, engineering and inspection costs, legal
expenses and other expenses, including interest on such obligations to the extent
permitted by Section 20 of the Local Bond Law.

Section 4. It is hereby determined and stated that moneys exceeding
\$12,000, appropriated for down payments on capital improvements or for the
capital improvement fund in budgets heretofore adopted for the Borough, are now
available to finance said purpose. The sum of \$12,000 is hereby appropriated
from such moneys to the payment of the cost of said purpose.

Section 5. To finance said purpose, bonds of said Borough of an aggregate principal amount not exceeding \$238,000 are hereby authorized to be issued pursuant to the Local Bond Law. Said bonds shall bear interest at a rate per annum as may be hereafter determined within the limitations prescribed by law. All matters with respect to said bonds not determined by this ordinance shall be determined by resolutions to be hereafter adopted.

Section 6. To finance said purpose, bond anticipation notes of said Borough of an aggregate principal amount not exceeding \$238,000 are hereby authorized to be issued pursuant to the Local Bond Law in anticipation of the issuance of said bonds. In the event that bonds are issued pursuant to this ordinance, the aggregate amount of notes hereby authorized to be issued shall be reduced by an amount equal to the principal amount of the bonds so issued. If the aggregate amount of outstanding bonds and notes issued pursuant to this ordinance shall at any time exceed the sum first mentioned in this section, the moneys raised by the issuance of said bonds shall, to not less than the amount of such excess, be applied to the payment of such notes then outstanding.

Section 7. Each bond anticipation note issued pursuant to this ordinance shall be dated on or about the date of its issuance and shall be payable not more than one year from its date, shall bear interest at a rate per annum as may be hereafter determined within the limitations prescribed by law and may be renewed from time to time pursuant to and within limitations prescribed by the Local Bond Law. Each of said bond anticipation notes shall be signed by the Mayor and by a financial officer and shall be under the seal of said Borough and attested by the Borough Clerk or Deputy Borough Clerk. Said officers are hereby authorized to execute said notes in such form as they may adopt in conformity with law. The power to determine any matters with respect to said notes not determined by this ordinance and also the power to sell said notes, is hereby delegated to the Chief Financial Officer who is hereby authorized to sell said notes either at one time or from time to time in the manner provided by law.

Section 8. It is hereby determined and declared that the period of usefulness of said purpose, according to its reasonable life, is a period of fifteen years computed from the date of said bonds.

Section 9. It is hereby determined and stated that the Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the office of the Borough Clerk of said Borough, and that such statement so filed shows that the gross debt of said Borough, as defined in Section 43 of the Local Bond Law, is increased by this ordinance by \$238,000 and that the issuance of the bonds and notes authorized by this ordinance will be within all debt limitations prescribed by said Local Bond Law.

Section 10. Any funds received from private parties, the County of Hudson, the State of New Jersey or any of their agencies or any funds received from the United States of America or any of its agencies in aid of such purpose, shall be applied to the payment of such purpose, or, if bond anticipation notes have been issued, to the payment of the bond anticipation notes, and the amount of bonds authorized for such purpose shall be reduced accordingly.

Section 11. The capital budget is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency therewith and the resolutions promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, is on file with the Borough Clerk and is available for public inspection.

Section 12. The Borough intends to issue the bonds or notes to finance the cost of the improvement described in Section 1 of this bond ordinance. If the Borough incurs such costs prior to the issuance of the bonds or notes, the Borough hereby states its reasonable expectation to reimburse itself for such expenditures with the proceeds of such bonds or notes in the maximum principal amount of bonds or notes authorized by this bond ordinance.

Section 13. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this ordinance. Said obligations shall be direct, unlimited and general obligations of the Borough, and the Borough shall levy ad valorem taxes upon all the taxable real property within the Borough for the payment of the principal of and interest on such bonds and notes, without limitation as to rate or amount.

Section 14. This ordinance shall take effect twenty days after the first publication thereof after final passage.

ROLL CALL	Aye	Nay	Abstain	Absent	Intro	Second
Evaristo						
Graham						
Lucas						
Silva						
Tighe						
Zincavage						

I HEREBY CERTIFY THAT THE ABOVE ORDINANCE WAS INTRODUCED ON THE FIRST READING AND APPROVED ON THE FIRST READING BY THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK AT A PUBLIC MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

ORDINANCE NUMBER 11-18

SECOND READING/PUBLIC HEARING

ORDINANCE

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

AN ORDINANCE OF THE BOROUGH OF EAST NEWARK ESTABLISHING AND
AUTHORIZING A "SPECIAL NEEDS REGISTRY"

BE IT ORDAINED by the Mayor and Borough Council of the Borough of East Newark:

SECTION 1. (Health) of the Revised General Ordinances of the Borough of East Newark is hereby established by enacting a **Special Needs Registry** as follows:

Special Needs Registry.

Purpose and Applicability. It is the purpose and intent of this section to create and maintain a list of municipal residents in need of special assistance in case of an emergency for public safety purposes in accordance with P.L. 2018, c. ____ (C. ____)

- A. The Borough Clerk shall maintain a list containing the names and addresses of Borough residents who identify themselves as being in need of special assistance in the event of emergency and who request that this information be maintained on their behalf for public safety purposes.
- B. The list maintained by the Borough Clerk shall be cross-indexed by name and address of each resident requesting to be on the list, and shall identify the special circumstances of each individual.
- C. The Borough Clerk shall provide the list solely and strictly for the purposes of P.L.2018, c. (C.) to the Borough police department, to each fire department or fire district servicing the municipality, and to each first aid or rescue squad servicing the municipality and shall ensure that they are provided with updates at least monthly.
- D. A notice shall be sent to Borough residents annually with the tax bills mailed to local property taxpayers advising residents that a special needs list is being maintained by the Clerk for public safety purposes. The notice shall include information as to how a municipal resident may add his or her name and address to the municipal list.
- E. Within 30 days following notification by the Borough Clerk pursuant to Section 1 of P.L. 2018, c. (C.), and thereafter, at the time of creation of a tenancy, a landlord shall advise each tenant that the Borough Clerk maintains a list containing the names and addresses of Borough residents who identify themselves as being in need of special

assistance in the event of an emergency, and who request that this information be maintained on their behalf, for public safety purposes.

F. The Borough Clerk shall notify each landlord who has filed a certificate of registration with the Borough pursuant to Section 2 of P.L. 1974, c. 50 (C. 46:8-28) of the existence of the list, and shall provide the landlord with a copy of a notice to be provided to the landlord's tenants, including information as to how a tenant may be added to the list.

G. The list of persons maintained by the Borough Clerk identifying themselves as being in need of special assistance in the event of an emergency for public safety purposes pursuant to P.L.2018, c. (C.) shall not be a government record and shall be deemed confidential for the purposes of P.L. 1963, c. 73 (C. 47:1A-1, et seq.).

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby amended to the extent of such inconsistency.

SECTION 3. If any portion of this ordinance shall be determined to be invalid, such determination shall not affect the validity of the remaining portions of said ordinance.

ROLL CALL	Aye	Nay	Abstain	Absent	Intro	Second
Evaristo						
Graham						
Lucas						
Silva						
Tighe						
Zincavage						

I HEREBY **CERTIFY** THAT THE ABOVE ORDINANCE WAS RE-INTRODUCED ON THE **SECOND READING** AND **APPROVED** ON THE SECOND READING BY THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK AT A PUBLIC MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

Ordinance Number 12-18

SECOND READING/PUBLIC HEARING

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON
NEW JERSEY**

POLICE SALARIES, 2018

***AN ORDINANCE OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON,
STATE OF NEW JERSEY TO FIX THE SALARIES FOR MEMBERS OF THE EAST
NEWARK POLICE DEPARTMENT***

BE IT ORDAINED BY Borough Council of the Borough of East Newark, County of Hudson, State of New Jersey, as follows:

SECTION I. Section I of the Salary Ordinance shall be hereby amended to reflect the following wages to each employee's base salary as follows for members of the East Newark Police Department commencing 2018:

Chief of Police: January 1, 2018 2%

SCHEDULE A

Year % Raised	2018 2.00%	2019 2.00%
ACADEMY PAY	29,580	30,172
FIRST	45,849	46,766
SECOND	50,573	51,584
THIRD	55,336	56,443
FOURTH	60,099	61,301
FIFTH	64,867	66,164
SIXTH	69,629	71,022
SEVENTH	74,495	75,985
EIGHTH	79,158	80,741
NINTH	83,921	85,599
TENTH	89,345	91,132
SGT 1	91,616	93,449
LT 1	98,945	100,924
CAPT 1	105,358	107,465

Any Officer Hired Prior to January 1, 2010

SECOND READING/PUBLIC HEARING

ORDINANCE

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**AN ORDINANCE OF THE BOROUGH OF EAST NEWARK ESTABLISHING FEES FOR
SPECIAL SERVICE CHARGES AND SPECIAL CHARGES UNDER THE NEW JERSEY
OPEN PUBLIC RECORDS LAW**

BE IT ORDAINED by the Mayor and Borough Council of the Borough of East Newark,
County of Hudson, State of New Jersey as follows:

SECTION 1: PURPOSE

New Jersey has adopted the Open Public Records Law which has as its general purpose making government records more available to the public than they have been in the past. In certain instances, the production of archived records or records in a format which is not the usual format maintained by the municipality or other special circumstances would be costly and time consuming. The New Jersey Public Records Law permits the municipality to require the payment of fees, special service charges and/or special charges as a pre-requisite to the production of records requiring extraordinary time and effort, special equipment or special formatting.

SECTION 2: ORDINARY REQUESTS FOR INFORMATION

The stator fee schedule shall apply to routine requests under the Open Public Records Law. The fees of N.J.S.A. 47:1A-5 are hereby incorporated herein as such fee schedule presently exists or as such fees might appear in future modifications or amendments of the statute.

At present time, fees under N.J.S.A. 47:1A-5 for routine copies of municipal documents are:

Letter size pages - \$0.05 per page

Legal size pages - \$0.07 per page

SECTION 3: NO RESEARCH OR INTERPRETATION MAY BE COMPELLED

Nothing in this Ordinance shall require the custodian of documents or any other municipal official to examine, analyze, tabulate, or interpret documents which are subject to production under the New Jersey Open Public Records Act.

SECTION 4: SPECIAL SERVICE CHARGE/SPECIAL CHARGES AUTHORIZED

A. Charges Authorized:

The Borough Clerk or other custodian or keeper of documents qualifying for mandatory production as "governmental records" under the New Jersey

Public Records Act shall be entitled to special service charges and/or special charges as set forth in Section 5 of this Ordinance.

B. Requests To Be In Writing

Any requests for documents shall be made to the Borough Clerk on a form established by the Borough Clerk for such purposes.

C. Advance Notice of Fees, Special Service Charges and Special Charges; Deposit

Any requestor of government records which are eligible for the imposition of a special charge or special service charge under Section 5 of this Ordinance shall receive advance notice of the amount of fees and charges before any work is started. The Borough Clerk shall require prepayment of such charges before causing the work to begin.

SECTION 4: FEES, SPECIAL SERVICE CHARGES AND SPECIAL CHARGES; WHEN CHARGED; AMOUNTS AUTHORIZED

A. Duplication On Other Work Beyond Capability of Municipal-In-House Work Force:

Whenever the in-house municipal work force or available municipal equipment is insufficient to duplicate or produce government records in a timely fashion, the Borough Clerk may cause such duplication or production to be accomplished by outside vendors such as copy centers or producers of digital images. If the costs of such duplication or production charged by such vendors exceeds the routine charges set forth in N.J.S.A. 47:1A-5, the actual cost of same without any additional surcharge for labor costs shall be paid.

B. Special Service Charge Authorized:

Whenever government records cannot be reproduced by regular copying equipment or fulfillment of the request would involve extraordinary time and effort (for example, when a large number of records must be recovered from storage or substantive staff time is required to review, sort and assemble records), charges may be imposed as follows:

1. The actual cost (materials and supplies but no staff labor) of duplication or reproduction; plus
2. A special service charge of \$32.00 per hour or the actual direct cost of labor (if less) shall be imposed for each hour of extraordinary time predicted to be utilized to respond to the request.

C. Digital Records:

If a request for governmental records involves production or conversion of digital or computerized records or film which is:

- A. In a medium not routinely used by the agency (i.e. electronic or film)
- B. Not routinely developed or maintained by an agency; or
- C. Requiring a substantial amount of manipulation or programming of information technology

The requestor shall pay fees and special charges as follows:

- A. Direct costs (no overhead) to comply with the request; plus
- B. Special charges; the lessor of the cost of technology and labor actually incurred or \$45.00 per hour.

SECTION 6: NOTICE OF REQUESTOR OF COPYRIGHT LAWS:

- A. The Borough of East Newark may be compelled by New Jersey Law to produce or duplicate governmental records but no compliance with these legal obligations shall be deemed to constitute a license, sublicense or waiver of copyright laws.
- B. The Borough Clerk shall give the following notice to any requestor of governmental records

NOTICE - COPYRIGHT LAWS

You must comply with U.S. copyright laws.
 These laws may restrict your right to use,
 Duplicate or modify the records provided to
 you by the Borough of East Newark.
 You should consult your own legal counsel on this
 since severe civil and criminal penalties for
 violation of copyright laws are provided

SECTION 7: WAIVERS FOR GOVERNMENTAL EDUCATION REQUESTOR

The Mayor, Clerk or Borough Council (by Resolution) may waive the fees or other charges otherwise chargeable if the requestor of governmental records is a governmental or education entity.

SECTION 8: INCONSISTENT ORDINANCES

All Ordinances or parts of Ordinances inconsistent with or in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 9: PARTIAL INVALIDITY

If any section, paragraph, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, clause or provision so adjudged and the remainder shall be deemed valid and effective.

SECTION 10: EFFECTIVE DATE

This ordinance shall take effect after second reading and publication as required by law.

ROLL CALL	Aye	Nay	Abstain	Absent	Intro	Second
Evaristo						
Graham						
Lucas						
Silva						
Tighe						
Zincavage						

I HEREBY **CERTIFY** THAT THE ABOVE ORDINANCE WAS RE-INTRODUCED ON THE **SECOND READING** AND **APPROVED** ON THE SECOND READING BY THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK AT A PUBLIC MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

**BOROUGH OF EAST NEWARK
 COUNTY OF HUDSON, STATE OF NEW JERSEY**

**RESOLUTION: APPOINTMENT OF MAINTENANCE WORKER SHAUN CORREIA,
 EAST NEWARK DEPARTMENT OF PUBLIC WORKS AS A FULL TIME EMPLOYEE**

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

WHEREAS, Ordinance 115-17, made effective on November 27, 2017 appointment Shaun Correia as a part-time maintenance worker for the East Newark Department of Works; and

WHEREAS, the Mayor and Borough Council of the Borough of East Newark wish to appoint Shaun Correia to a full time position within his capacities of Maintenance Worker.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of East Newark, County of Hudson, State of New Jersey that the full time appointment of Maintenance Worker Shaun Correia be made effective October 22, 2018.

BE IT FURTHER RESOLVED, that Shaun Correia's salary will be compensated in accordance to the Borough's current Salary Ordinance; and

BE IT FURTHER RESOLVED, that Shaun Correia shall be offered health benefits, vacation and sick time in accordance with the Borough's Personnel Handbook; and

BE IT FURTHER RESOLVED, that Shaun Correia will be required to adhere to the conditions set forth in the Personnel Handbook and in accordance with the conditions of employment set forth therein.

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

 ROBERT B. KNAPP, BOROUGH CLERK

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON**

**RESOLUTION: GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE
FISCAL GRANT CYCLE JULY 2019-JUNE 2020**

Introduced by Councilmember: _____

Seconded by Councilmember: _____

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, the Mayor and Borough Council of the Borough of East Newark, County of Hudson, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Mayor and Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Mayor and Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Hudson.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of East Newark, County of Hudson, State of New Jersey hereby recognizes the following:

1. The Mayor and Borough Council does hereby authorize submission of a strategic plan for the Harrison/East Newark Municipal Alliance Grant for Fiscal year July 1, 2019 to June 30, 2020 in the amount of:

DEDR	\$13,845.00
CASH MATCH	\$3,461.25
IN-KIND	\$10,383.75

2. The Mayor and Borough Council acknowledges the terms and conditions administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

RESOLUTION NUMBER: 101-18

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON**

**RESOLUTION: AUTHORIZATION TO ESTABLISH FAIR & OPEN PROCESS
FOR CERTAIN PROFESSIONALS BY THE BOROUGH CLERK**

Introduced by Councilmember _____

Seconded by Councilmember _____

WHEREAS, pursuant to N.J.S.A. 19:44-20.4 et seq. the Borough of East Newark desires to established a "fair and open" process for the selection of certain professional services, including municipal attorney, municipal planner, zoning and planning attorney, municipal engineer, tax appeal counsel, zoning and planning engineer, zoning and planning planner, labor counsel, redevelopment counsel, bond counsel, municipal prosecutor and municipal auditor.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of East Newark that the Borough Clerk, together with the Borough Attorney, are hereby directed to establish and post a public notice, on the Borough's web site, requesting the submission of sealed qualifications, for the positions of municipal attorney, municipal planner, redevelopment attorney, zoning and planning attorney, municipal engineer, tax appeal counsel, zoning and planning engineer, zoning and planning planner, labor counsel, redevelopment counsel, bond counsel, municipal prosecutor and municipal auditor, in accordance with the provisions of the statute, to be received on or before December 20, 2018, at 11:00 a.m.

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON**

**RESOLUTION: AUTHORIZING BOSWELL ENGINEERING TO PERFORM
ADDITIONAL ENGINEERING SERVICES RELATED TO THE CSO LONG TERM
CONTROL PLAN AS REQUIRED BY THE NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION**

Introduced by Councilmember: _____

Seconded by Councilmember: _____

WHEREAS, Resolution Number 92-16 approved and adopted by the Mayor and Borough Council of the Borough of East Newark on July 13, 2016 authorized Boswell Engineering to perform engineering services connected with the Long Term Control Plan to the Combined Sewer Overflow System ("Plan") (NJPDES Permit Number NJ0117846); and

WHEREAS, additional engineering services are required at this time to carry out the requirements of the New Jersey Department of Environmental Protection agency ("Agency"); and

WHEREAS, Boswell Engineering has submitted a proposal to perform such tasks required by the Plan and Agency.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of East Newark, County of Hudson, State of New Jersey that Boswell Engineering along with HDR Engineering, Inc. are hereby authorized to perform the tasks presented in their proposal dated October 15, 2018; and

BE IT FURTHER RESOLVED, that the total shall not exceed the cost proposal amount of \$125,200.00 upon certification of funds by the Borough Chief Financial Officer that funds are available.

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

RESOLUTION NUMBER: 102-18

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON**

**RESOLUTION: AUTHORIZATION OF BUDGET APPROPRIATION
TRANSFERS**

Introduced by Councilmember _____

Seconded by Councilmember _____

WHEREAS, the Borough Chief Municipal Finance Officer/
Treasurer has determined that certain transfers must be
made to the Fiscal 2018 Current Fund Budget of the Borough
of East Newark.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of
the Borough of East Newark, that upon the recommendation of
the Borough CMFO/Treasurer, the following transfers are
hereby approved as related to the Fiscal 2018 Current Fund
Budget of the Borough of East Newark pursuant to NJSA
40A:4-58:

AS PER THE ATTACHED SHEET(S)

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

Account Description		From	To
Assessment of Taxes	20-1501	\$900	
Legal Services & Costs	20-1552	\$4,000	
Garbage Collection	26-3052	\$4,311	
		\$9,211	\$0
Assessment of Taxes o/e	20-1502		\$857
Mandatory Recycling o/e	26-3052		\$8,000
Waste Water Loan	45-9500		\$354
		\$0	\$9,211

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

RESOLUTION: APPROVAL OF MINUTES

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

WHEREAS, copies of the minutes of the following meetings of the Mayor and Council of the Borough of East Newark have been provided to the members of the council and reviewed;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of East Newark, County of Hudson, State of New Jersey that the minutes of the Regular Meeting of October 10, 2018 be and are hereby approved.

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON STATE OF NEW JERSEY**

THE REGULAR MEETING OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF EAST NEWARK WITHIN THE COUNTY OF HUDSON, STATE OF NEW JERSEY IN THE EAST NEWARK MUNICIPAL BUILDING COUNCIL CHAMBERS, 34 SHERMAN AVENUE, EAST NEWARK, NEW JERSEY ON WEDNESDAY, OCTOBER 10, 2018.

Minutes of the Regular Meeting of the Mayor and Borough Council held on October 10, 2018

The Pledge of Allegiance to the Flag of the United States of America was recited.

The Honorable Joseph R. Smith, Mayor Presiding. Mayor Smith called the meeting to order at 5:31 P.M.

PUBLIC NOTICE: Adequate Notice of this Regular Meeting was transmitted to the Jersey Journal, Star Ledger, Observer, posted on the official Borough Website and on the bulletin board of the Municipal Building.

Notice was further given that the Mayor and Borough Council met in caucus on October 10, 2018 for the purpose of establishing a final agenda for the Regular Meeting.

ROLL CALL:

Council President Charles F. Tighe-Present
Councilmember Rose A. Evaristo-Present
Councilmember Kenneth Graham-Present
Councilmember Hans Peter Lucas-Present
Councilmember Jose A. Silva-Absent: With Reason
Councilmember Jeanne Zincavage-Present

DECLARATION OF QUORUM: There being five (5) Members of the Borough Council PRESENT and Mayor Joseph R. Smith PRESENT, a QUORUM was declared. Also present were Neil D. Marotta Esq. Borough Counsel, Counsel Peter Cipoletta, Esq. Borough Administrative Assistant/QPA/CFO, Treasurer Brigitte I. Goncalves and Borough Clerk Robert B. Knapp.

APPROVAL OF AGENDA FOR THE REGULAR MEETING OF OCTOBER 10, 2018

Motion by Councilmember Lucas

Seconded by Councilmember Evaristo

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

MOTION CARRIED

Awards and Recognition were presented by the Mayor and Borough Council to the student volunteers who assisted in the Junior Olympics in September, 2018.

MOTION TO ENTER INTO EXECUTIVE SESSION by Councilmember Graham

Seconded by Councilmember Tighe

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye, Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

MOTION CARRIED

Executive Session for the purposes of Contract matters and Redevelopment matters at 5:38 P.M.

MOTION TO CLOSE EXECUTIVE AND RESUME BUSINESS PORTION OF MEETING by Councilmember Graham

Seconded by Councilmember Tighe

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye, Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

MOTION CARRIED

Executive Session Concluded at 6:04 P.M.

ORDINANCE: FIRST READING/INTRODUCTION: AN ORDINANCE OF THE BOROUGH OF EAST NEWARK ESTABLISHING AND AUTHORIZING A SPECIAL NEEDS REGISTRY

Introduced by Councilmember Lucas

Seconded by Councilmember Evaristo

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye, Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

ORDINANCE APPROVED ON FIRST READING/INTRODUCTION

ORDINANCE: FIRST READING/INTRODUCTION: AN ORDINANCE OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY TO FIX THE SALARIES FOR MEMBERS OF THE EAST NEWARK POLICE DEPARTMENT

Introduced by Councilmember Evaristo

Seconded by Councilmember Graham

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye, Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

ORDINANCE APPROVED ON FIRST READING/INTRODUCTION

ORDINANCE: AN ORDINANCE OF THE BOROUGH OF EAST NEWARK ESTABLISHING FEES FOR SPECIAL SERVICE CHARGES AND SPECIAL CHARGES UNDER THE NEW JERSEY OPEN PUBLIC RECORDS LAW

Introduced by Councilmember Evaristo

Seconded by Councilmember Tighe

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye, Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

ORDINANCE APPROVED ON FIRST READING/INTRODUCTION

CONSENT AGENDA:

RESOLUTION: AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE BOROUGH OF PARAMUS FOR REPAIR-MAINTENANCE SHARED SERVICE FOR VEHICLES

RESOLUTION: AUTHORIZING THE EAST NEWARK VOLUNTEER FIRE DEPARTMENT TO HOLD A COIN TOSS ON OCTOBER 28, 2018

RESOLUTION: AUTHORIZING EXTENSION AND MODIFICATION OF WATER AGREEMENT BETWEEN KEARNY AND EAST NEWARK

RESOLUTION: AUTHORIZING THE BOROUGH ENGINEER TO PROVIDE ENGINEERING SERVICES FOR GROUNDWATER SAMPLING OF UNDERGROUND MONITORING WELL NETWORKS TO ACCESS CONTAMINATION BENEATH THE DPW BRIDGE

RESOLUTION: AUTHORIZING MAINTENANCE WORKER SHAUN CORREIRA, EAST NEWARK DEPARTMENT OF PUBLIC WORKS TO SERVE AS THE SOLID WASTE AND RECYCLING ENFORCEMENT OFFICIAL FOR THE BOROUGH OF EAST NEWARK

RESOLUTION: APPROVAL OF MINUTES OF THE SEPTEMBER 12, 2018 REGULAR MEETING OF THE EAST NEWARK MAYOR AND BOROUGH COUNCIL

Introduced by Councilmember Tighe

Seconded by Councilmember Zincavage

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye, abstaining on approval of the Minutes of the September 12, 2018 meeting of the Mayor and Borough Council only Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 1-Councilmember Lucas only abstained on minutes as cited, Absent: 1

CONSENT AGENDA PASSED

APPROVAL OF PAYMENT OF BILLS

Introduced by Councilmember Zincavage

Seconded by Councilmember Tighe

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

RESOLUTION PASSED

No Further Business To Be Brought Before the Mayor and Borough Council

There was no member of the public present to be heard before the Mayor and Borough Council

MOTION TO CLOSE/ADJOURN MEETING by Councilmember Graham and seconded by Councilmember Tighe

Roll Call: Evaristo-Aye, Graham-Aye, Lucas-Aye , Silva-Absent, Tighe-Aye, Zincavage-Aye

Aye: 5 Nay: 0 Abstain: 0 Absent: 1

MOTION CARRIED

Meeting Closed/Adjourned at 6;10 p.m.

Respectfully recorded and submitted by,

Robert B.Knapp, RMC
Borough Clerk

Reports from Borough Departments:

Office of the Borough Clerk
Finance Department
Welfare Department
Police Department
Water Department
Fire Department
Municipal Court

RESOLUTION NUMBER: 105-18

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

RESOLUTION: APPROVAL OF THE PAYMENT OF BILLS

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

BE IT RESOLVED, by the Mayor and Council of the Borough of East Newark in the County of Hudson, State of New Jersey that the below listed Purchase Orders, properly completed and approved by the proper Department Chairpersons and by the Financial Chairperson, and as submitted by the Chief Financial Officer of the Borough of East Newark or her designated representative, and as in full compliance with all purchasing Policies and Procedures of the Borough of East Newark, and as listed below in the total amount of \$493,010.96 be and is hereby approved for payment and checks are authorized to be drawn on the Borough Treasury for the payment thereof:

ROLL CALL	Aye	Nay	Abstain	Absent
Evaristo				
Graham				
Lucas				
Silva				
Tighe				
Zincavage				

I, ROBERT B. KNAPP, MUNICIPAL CLERK OF THE BOROUGH OF EAST NEWARK, COUNTY OF HUDSON, STATE OF NEW JERSEY, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE MAYOR AND BOROUGH COUNCIL AT THEIR REGULAR MEETING HELD ON NOVEMBER 7, 2018.

ROBERT B. KNAPP, BOROUGH CLERK

BOROUGH OF EAST NEWARK
Bill list
REGULAR MEETING - NOVEMBER 7, 2018

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
ADP, INC	298.45	522804342, 522451387	FINANCIAL ADMIN. O/E
ANTHONY MONTEIRO	478.64	MEDICAL	INSURANCE - EMPLOYEE GROUP HEA
BUG-ELIMINATORS	85.00	72196, 72197 (OCT	PUBLIC BLDG & GRNDS OE
BUG-ELIMINATORS	65.00	72196, 72197 (OCT	SENIOR CITIZENS OE
COUNTY OF HUDSON	195,090.16	4TH QUARTER, 2018	COUNTY TAXES
DANIEL FARINHAS	25.00	MEDICAL 10/23/18	INSURANCE - EMPLOYEE GROUP HEA
EAST NEWARK BOARD	123,542.33	NOVEMBER 2018	SCHOOL TAXES
EAST NEWARK	3,013.14	PAY PERIOD ENDING	ADMIN BORO CLERK S&W
EAST NEWARK	22,441.00	PAY PERIOD ENDING	POLICE DEPT- S&W
EAST NEWARK	3,575.89	PAY PERIOD ENDING	POLICE CROSSING GUARD S&W
EAST NEWARK	1,501.60	PAY PERIOD ENDING	ROAD REPAIR & MAINT. S&W
EAST NEWARK	1,232.00	PAY PERIOD ENDING	PUBLIC BLDG & GRNDS S&W
EAST NEWARK	976.00	PAY PERIOD ENDING	SENIOR CITIZENS S&W
EAST NEWARK	1,283.11	PAY PERIOD ENDING	SOCIAL SECURITY SYSTEM
EAST NEWARK	2,108.99	PAY PERIOD ENDING	MUNIC COURT S&W
ECONOMY SUPPLY CO.	85.90	57176,58392,59081,5944	PUBLIC BLDG & GRNDS OE
EFFECTIVE ALARM	238.00	6100	RECREATION OE
EXXON CARD	114.18	55597046	MOTOR VEHICLE POOL OE
F. BASSO JR.	2,414.30	1018-1021, 1018-1011	MANDATORY RECYCLING OE
F. BASSO JR.	5,540.83	1018-1021, 1018-1011	GARBAGE COLLECT CONTRACT OE
FEDERAL EXPRESS	29.08	6-330-90666	ADMIN. & EXEC. O/E -
GARDEN STATE	2,592.45		ROAD REPAIR & MAINT. OE
GRANT SUPPLIES	28.05	BEL-8A0685	PUBLIC BLDG & GRNDS OE
GUARDIAN	1,667.26	319546 (NOV 2018)	INSURANCE - EMPLOYEE GROUP HEA
HOME DEPOT CREDIT	302.32	4312874, 7010830	PUBLIC BLDG & GRNDS OE
HORIZON BCBSNJ	10,858.99	290125173 (NOV 2018)	INSURANCE - EMPLOYEE GROUP HEA
HORIZON BLUE CROSS	2,722.74	870014477 (NOV-DEC	INSURANCE - EMPLOYEE GROUP HEA
HUDSON REGIONAL	164.50	57	BOARD OF HEALTH OE
JERSEY JOURNAL	62.18	2260985	ADMIN & EXEC ADVERTISING OE
JERSEY JOURNAL	720.08	8813326,8843286,884328	ADMIN & EXEC ADVERTISING OE
JUNIOR FIORI	155.00	MEDICAL 10/22/18,	INSURANCE - EMPLOYEE GROUP HEA

Total fund01

383,412.17

KEARNY WATER DEPT. 9,391.14 0030716000000000

WATER SERVICES

Total fund05

9,391.14

KENNETH M.	115.00	MEDICAL - SEPTEMBER	INSURANCE - EMPLOYEE GROUP HEA
KENNETH M.	374.76	10/13/18,10/12/18,10/2	INSURANCE - EMPLOYEE GROUP HEA
KENNETH M.	989.94	MEDICAL 10/18/18	INSURANCE - EMPLOYEE GROUP HEA
L3 COMMUNICATIONS-	720.00	0331859-IN	POLICE DEPT. O/E
LEE'S FLORIST	55.00	011625	ADMIN. & EXEC. O/E -
MASCHIO'S FOOD	245.73	IN0066325, IN0065306	SENIOR CITIZENS OE

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
MICHAEL A. CIFELLI	700.67	OCTOBER 2018	MUNIC PROSECUTOR S&W
MICHAEL O'DONNELL	416.67	OCTOBER 2018	INSURANCE - EMPLOYEE GROUP HEA
NEIL D. MAROTTA,	2,500.00	OCTOBER 2018	LEGAL SERVICES & COSTS O/E
NEW JERSEY	7,348.00	0-226-001-768/000-00	UNEMPLOYMENT COMP
NORA C. ADAMS	270.00	SEPT. 25, 2018 & OCT.	MUNICIPAL COURT OE

Total fund01

13,735.77

ONE CALL CONCEPTS	2.50	8095070 (SEPT 2018)	WATER SERVICES
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Total fund05

2.50

P.S.E.&G.	291.55	OCTOBER 2018	UTILITIES - ELECTRICITY
P.S.E.&G.	1,560.64	OCTOBER 2018	UTILITIES - ELECTRICITY
P.S.E.&G.	3,479.19	OCTOBER 2018	UTILITIES - STREET LIGHTING

Total fund01

5,331.38

PASSAIC VALLEY	127.00	14300 (9/2018)	WATER SERVICES
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Total fund05

127.00

PIRYLIS	286.10	253720	FIRE DEPT. OE
ROBERT TOMASKO	106.00	MEDICAL 10/18/2018 &	INSURANCE - EMPLOYEE GROUP HEA
ROGUT MCCARTHY LLC	455.99	JULY 1, 2018 -	LEGAL SERVICES & COSTS O/E
SAMUEL KLEIN & CO.	2,000.00	15423	ADMIN. & EXEC. O/E -
SAMUEL KLEIN & CO.	1,000.00	15423	FINANCIAL ADMIN. O/E
SAMUEL KLEIN & CO.	25,000.00	15423	FINAN ADMIN AUDIT OE
SAMUEL KLEIN & CO.	500.00	15423	CONSTRUCTION OFFICIALS OE
SAMUEL KLEIN & CO.	10,000.00	15423	POLICE DEPT. O/E
SAMUEL KLEIN & CO.	5,000.00	15423	SENIOR CITIZENS OE
SAMUEL KLEIN & CO.	6,500.00	15423	RECREATION OE
SAMUEL KLEIN & CO.	2,000.00	15423	MUNICIPAL COURT OE

Total fund01

52,848.09

SAMUEL KLEIN & CO.	1,000.00	15423	WATER SERVICES
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Total fund05

1,000.00

SMITH, JOSEPH R.	680.00	MARRIAGE RECEIPTS THRU	ADMIN O/E MAYOR & COUNCIL
STAPLES CREDIT	97.02	2167258291,2171105931,	ADMIN. & EXEC. O/E -
STAPLES CREDIT	169.99	2167258291,2171105931,	COLLECTION OF TAXES O/E
STAPLES CREDIT	69.99	2167258291,2171105931,	CONSTRUCTION OFFICIALS OE
STAPLES CREDIT	173.78	2167258291,2171105931,	POLICE DEPT. O/E
STAPLES CREDIT	69.99	2167258291,2171105931,	UNIFORM FIRE SAFETY ACT OE
STAPLES CREDIT	4.32	2167258291,2171105931,	MUNICIPAL COURT OE
TOWN OF HARRISON	1,000.00	01	POLICE DEPT. O/E
VERIZON	575.86	OCTOBER 2018	ADMIN. & EXEC. O/E -
VERIZON	533.86	OCTOBER 2018	POLICE DEPT. O/E
VERIZON	49.03	OCTOBER 2018	PUBLIC BLDG & GRNDS OE
VERIZON	87.60	OCTOBER 2018	SENIOR CITIZENS OE
VERIZON	95.19	OCTOBER 2018	RECREATION OE
VERIZON WIRELESS	102.00	3799505415 (OCT. 2018)	POLICE DEPT. O/E
VISION SERVICE	156.32	12 219588 0001 (NOV.	INSURANCE - EMPLOYEE GROUP HEA

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
Total fund01			3,864.95
WAYSIDE FENCE	10,150.00		IMPR TO PARKS & REC
Total fund04			10,150.00
WILENTZ, GOLDMAN &	375.00	40738060 (SEPT 2018)	LEGAL SERVICES & COSTS O/E
WILLIAM H.	12,741.00	7804	INSURANCE - GEN LIABILITY
XEROX CORP.	31.96	094781622	ADMIN. & EXEC. O/E -
Total fund01			13,147.96
Total Bill List:		493,010.96	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Please see Color Key at bottom of sheet for limits on answers	
0902	Answer	Question	Comments
Core Competencies			
1	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?	
2	Yes	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?	
3	N/A	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.	
4	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. Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year?	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)				
		<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Answer	Question	Comments	
0902				
5	N/A	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?		
6	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.		
7	N/A	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?		
8	Yes	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?		
9	Yes	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.		
10	Yes	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.		
11	Yes	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.		

Best Practices Worksheet CY 2018/SFY2019

		East Newark Borough (Hudson)		
		<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Answer	Question	Comments	
0902				
12	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?		
13	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?		
14	No	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 N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?		
15	N/A	Effective for CY2017/SFY2018 and CY2018/SFY2019 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 \$150,750. 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 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?		
16	Yes	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.		

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)			
Please see Color Key at bottom of sheet for limits on answers			
Answer	Question		Comments
0902			
17	Prospective Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?		
18	N/A Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, 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.		
19	Yes Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?		
20	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?		
21	Yes Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?		
Additional Best Practices			

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)			
<i>Please see Color Key at bottom of sheet for limits on answers</i>			
	Answer	Question	Comments
0902			
22	Yes	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	
23	Yes	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier?	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Please see Color Key at bottom of sheet for limits on answers	
0902	Answer	Question	Comments
24	N/A	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (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.	
25	N/A	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?	
26	N/A	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?	
27	N/A	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")	

Best Practices Worksheet CY 2018/SFY2019

		East Newark Borough (Hudson)		
		<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Answer	Question	Comments	
0902				
28	N/A	Payments in Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term 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.?		
29	N/A	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?		
30	Prospective	In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.		
31	Yes	If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.		
32	Prospective	Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.		
33	Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?		
34	Yes	Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?		

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)			
Please see Color Key at bottom of sheet for limits on answers			
	Answer	Question	Comments
0902	Prospective	Does your municipality have a current community and/or economic development plan with established metrics?	
35	Yes	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?	
36	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?	
37	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?	
38	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.	
39	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 and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?	
40	Yes	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?	
41	Yes	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?	
42	Yes		

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)			
Please see Color Key at bottom of sheet for limits on answers			
	Question		Comments
0902	Answer		
43	Yes	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?	
44	Prospective	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?	
45	Yes	Does your municipality have a professional planner on staff?	
46	Yes	The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?	
47	Prospective	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?	
48	Prospective	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.	
49	No	Does your municipality own any electric vehicles?	
50	Yes	Is your municipality adhering to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?	
51	Yes	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?	
52	Yes	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 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".	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Please see Color Key at bottom of sheet for limits on answers	
	Answer	Question	Comments
0902			
53	Yes	Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or \$5,000, after deducting the employee's required contribution from the premium cost?	
54	Yes	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, 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). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u>	
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?	
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?	
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		
0902	Answer	Question
		<i>Please see Color Key at bottom of sheet for limits on answers</i>
		<i>This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.</i>
		<i>For more information about Opportunity Zones, click the following link:</i> https://www.state.nj.us/oea/divisions/ops/opp_zone_s.html
		<i>For an interactive map of New Jersey Opportunity Zones, click the following link:</i> http://njica.maps.arcgis.com/apps/View/index.html?appid=e2c712634cad45cd91c3ca62ab3f9989
62	Select	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?
63	Select	If "No", would you like help developing a strategy?
64	Select	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?
65	Select	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?
66		If "Yes", who were you specifically approached by (check all that apply)? <input type="checkbox"/> Local Business Owner <input type="checkbox"/> Other Business Owner <input type="checkbox"/> Local Investor <input type="checkbox"/> Other Investor <input type="checkbox"/> Local Developer <input type="checkbox"/> Other Developer
67		If approached by a developer or business owner, which category would they fall into? <input type="checkbox"/> Residential developer, real estate development, or property management company <input type="checkbox"/> Retail

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)			
0902	Answer	Question	Comments
		<p><i>Please see Color Key at bottom of sheet for limits on answers</i></p> <p><input type="checkbox"/> Light industrial</p> <p><input type="checkbox"/> Heavy industrial</p> <p><input type="checkbox"/> Restaurant, entertainment, or hospitality</p> <p><input type="checkbox"/> Professional services</p> <p><input type="checkbox"/> Information technology</p> <p><input type="checkbox"/> Other (please describe in column E)</p>	
68		<p>What information were they seeking from your municipality (if applicable)?</p> <p><input type="checkbox"/> Info on zoning, permitting, and approval process</p> <p><input type="checkbox"/> Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds</p> <p><input type="checkbox"/> Info on vacant land and available properties</p> <p><input type="checkbox"/> Info on redevelopment areas</p> <p><input type="checkbox"/> Info on existing development activity</p> <p><input type="checkbox"/> Other (please describe in column E)</p>	
69	Select	<p>If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?</p>	
70	Select	<p>In terms of real estate and economic development, which area (if any) is your top priority?</p>	
71	Select	<p>Which is more important, development of vacant sites and land or redevelopment of existing structures?</p>	
72	Select	<p>What type of capital improvement does your municipality see as its top priority?</p>	
73		<p>After people, what are your municipality's distinctive assets?</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Tourism</p> <p><input type="checkbox"/> Affordable Housing</p> <p><input type="checkbox"/> Transit Access</p> <p><input type="checkbox"/> Industrial Hub</p>	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Question	Comments
0902	Answer	Please see Color Key at bottom of sheet for limits on answers	
	<input type="checkbox"/> Transportation Hub		
	<input type="checkbox"/> Business Hub		
	<input type="checkbox"/> Cultural Center		
	<input type="checkbox"/> Entertainment Venue		
	<input type="checkbox"/> Other (please describe in column E)		
74	<p>What are the major challenges to development in your municipality?</p> <input type="checkbox"/> Lack of employment opportunities <input type="checkbox"/> Limited range of housing options <input type="checkbox"/> Lack of developable sites <input type="checkbox"/> Preserving existing community character <input type="checkbox"/> Limited access to public services <input type="checkbox"/> Poor public infrastructure <input type="checkbox"/> Poor access to transportation <input type="checkbox"/> Access to essential services reachable within 10 min. by foot or other mode of transport <input type="checkbox"/> Below average math and language arts proficiency scores <input type="checkbox"/> Lack of child care facilities <input type="checkbox"/> Stranded assets <input type="checkbox"/> Lack of high speed internet connectivity <input type="checkbox"/> Environmental contamination <input type="checkbox"/> Lack of interest from developers and investors		
75	<p>What type of economic development is your municipality actively pursuing?</p> <input type="checkbox"/> Retail <input type="checkbox"/> Light industrial <input type="checkbox"/> Heavy industrial <input type="checkbox"/> Transportation/logistics <input type="checkbox"/> Tourism <input type="checkbox"/> Transit <input type="checkbox"/> Restaurants/entertainment/leisure activity <input type="checkbox"/> Office space <input type="checkbox"/> Tech <input type="checkbox"/> Higher Ed		

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Question	Comments	Estimated Value	Reason for Lack of Progress
0902	Answer	Please see Color Key at bottom of sheet for limits on answers			
		<input type="checkbox"/> Energy			
		<input type="checkbox"/> Not pursuing economic development			
76	Select	Do you have an up-to-date list of:			
77	Select	Distinctive community assets			
78	Select	Abandoned and blighted properties			
79	Select	Foreclosed properties			
80	Select	Commercial projects planned to begin within 1 year			
81	Select	Municipal projects planned to begin within 1 year			
82	Select	Planned business expansions			
83	Select	The 10 largest private employers in your municipality			
84	Select	Stalled projects due to funding gaps			
		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.			
	Name	Address (street number, street name, town, zip code)	Description and Developer	Estimated Value	Reason for Lack of Progress
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
85	Select	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries):			
		http://njdca.maps.arcgis.com/apps/view/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989			
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), and the estimated value of the development (i.e. total permitted value), and its status (if known)			

Best Practices Worksheet CY 2018/SFY2019

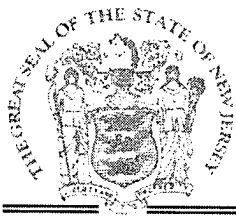
0902		East Newark Borough (Hudson)		Please see Color Key at bottom of sheet for limits on answers	
Name	Address (street number, street name, town, zip code)	Question	Answer	Description and Developer	Comments
				Estimated Value	Status
1					Select
2					Select
3					Select
4					Select
5					Select
6					Select
7					Select
8					Select
9					Select
10					Select
11					Select
12					Select
13					Select
14					Select
15					Select
16					Select
17					Select
18					Select
19					Select
20					Select
21					Select
22					Select
23					Select
24					Select
25					Select

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Question	Comments
0902	Answer	Please see Color Key at bottom of sheet for limits on answers	
	Select		
	0		
	41	Yes	
	2	No	
	11	N/A	
	7	Prospective	
	61	Total Answered:	
	59	Score (Yes + N/A + Prospective)	
	97%	Score %	
	0%	Percent Withheld	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
		Name & Title	Date
		Joseph R. Smith, Mayor	1-Nov-18
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
		Name	N-919
		Brigitte I. Goncalves, CMFO	Date
		Municipal Clerk's Certification	1-Nov-18
		I hereby certify that the Governing Body of the Borough of East Newark in the County of Hudson discussed/will discuss the CY 2018/SFY 2019 Best Practice Inventory as completed herein at a public meeting on November 7, 2018, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
		Name	C-1750
		Robert B. Knapp, CMR	Date
			1-Nov-18

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		Question	Comments
0902	<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Answer		
		Red = Repeat Question; Prospective answers not permitted	
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
		Green = Questions where neither "Prospective" nor "Not Applicable" are permitted	
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	
	Score		
	46-61	No aid withholding	
	36-45	25% of final aid payment withheld	
	26-35	50% of final aid payment withheld	
	0-25	100% of final aid payment withheld	
	Question		
	8	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-07.pdf	
	13	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf	
	15	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-6R.pdf	
	16	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-26.pdf	
	17	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-15.pdf	
	18	https://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf	
	41	https://www.nj.gov/dca/divisions/dlgs/lfns/18/2018-13.pdf	
	51	https://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
	58	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-27.pdf	



34 Sherman Avenue
East Newark, New Jersey 07029
Phone: (973) 481-2902 ext. 221
Fax: (973) 481-0627
www.boroughofeastnewark.com

Borough of East Newark

Joseph R. Smith
Mayor

Robert B. Knapp
Borough Clerk

Brigite I. Goncalves
Administrative Assistant

Memo

To: Honorable Mayor Joseph R. Smith
From: Brigitte I. Goncalves, Administrative Assistant
CC: East Newark Borough Council
Date: November 5, 2018
Re: East Newark Borough Clerk's Office Monthly Report – October 2018

In the month of October 2018 please note that the Office of the Borough Clerk collected a total of \$56,391.84 in cash for various items. Attached please find a copy of the General Ledger. All monies have been deposited to the East Newark General Account.

The OEM Office along with FEMA have closed out the Generator Project and reimbursed the Borough for the allowable expenses.

I am in the process of reviewing the energy audit submitted by Donnelly & Company. Upon review I will advise.

On Thursday, October 11, 2018 the East Newark Volunteer Fire Department held its annual Fire Prevention Awareness event.

The semi-annual household hazardous waste cleanup took place on October 19, 2018.

The East Newark Brave Women Cancer Support Group held a public information session on October 19, 2018 along with the Metropolitan Health Services. Any residents interested were given information about Breast Cancer screenings.

On October 31, 2018 Mayor and Council hosted a Breakfast with the County Executive at the East Newark Senior Center.

The CY2018 Best Practices Inventory has been provided to the Mayor and Council for review and consideration.

Senior Citizens have been mailed a monthly newsletter.

All up to date information has been transmitted to the Hudson County Office on Aging through the online portal (SAMS) as required.

Monthly and quarterly reports have been filed for Senior Services through the Community Development Block Grant and Peer Leadership initiatives.

All reporting required for the Peer Grouping Grant for Senior Citizens and Disabled Residents has been filed.

Board of Health call(s) received by this office were transmitted to the Kearny Board of Health.

All mailings of vital statistics records have been made as required by the New Jersey State Department of Health and Senior Services.

The Affirmative Action binder has been reviewed and requests for Certificates of Employee Information Report Cards have been made to vendors who have exceeded payments in the amount of \$17,500.00 as per the State of New Jersey, Department of Treasury regulations.

Open Public Records Act (OPRA) requests received by this office have been provided with a timely response.

Kindly further note that resolutions and ordinances passed at the Regular Meeting of October 10, 2018 have been advertised as required and transmitted to the respective parties and have been added to the resolutions and ordinance binders for the current calendar year.

The Minute Book has been updated through September 2018.

Our website has been updated to include all recent minutes, meeting agendas, calendars, contacts and public notices. Our website is updated on a monthly basis and as needed.

Attached you will find an updated vacation list of all full time employees with the Borough. The attached includes vacation dates used as well as requested by the municipal employees.

GENERAL LEDGER

11/05/18

Account 01-1010 CURRENT CASH

Number Date Debit Comment Debit Date Number Credit Comment

10/31/18 \$56,391.84 Monthly Receipts

Total Debits \$56,391.84

\$56,391.84 Debit Balance

Total Credits

Credit Balance

Number	Date	Debit	Comment	Number	Date	Credit	Comment
					10/31/18	\$49,136.86	Monthly Receipts

Total Debits Debit Balance

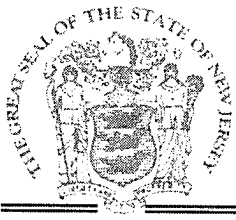
Total Credits Credit Balance \$49,136.86

Account	01-2010	CURRENT	BUDGET
Number	Date	Debit	Comment
	10/31/18	\$7,254.98	Monthly Receipts
Total Debits			
		Debit Balance	
			Total Credits
			\$7,254.98
			Credit Balance
			\$7,254.98

2018

Employee Vacation Sick Time

	2018		Carried		Used		Vacation Days		2018		Carried		Used		Sick Days Balance	Personal Days
	Vacation Days	Vacation Days	Vacation Days	Vacation Days	Vacation Days	Vacation Days	Balance	Balance	Sick Days	Sick Days	Sick Days	Sick Days	Sick Days	Sick Days		
Goncalves, B	15	2.5	15.5	2	12	131	0.5	142.5	-	-	-	-	-			
Farinhas, D	10	0	10	0	12	50	0	62	-	-	-	-	-			
Evaristo, J	15	1	12	4	12	63.5	5.5	70	-	-	-	-	-			
Aparicio, B	10	0	10	0	10	35	1	44	1	1	1	1	1			
Erezuma, B	21	0	19	2	15	125	0	140	3	3	3	3	3			
Fiori, J	21	0	20	1	15	123	1	137	0	0	0	0	0			
Monteiro, A	30	8	22	16	15	216	0	231	5	5	5	5	5			
O'Donnell, M	23	0	17	6	15	172	0	187	0	0	0	0	0			
Tomasko, R	21	4	12	13	15	15.75	8	22.75	1	1	1	1	1			
Gutierrez, S	8	1	2	7	10	30	0	40	3	3	3	3	3			
DeFreitas, Y	8	0	3	5	10	14	2	22	1	1	1	1	1			



Borough of East Newark

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www.boroughofeastnewark.com

Joseph R. Smith
Mayor

Brigite I. Goncalves
Treasurer/Chief Finance Officer

Memo

To: Honorable Mayor Joseph R. Smith
From: Brigitte I. Goncalves, Treasurer
CC: East Newark Borough Council
Date: November 5, 2018
Re: East Newark Borough Department of Treasury Monthly Report –October 2018

Following please find a list of items addressed for the month of October 2018 for the East Newark Finance Department.

- All State of New Jersey Pension Reports have been submitted by the monthly and quarterly deadline.
- The 2018 Retroactive Reporting for the Public Employees enrolled in the Public Employee Retirement System was submitted.
- The Solid Waste and Recycling Procurement Specifications have been prepared, reviewed and advertised. Bid Opening will Occur on January 3, 2019.
- Procurement for the Searing Avenue playground improvements have begun.
- All individuals/corporations with fees deposited in the Borough's Developers Escrow Account have been notified in writing of the balance of their account(s). Any account with a balance of \$1000 or less is notified on a quarterly basis and any account in excess of \$1000 is notified on a monthly basis.
- The CDBG reporting have been maintained by the monthly and quarterly basis.
- The Peer Grouping funding has been invoiced on a monthly basis. All quarterly reports have been maintained and submitted as well.
- Past due invoices were re-issued to any vendor with an open invoice.

- The East Newark Borough General Account has been updated through September 2018.
- The East Newark Payroll Account has been updated through September 2018.
- The PNC East Newark Water Account used through the East Orange Water Commission Account has been reconciled through June 2018.
- The East Newark Water Department Account and Animal Trust Accounts have been updated through September 2018.
- The East Newark Animal Control Account has been updated through September 2018.

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

RESOLUTION: AUTHORIZING BOSWELL TO PERFORM ENGINEERING SERVICES RELATED TO THE CSO LONG TERM CONTROL PLAN AS REQUIRED BY THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

WHEREAS, the Borough of East Newark has been mandated by the State of New Jersey to undertake a Long Term Control Plan to the Combined Sewer Overflow system (NJPDES Permit Number NJ0117846); and

WHEREAS, this mandate requires the Borough to provide engineering design services; and

WHEREAS, Boswell Engineering is qualified to assist the Borough of East Newark and in the preparation of the Long Term Control Plan; and

WHEREAS, it is determined that Boswell Engineering does possess the required expertise to assist the Borough in complying with the requirements as set forth in the NJDPES Permit.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of East Newark, County of Hudson, State of New Jersey that Boswell Engineering is hereby authorized to provide engineering design services in accordance with the attached proposal dated June 16, 2016 for a sum not to exceed \$15,000.00.

ROLL CALL	Aye	Nay	Abstain	Absent
Lucas				
Salas				
Sheehan, Sr.				
Silva				
Tighe				
Zincavage				

I HEREBY CERTIFY THAT THE ABOVE RESOLUTION WAS APPROVED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK AT A PUBLIC MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK HELD ON JULY 13, 2016.

ROBERT B. KNAPP, BOROUGH CLERK

I HEREBY APPROVE THE ABOVE RESOLUTION ON THIS THE 13TH DAY OF JULY, 2016.

JOSEPH R. SMITH, MAYOR

Cycle : 101
 Route : 101
 Previous Month Transaction Summary

TransCode	Description	StartDate	EndDate	#OfTran	Balance
				0	0.00

Current Month Transaction Summary

TransCode	Description	StartDate	EndDate	#OfTran	Balance
103	CREDIT CARD PAYMENT	10/01/2018	10/29/2018		82960.30
139	CASH PAYMENT	10/01/2018	10/30/2018	256	-1697.60
140	CHECK PAYMENT	10/02/2018	10/30/2018	256	-2399.42
165	REGULAR BILLING	10/22/2018	10/22/2018	41406	-26743.34
173	OVERDUE INTEREST CHARGE	10/01/2018	10/25/2018	1	93.00
200	Final Read Fee	10/18/2018	10/18/2018	65626	657.82
287	eCheck Payment	10/11/2018	10/18/2018	1	50.00
500	WEB PAYMENT	10/15/2018	10/26/2018	49	-561.96
				4	-139.72
				107599	52219.08

Type #OfAccts AccountBalance

Active	352	52182.10
Closed	4	36.98
Total	356	52219.08



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Borough of East Newark

To: Honorable Joseph R. Smith, Mayor
Honorable Members of the East Newark Borough Council

From: Robert B. Knapp, Director, East Newark Municipal Welfare Dept.
East Newark Borough Clerk

Re: Monthly Report-East Newark Municipal Welfare Department
For October, 2018

Date: November 1, 2018

Honorable Mayor and Members of the Borough Council:

Please find the following work activity report for the East Newark Municipal Welfare Department for October, 2018:

Assisted two (2) Borough residents for food stamp assistance.

Referral of Borough resident for Supplemental Security Insurance (SSI) to Social Security Administration

Assisted Borough Treasurer/Chief Financial Officer Brigitte Goncalves with the submission of required paperwork to the Hudson County Office On Aging, Office of Disability Services and Division of Housing and Community Development

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. B. Knapp".

Robert B. Knapp, Director
East Newark Municipal Welfare Department
East Newark Borough Clerk



BOROUGH OF EAST NEWARK

DEPARTMENT OF POLICE

34 Sherman Avenue
East Newark, New Jersey 07029
Phone: (973) 481-2900
Fax: (973) 481-0627

Anthony Monteiro
CHIEF OF POLICE

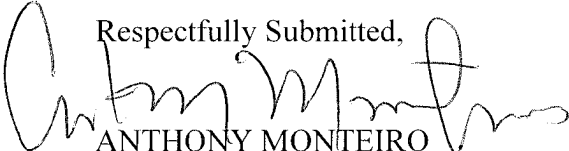
November 1, 2018

Honorable Mayor and Council
Borough of Dear Council Members,

I herewith submit the following report for the month of October 2018.

Hospital Runs, Ambulance	6
Hospital Runs, Patrol Car	0
Escorts	10
Motor Vehicle Summons Issued	428
Motor Vehicle Accidents	3
Adult Arrest	0
Juvenile Arrest	0
Stolen Motor Vehicles	5
Recovered Stolen Vehicles	5
Burglaries	0
Larcenies	3
Robberies	1
Homicides	0
Assaults	0
Burglar Alarms	9
Borough Ordinance's	0
Fee's Ordinance's	\$15.35

Respectfully Submitted,


ANTHONY MONTEIRO
Chief of Police

Memo

Date: 11/05/2018
To: Mayor Joseph R. Smith
Cc: Council Members, Borough Treasurer
From: Municipal Court
RE: Monthly Disbursements

Attached please find receipts for the month of October 2018

Title 39 Split:

Check #: 2801

Amount: \$15,531.73

POAA Funds:

Check #: 2802

Amount: \$112.00

Interest on General Account:

Check #:

Amount

Interest on Bail Account:

Check #.

Amount: