

BOROUGH OF EAST NEWARK
 COUNTY OF HUDSON
 STATE OF NEW JERSEY

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

DATE: WEDNESDAY, OCTOBER 9, 2019
 TIME: 5:30 PM

AGENDA

	ORDINANCE (FIRST READING/INTRODUCTION)
	ORDINANCE (SECOND READING/PUBLIC HEARING)
2019-09	An Ordinance Naming The East Newark Senior Citizen Center "The Joseph R. Smith East Newark Senior Citizen Center"
	RESOLUTIONS
101-19	Authorizing Partial Cancellation Of 2019 Taxes For Block 14, Lot 45.01, 25 Mulock Place
102-19	Acceptance Of Termination Of Shaun Correia, Maintenance Worker, Public Buildings & Grounds
103-19	Authorization To Advertise For Full Time Maintenance Worker, East Newark Department Of Buildings & Grounds
104-19	Appointment of Construction Official/Building Sub-Code Official, Victor DiFilippo, East Newark Building Department
105-19	Approval of Minutes
106-19	Approval of the Payment of Bills
	DEPARTMENTAL REPORTS
	Office of the Borough Clerk
	Finance Department
	Welfare Department
	Police Department
	Water Department
	Municipal Court
	Fire Department
	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 2019-09

SECOND READING/PUBLIC HEARING

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

**AN ORDINANCE NAMING THE EAST NEWARK SENIOR CITIZEN CENTER
"THE JOSEPH R. SMITH EAST NEWARK SENIOR CITIZEN CENTER"**

WHEREAS, Mayor Joseph R. Smith for many decades has dedicated his life in the legislative and civic areas to the betterment of all of the residents of the Borough of East Newark; and

WHEREAS, Mayor Smith has throughout the years displayed and continues to display a deep and genuine love and admiration for the senior citizens of the Borough involving their health, safety, recreation and welfare; and

WHEREAS, Mayor Smith, a lifelong resident of the Borough of East Newark and the longest serving Mayor, in his tenure as Mayor obtained the necessary funds from the county and other government sources to erect the senior citizen center in 1991 and subsequently did complete additions and improvements to the center thereafter.

NOW THEREFORE BE IT HEREBY ORDAINED by the Borough Council of the Borough of East Newark, within the County of Hudson, State of New Jersey that the East Newark Senior Citizen Center be named the "JOSEPH R. SMITH SENIOR CITIZEN CENTER OF EAST NEWARK".

ROLL CALL	Aye	Nay	Abstain	Absent	Intro	Second
Diaz						
Evaristo						
Graham						
Lucas						
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 OCTOBER 9, 2019.

ROBERT B. KNAPP, BOROUGH CLERK

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

**RESOLUTION: AUTHORIZING PARTIAL CANCELLATION OF 2019 TAXES
FOR BLOCK 14, LOT 45.01, 25 MULOCK PLACE**

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

WHEREAS property located at 25 Mulock Place, known as Block 14, Lot 45.01, is owned by Maria Nobre and has been assessed for \$531,100., and;

WHEREAS the owner of the property filed a tax appeal with the Hudson County Board of Taxation for 2018 and did receive a Judgment from the County reducing the assessment by \$31,100., and;

WHEREAS the owner received a refund or credit for 2018 from the Tax Collector, and;

WHEREAS the property was mistakenly listed for \$531,100. in the 2019 tax list instead of the correct assessment of \$500,000., and;

NOW THEREFORE BE IT RESOLVED by the Mayor & Council of the Borough of East Newark, New Jersey, that:

1. The Tax Collector is authorized to cancel, refund and or credit the taxes for the over assessed amount of \$31,100..
2. The actions of the Tax Collector and Tax Assessor in manually adjusting the tax list and billing records of the Borough of East Newark to reflect this approval and the accompanying cancellation of taxes are ratified and affirmed, with the Collector and Assessor authorized to take such further actions as may be required to effectuate this resolution.

ROLL CALL	Aye	Nay	Abstain	Absent
Diaz				
Evaristo				
Graham				
Lucas				
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 OCTOBER 9, 2019.

ROBERT B. KNAPP, BOROUGH CLERK

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

**RESOLUTION: ACCEPTANCE OF TERMINATION OF SHAUN CORREIA,
MAINTENANCE WORKER, PUBLIC BUILDINGS & GROUNDS**

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

BE IT RESOLVED, by the Mayor and Borough Council of the Borough of East Newark, County of Hudson, State of New Jersey that the employment of Shaun Correia, Maintenance Worker, East Newark Department of Public Buildings & Grounds is hereby terminated effective September 12, 2019.

ROLL CALL	Aye	Nay	Abstain	Absent
Diaz				
Evaristo				
Graham				
Lucas				
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 OCTOBER 9, 2019.

ROBERT B. KNAPP, BOROUGH CLERK

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

**RESOLUTION: AUTHORIZATION TO ADVERTISE FOR FULL TIME
MAINTENANCE WORKER, EAST NEWARK DEPARTMENT OF BUILDINGS
& GROUNDS**

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

WHEREAS, there exists a need to fulfill the vacancy that occurred on September 12, 2019 for Maintenance Worker, East Newark Department of Buildings & Grounds.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Borough Council of the Borough of East Newark within the County of Hudson, State of New Jersey that authorization is hereby granted to the Borough Clerk to advertise for the positions of Full Time Maintenance Worker, East Newark Department of Buildings & Grounds.

ROLL CALL	Aye	Nay	Abstain	Absent
Diaz				
Evaristo				
Graham				
Lucas				
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 OCTOBER 9, 2019.

ROBERT B. KNAPP, BOROUGH CLERK

RESOLUTION NUMBER: 104-19

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

**RESOLUTION: APPOINTMENT OF CONSTRUCTION OFFICIAL/BUILDING
SUB-CODE OFFICIAL, VICTOR DIFILIPPO EAST NEWARK BUILDING
DEPARTMENT**

INTRODUCED BY COUNCILMEMBER: _____

SECONDED BY COUNCILMEMBER: _____

WHEREAS, there exists an opening for part-time Construction Official, East Newark Building Department; and

WHEREAS, said position requires an individual to enforce the Borough Ordinances the Building Code as set forth by the State of New Jersey as well as regulations concerning the buildings and structures within the Borough; and

WHEREAS, the Borough Clerk has advertised and followed the personnel procedures concerning the recruitment for said opening; and

WHEREAS, the Borough is required in accordance with NJSA 52:27D-126; and

WHEREAS, Victor DiFilippo possesses the certifications and qualifications for the position of Construction Official and Building Sub-code Official from the State of New Jersey.

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 Victor DiFilippo is hereby appointed to serve as Construction Official/Building Sub-Code Official for the Borough of East Newark, on a part-time basis effective October 1, 2019.

BE IT FURTHER RESOLVED, that this part-time position is not entitled to holiday, sick or vacation compensation and salary shall be determined by the Borough's Salary Ordinance.

ROLL CALL	Aye	Nay	Abstain	Absent
Diaz				
Evaristo				
Graham				
Lucas				
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 OCTOBER 9, 2019.

ROBERT B. KNAPP, BOROUGH CLERK

**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 September 11, 2019 and the Special Meeting of September 30, 2019 be and are hereby approved.

ROLL CALL	Aye	Nay	Abstain	Absent
Diaz				
Evaristo				
Graham				
Lucas				
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 OCTOBER 9, 2019.

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, SEPTEMBER 11, 2019

Minutes of the Regular Meeting of the Mayor and Borough Council held on September 11, 2019

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 5:30 P.M.

PUBLIC NOTICE: Adequate Notice of this Regular Meeting was transmitted to the Jersey Journal, Star Ledger, Observer, posted on the bulletin board of the Municipal Building in accordance with applicable laws under the Open Public Meetings Act (Sunshine Law)

Notice was further given that the Mayor and Borough Council met in caucus on September 11, 2019 for the purpose of establishing a final agenda for the Regular Meeting.

ROLL CALL:

Council President Charles F. Tighe-Present
Councilmember Jessica Diaz-Present
Councilmember Rose A. Evaristo-Present
Councilmember Kenneth Graham-Present
Councilmember Hans Peter Lucas-Present
Councilmember Jeanne Zincavage-Present

DECLARATION OF QUORUM: There being six (6) Members of the Borough Council PRESENT and Mayor Joseph R. Smith PRESENT, a QUORUM was declared. Also present were Neil D. Marotta Esq., Borough Administrative Assistant/QPA/CFO, Treasurer Brigitte I. Goncalves and Borough Clerk Robert B. Knapp.

APPROVAL OF AGENDA FOR THE REGULAR MEETING OF SEPTEMBER 11, 2019

Motion by Councilmember Evaristo

Seconded by Councilmember Tighe

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

MOTION CARRIED

ORDINANCE: FIRST READING/INTRODUCTION: AN ORDINANCE NAMING THE EAST NEWARK SENIOR CENTER "THE JOSEPH R. SMITH EAST NEWARK SENIOR CENTER"

Introduced by Council As A Whole

Seconded by Council As A Whole

Roll Call: Dias-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

ORDINANCE APPROVED ON FIRST READING/PUBLIC HEARING

ORDINANCE: SECOND READING/ PUBLIC HEARING: SALARY ORDINANCE

Motion to Open Public Hearing by Councilmember Tighe

Seconded by Councilmember Graham

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye , Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

Motion Carried

No Member of the Public Desired to be Heard Before the Mayor and Borough Council

Motion to Close Public Hearing by Councilmember Tighe

Seconded by Councilmember Evaristo

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

Motion Carried

Motion to Approve and Adopt Ordinance on Second Reading/Public Hearing by Councilmember Tighe

Seconded by Councilmember Lucas

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

ORDINANCE APPROVED AND ADOPTED ON SECOND READING/PUBLIC HEARING

CONSENT AGENDA:

RESOLUTION: BOROUGH OF EAST NEWARK RECOGNIZES OCTOBER, 2019 AS NATIONAL BREAST CANCER AWARENESS MONTH

RESOLUTION: SUPPORTING PSE&G'S INITIATIVE FOR LED AND SMART CONTROLLER INITIATIVES

RESOLUTION: CANCELLATION OF 2019 TAXES

RESOLUTION: REFUND OF TAX OVERPAYMENT FOR 2019 TAXES

RESOLUTION: APPOINTMENT OF BUILDING INSPECTOR ROBERT CHARLES, SR. EAST NEWARK BUILDING DEPARTMENT

RESOLUTION: APPOINTMENT OF CONSTRUCTION OFFICIAL,CHESTER CZERNY, EAST NEWARK BUILDING DEPARTMENT

RESOLUTION: GOVRNING BODY CERTIFICATION OF THE ANNUAL AUDIT

RESOLUTION: ACCEPTING THE "CORRECTIVE ACTION PLAN" SUBMITTED BY CHIEF FINANCIAL OFFICER

RESOLUTION: ACCEPTING THE RESIGNATION OF MICHAEL D. NEVES, EAST NEWARK POLICE DEPARTMENT

Introduced by Councilmember Graham

Seconded by Councilmember Tighe

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

CONSENT AGENDA PASSED

APPROVAL OF PAYMENT OF BILLS

Introduced by Councilmember Evaristo

Seconded by Councilmember Zincavage

Roll Call Diaz-Aye, Evaristo-Aye, Graham-Aye Lucas-Aye , Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

RESOLUTION PASSED

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

MOTION TO CLOSE BUSINESS PORTION OF THE MEETING AND OPEN MEETING TO THE PUBLIC FOR COMMENT by Councilmember Tighe

Seconded by Councilmember Graham

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye,, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

No Member of the Public Desired to be Heard Before the Mayor and Borough Council

Mayor Smith announced that the annual East Newark Junior Olympics would be held on Wednesday, September 18, 2019 at 5 P.M. with a rain date of Thursday, September 19, 2019.

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

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye, Tighe-Aye, Zincavage-Aye

Aye: 6 Nay: 0 Abstain: 0 Absent: 0

MOTION CARRIED

Meeting Closed/Adjourned at 5:44 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
Municipal Court
Fire Department

BOROUGH OF EAST NEWARK
COUNTY OF HUDSON STATE OF NEW JERSEY

A Special Meeting of the Mayor and Borough Council of the Borough of East Newark, within the County of Hudson, State of New Jersey was held in Council Chambers, East Newark Municipal Building, 34 Sherman Avenue, East Newark NJ 07029 on Wednesday, September 30, 2019

Minutes of the Special Meeting of the Mayor and Borough Council of the Borough of East Newark

PUBLIC NOTICE: Adequate Notice of this Special Meeting was transmitted to the Jersey Journal,, Star Ledger, Observer and posted on the official Borough website and on the bulletin board of the East Newark Municipal Building in accordance with applicable laws under the Open Public Meetings Act (Sunshine Law). Also in accordance with the Open Public Meetings Act the notice of this Special Meeting was published in the Jersey Journal forty eight hours prior to said meeting.

The Honorable Joseph R. Smith, Mayor, Presiding called the meeting to order at 5:30 P.M.

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

Roll Call:

Council President Charles F. Tighe-Present
Councilmember Jessica Diaz-Present
Councilmember Rose Evaristo-Present
Councilmember Kenneth Graham-Present
Councilmember Hans Peter Lucas-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 Borough Counsel Neil D. Marotta, Esq., Borough Administrative Assistant/QPA/CFO/Treasurer Brigitte I. Goncalves and Borough Clerk Robert B. Knapp

APPROVAL OF AGENDA FOR THE SPECIAL MEETING OF SEPTEMBER 30, 2019

Introduced by Councilmember Tighe

Seconded by Councilmember Evaristo

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

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

MOTION CARRIED

RESOLUTION: APPOINTMENT OF POLICE OFFICER

Introduced by Councilmember Graham

Seconded by Councilmember Tighe

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

Aye; 5 Nay: 0 Abstain: 0 Absent: 1
RESOLUTION PASSED

Borough Clerk Robert B. Knapp administered the Oath of Office to Michael Burgio who was duly sworn as an East Newark Police Officer

RESOLUTION: APPROVAL OF THE PAYMENT OF BILLS

Introduced by Councilmember Evaristo

Seconded by Councilmember Graham

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-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

MOTION TO ADJOURN/CLOSE MEETING

Motion by Councilmember Tighe

Seconded by Councilmember Graham

Roll Call: Diaz-Aye, Evaristo-Aye, Graham-Aye, Lucas-Aye, Tighe-Aye, Zincavage-Aye

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

Meeting Closed at 5:36 P.M.

Respectfully submitted,

Robert B. Knapp, RMC
Borough Clerk

RESOLUTION NUMBER: 106-19

**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 \$42,051.96 be and is hereby approved for payment and checks are authorized to be drawn on the Borough Treasury for the payment thereof:

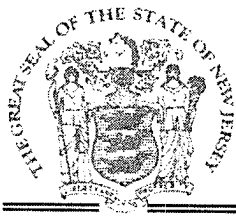
ROLL CALL	Aye	Nay	Abstain	Absent
Diaz				
Evaristo				
Graham				
Lucas				
Tighe				
Zincavage				

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 OCTOBER 9, 2019.

ROBERT B. KNAPP, BOROUGH CLERK

BOROUGH OF EAST NEWARK
Bill list
REGULAR MEETING - OCTOBER 9, 2019

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
ANTHONY MONTEIRO	85.00	MEDICAL 10/7/2019	INSURANCE - EMPLOYEE GROUP HEA
APOLLO FLAGS	353.00	28041	PUBLIC BLDG & GRNDS OE
EVENING JOURNAL	80.82	1147825 (9/26/2019)	ADMIN & EXEC ADVERTISING OE
GRANT SUPPLIES	11.13	BEL-9A0079	MOTOR VEHICLE POOL OE
HUDSON COUNTY	8,960.02	16550 (SEPT 2019)	GARBAGE COLLECT CONTRACT OE
JOSEPH SMENTKOWSKI	4,560.60	101212, 101211	MANDATORY RECYCLING OE
JOSEPH SMENTKOWSKI	7,361.00	101212, 101211	GARBAGE COLLECT CONTRACT OE
Total fund01			21,411.57
KEARNY WATER DEPT.	7,220.07	0030716000000	WATER SERVICES
Total fund05			7,220.07
KENNETH M.	75.00	MEDICAL AUG & SEPT	INSURANCE - EMPLOYEE GROUP HEA
MORNINGSIDE	256.00	MI62210	MUNICIPAL COURT OE
Total fund01			331.00
ONE CALL CONCEPTS	1.36	9095070 (SEPT 2019)	WATER SERVICES
Total fund05			1.36
P.S.E.&G.	269.60	SEPTEMBER 2019	UTILITIES - ELECTRICITY
P.S.E.&G.	1,557.99	SEPTEMBER 2019	UTILITIES - STREET LIGHTING
P.S.E.&G.	3,449.10	SEPTEMBER 2019	UTILITIES - STREET LIGHTING
Total fund01			5,276.69
PASSAIC VALLEY	567.00	15057	WATER SERVICES
Total fund05			567.00
ROBERT TOMASKO	25.00	MEDICAL 10/03/2019	INSURANCE - EMPLOYEE GROUP HEA
SMITH, JOSEPH R.	1,060.00	MARRIAGE/CIVIL UNION	ADMIN O/E MAYOR & COUNCIL
TENNANT SALES &	3,016.23	916577246	MOTOR VEHICLE POOL OE
TREASURER, STATE	250.00	3RD QUARTER, 2019	Marriage Licenses
UNIVERSAL	278.96	31790	MUNICIPAL COURT OE
VERIZON WIRELESS	114.08	3943155639	POLICE DEPT. O/E
XCO CCTV	2,500.00	INV0940	POLICE DEPT. O/E
Total fund01			7,244.27
Total Bill List:		42,051.96	



Borough of East Newark

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

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: October 4, 2019
Re: East Newark Borough Clerk's Office Monthly Report – September 2019

In the month of September 2019 please note that the Office of the Borough Clerk collected a total of \$91,596.81 in cash for various items. Attached please find a copy of the Trial Balance Report. All monies have been deposited to the appropriate Borough account.

Senior Citizens have been mailed a monthly newsletter. Additionally farmers market vouchers were distributed to qualified senior residents and transportation provided to the market. Seniors received transportation services to the Farmers Market on September 12th and September 26th

The Annual Memorial Ceremony was held on September 11, 2019.

On September 18th the Borough's youth were in attendance at the annual Junior Olympics. The event was a success due to the assistance of Members of the Governing Body, Borough Employees, Volunteer Firemen, East Newark Police Officers and volunteers from the East Newark School 8th grade class.

I attended a meeting of the Bergen Passaic Registrars Association on September 17, 2019.

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 Office on Aging, 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 September 11, 2019 and the Special Meeting of September 30, 2019 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 August 2019.

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.

BOROUGH OF EAST NEWARK
 Trial Balance
 Sorted By
 Select By 5 Sub-Account Level
 TRIAL BALANCE - CASH RECEIPTS (SEPT 2019)

Total Debits:91,596.81
 Total Credit:91,596.81
 Total Net Debit:91,596.81
 Total Net Credit:91,596.81

Acct #	Name	Debits	Credit	Net Debit	Net Credit
01--		0.00	0.00	0.00	0.00
01-0220	PRIOR YEAR TAXES	0.00	0.00	0.00	0.00
01-0330	PREMIUM ON TAX SALE	0.00	0.00	0.00	0.00
01-1010	CASH	91,596.81	0.00	91,596.81	0.00
01-1011	CASH	0.00	0.00	0.00	0.00
01-1013	CASH	0.00	0.00	0.00	0.00
01-1014	CASH	0.00	0.00	0.00	0.00
01-1019	CASH	0.00	0.00	0.00	0.00
01-1032	CASH	0.00	0.00	0.00	0.00
01-1060	CURRENT YEAR TAXES	0.00	0.00	0.00	0.00
01-1070	3RD PARTY TTL	0.00	0.00	0.00	0.00
01-1160	Prepaid School Levy	0.00	0.00	0.00	0.00
01-1170	Revenue Accounts Recei	0.00	0.00	0.00	0.00
01-1180	Foreclosed Property	0.00	0.00	0.00	0.00
01-1190	Sewer System Receivabl	0.00	0.00	0.00	0.00
01-1610	Due to General Trust F	0.00	0.00	0.00	0.00
01-1620	Due to General Capital	0.00	0.00	0.00	0.00
01-1630	Due to General Capital	0.00	0.00	0.00	0.00
01-1640	Due to Federal & State	0.00	0.00	0.00	0.00
01-1650	Due to Water Operating	0.00	0.00	0.00	0.00
01-1670	Due to Animal Control	0.00	0.00	0.00	0.00
01-1710	Due From Animal Contro	0.00	0.00	0.00	0.00
01-1720	Due From Water Account	0.00	0.00	0.00	0.00
01-1920	ANTICIPATED REVENUES	0.00	84,314.52	0.00	84,314.52
01-1940	MISC REVENUES NOT ANTI	0.00	2,048.89	0.00	2,048.89
01-2003	PREPAID TAXES	0.00	0.00	0.00	0.00
01-2010	BUDGET	0.00	5,233.40	0.00	5,233.40
01-2030	APPROPRIATION RESERVES	0.00	0.00	0.00	0.00
01-2031	Appropriation Reserves	0.00	0.00	0.00	0.00
01-2040	Accounts Payable	0.00	0.00	0.00	0.00
01-2050	COUNTY TAXES	0.00	0.00	0.00	0.00

Total Debits:91,596.81
 Total Credit:91,596.81
 Total Net Debit:91,596.81
 Total Net Credit:91,596.81

BOROUGH OF EAST NEWARK
 Trial Balance
 Sorted By
 Select By 5 Sub-Account Level
 TRIAL BALANCE - CASH RECEIPTS (SEPT 2019)

Acct #	Name	Debits	Credit	Net Debit	Net Credit
01-2090	Reserve for Tax Appeal	0.00	0.00	0.00	0.00
01-2100	ANTICIPATED REVENUES	0.00	0.00	0.00	0.00
01-2110	Due to State of NJ	0.00	0.00	0.00	0.00
01-2120	PREPAID TAXES	0.00	0.00	0.00	0.00
01-2500	G/L Tax O/P & Leins	0.00	0.00	0.00	0.00
01-2605	DUE TO WATER FUND	0.00	0.00	0.00	0.00
01-2705	DUE TO PAYROLL ACCOUNT	0.00	0.00	0.00	0.00
01-2800	Due to State of NJ	0.00	0.00	0.00	0.00
01-2805	PREVIOUS YEAR REVENUE	0.00	0.00	0.00	0.00
01-2810	Due to State of NJ	0.00	0.00	0.00	0.00
01-2990	Reserve for Receivable	0.00	0.00	0.00	0.00
01-4000	GRANT	0.00	0.00	0.00	0.00
01-6000	Local School Tax	0.00	0.00	0.00	0.00
01-6501	THIRD PARTY INSPECTION	0.00	0.00	0.00	0.00
01-7000	Unemployment Trust	0.00	0.00	0.00	0.00
01-7100	FIRE ENGINE INSURANCE	0.00	0.00	0.00	0.00
01-8700	TRUST	0.00	0.00	0.00	0.00
01-9000	MISC	0.00	0.00	0.00	0.00
01-9005	DUE FROM CAPITAL	0.00	0.00	0.00	0.00
01-zzzz	2018Archive	0.00	0.00	0.00	0.00
02-zzzz	2010Archive	0.00	0.00	0.00	0.00
04-5000	CAPITAL	0.00	0.00	0.00	0.00
05-3000	WATER	0.00	0.00	0.00	0.00
05-3001	WATER	0.00	0.00	0.00	0.00
05-3100	APPROPRIATION RESERVES	0.00	0.00	0.00	0.00
05-3500	WATER	0.00	0.00	0.00	0.00
05-4000	WATER	0.00	0.00	0.00	0.00
05-zzzz	2018Archive	0.00	0.00	0.00	0.00

End of report.

Total Debits:91,596.81

Total Credit:91,596.81

Total Net Debit:91,596.81

Total Net Credit:91,596.81

2019

Employee Vacation Sick Time

	2019 Vacation Days		Carried Vacation Days		Used Vacation Days		Vacation Days Balance		2019 Sick Days		Carried Sick Days		Used Sick Days		Sick Days Balance		Personal Days		
	Vacation Days		Vacation Days		Vacation Days		Balance		Sick Days		Sick Days		Sick Days		Sick Days		Sick Days		
Goncalves, B	15	2	2	15	15	2	2	12	142.5	2	152.5	2	152.5	2	152.5	2	152.5	-	-
Farinhas, D	15	0	0	15	15	0	0	12	62	1	73	1	73	1	73	1	73	-	-
Evaristo, J	15	4	4	12	12	7	7	12	70	1	81	1	81	1	81	1	81	-	-
Aparicio, B	15	10	10	15	15	10	10	10	44	3	51	3	51	3	51	3	51	0	0
Erezuma, B	21	2	2	23	23	0	0	15	140	0	155	0	155	0	155	0	155	0	0
Fiori, J	21	0	0	21	21	0	0	15	137	0	152	0	152	0	152	0	152	1	1
Monteiro, A	30	3	3	24	24	9	9	15	231	0	246	0	246	0	246	0	246	1	1
O'Donnell, M	23	0	0	17	17	6	6	15	187	0	202	0	202	0	202	0	202	1	1
Tomasko, R	21	3	3	13	13	11	11	15	22.75	0	37.75	0	37.75	0	37.75	0	37.75	1	1
DeFreitas, Y	10	0	0	10	10	0	0	10	17	0	27	0	27	0	27	0	27	0	0
Burgio, M	10	0	0	0	0	10	10	10	0	0	10	0	10	0	10	0	10	1	1



Borough of East Newark

34 Sherman Avenue
East Newark, New Jersey 07029
Phone: (973) 481-2902 ext. 237
Fax: (973) 481-0627
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: October 4, 2019
Re: East Newark Borough Department of Treasury Monthly Report – September 2019

Following please find a list of items addressed for the month of September 2019 for the East Newark Finance Department.

- All State of New Jersey Pension Reports have been submitted by the monthly and quarterly deadline.
- Employees eligible for a retroactive pay as a result of the adoption of the 2019 Salary Ordinance have been issued their retro pay.
- The 2018 Audit Report and Findings have been filed and transmitted to the Borough's official newspaper as required by law.
- 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 August 2019.

- The East Newark Payroll Account has been updated through August 2019.
- The PNC East Newark Water Account used through the East Orange Water Commission Account has been reconciled through June 2019.
- The East Newark Water Department Account and Animal Trust Accounts have been updated through August 2019.
- The East Newark Animal Control Account has been updated through August 2019.



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

October 1, 2019

Honorable Mayor and Council
Borough of Dear Council Members,
I herewith submit the following report for the month of September 2019.

Hospital Runs, Ambulance	12
Hospital Runs, Patrol Car	0
Escorts	7
Motor Vehicle Summons Issued	377
Motor Vehicle Accidents	13
Adult Arrest	0
Juvenile Arrest	0
Stolen Motor Vehicles	0
Recovered Stolen Vehicles	0
Burglaries	0
Larcenies	1
Robberies	0
Homicides	0
Assaults	0
Burglar Alarms	3
Borough Ordinance's	0
Fee's Ordinance's	\$31.80

Respectfully Submitted,


ANTHONY MONTEIRO
Chief of Police

=====
 Cycle : 101
 Route : 101

Previous Month Transaction Summary

TransCode	Description	StartDate	EndDate	#OfTran	Balance
0				0	0.00

Current Month Transaction Summary

TransCode	Description	StartDate	EndDate	#OfTran	Balance
103	CREDIT CARD PAYMENT	09/10/2019	09/30/2019	16	45695.92
139	CASH PAYMENT	09/26/2019	09/26/2019	1	-830.80
140	CHECK PAYMENT	09/03/2019	09/27/2019	1	-180.00
165	REGULAR BILLING	09/25/2019	09/25/2019	196	-3315.16
173	OVERDUE INTEREST CHARGE	09/03/2019	09/30/2019	123201	104809.94
200	Final Read Fee	09/24/2019	09/25/2019	17822	1395.90
287	echeck Payment	09/03/2019	09/09/2019	4	100.00
500	WEB PAYMENT	09/30/2019	09/30/2019	2	-125.00
				1	-136.40
				141243	147414.40

Type	#OfAccts	AccountBalance
Active	354	147326.98
Closed	3	87.42
Total	357	147414.40

=====
 Cycle : 102
 Route : 102
 Previous Month Transaction Summary

TransCode	Description	StartDate	EndDate	#OfTran	Balance
				0	0.00
				0	0.00

Current Month Transaction Summary

TransCode	Description	StartDate	EndDate	#OfTran	Balance
165	REGULAR BILLING	09/25/2019	09/25/2019	1	367.74
173	OVERDUE INTEREST CHARGE	09/17/2019	09/17/2019	1	741.70
287	echeck Payment	09/20/2019	09/20/2019	1	7.46
				1	-375.20
				3	741.70

Type	#OfAccts	AccountBalance
Active	1	741.70
Closed	0	0.00
Total	1	741.70

Memo

Date: 10//08/2019
To: Mayor Joseph R. Smith
Cc: Council Members, Borough Treasurer
From: Municipal Court
RE: Monthly Disbursements

Attached please find receipts for the month of September 2019

Title 39 Split:

Check #: 2858

Amount: \$11,251.98

POAA Funds:

Check #: 2859

Amount: \$82.00

Interest on General Account:

Check #: 2862

Amount \$26.29

Interest on Bail Account:

Check #. 5478

Amount: \$1.15



BOROUGH OF EAST NEWARK
FIRE DEPARTMENT

34 Sherman Avenue
East Newark, New Jersey 07029
Phone: (973) 481-2902 ext. 236
Fax: (973) 481-0627
www.boroughofeastnewark.com

Kenneth Graham
Fire Chief

Rose M. Evaristo
Fire Chair

MEMORANDUM

To: Honorable Mayor Joseph R. Smith

From: Kenneth Graham, Chief – East Newark Fire Department

CC: East Newark Borough Council

Date: October 5, 2019

Re: East Newark Fire Department Monthly Report – September 2019

The following is a list of activities performed by the East Newark Fire Department for the month of September 2019:

- Fire Calls Total 4
 - 3 Alarms East Newark
 - 1 Standby Mutual Aid Kearny
- 2 Meetings
- 2 Drills

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		
0902	Please see Color Key at bottom of sheet for limits on answers	
	Answer	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	Yes	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	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	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	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	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	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	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.	

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
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.
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?

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		
15	<p>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?</p>	
16	<p>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.</p>	
17	<p>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?</p>	

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
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.	
Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?	
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?	
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	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	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)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
0902		
24	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	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	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	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)		
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments
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.?	
N/A	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?	
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.	
Prospective	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.	
Yes	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.	
Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?	
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)	
		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
0902			
35	No	Does your municipality have a current community and/or economic development plan with established metrics?	
36	Prospective	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?	
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?	
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?	
39	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.	
40	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?	
41	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?	

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			
42	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?	
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	No	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?	

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)		
Please see Color Key at bottom of sheet for limits on answers		
	Answer	Question
0902		
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".
		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		
53	<p>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?</p>	
54	<p>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></p>	
55	<p>Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?</p>	
56	<p>Does your municipality maintain centralized records accounting for all employee leave time earned and used?</p>	
57	<p>Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?</p>	

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
0	Select	
42	Yes	
5	No	
8	N/A	
6	Prospective	
61	Total Answered:	
56	Score (Yes + N/A + Prospective)	
92%	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
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	Date
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 2018/SFY 2019 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
	Name	Date

Best Practices Worksheet CY 2018/SFY2019

East Newark Borough (Hudson)	
Please see Color Key at bottom of sheet for limits on answers	
Answer	Question
	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	Aid Withheld
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	Table of Weblinks
8	https://www.nj.gov/dca/divisions/dlgs/lfms/17/2017-07.pdf
13	http://www.nj.gov/dca/divisions/dlgs/lfms/14/2014-09.pdf
15	https://www.nj.gov/dca/divisions/dlgs/lfms/17/2017-6R.pdf
16	https://www.nj.gov/dca/divisions/dlgs/lfms/17/2017-26.pdf
17	https://www.nj.gov/dca/divisions/dlgs/lfms/17/2017-15.pdf
18	https://www.nj.gov/dca/divisions/dlgs/lfms/16/2016-12.pdf
41	https://www.nj.gov/dca/divisions/dlgs/lfms/18/2018-13.pdf
51	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc
58	https://www.nj.gov/dca/divisions/dlgs/lfms/17/2017-27.pdf