Resolution	#	
resolution	11	

RESOLUTION CERTIFYING REVIEW OF THE FISCAL YEAR 2021 Best Practices Inventory

WHEREAS, Local Finance Notice 2021-17 requires the governing body of every local unit to have discussed this year's Best Practice Inventory at a municipal governing body meeting, and

WHEREAS, the Best Practice Inventory shall be certified by the Chief Administrative Officer and the Chief Financial Officer, and

WHEREAS, the Municipal Clerk must certify on the worksheet that the inventory and the results thereof were discussed publicly, with the inventory results and the certification of same by the chief administrative and financial officers referenced in the meeting minutes:

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of North Brunswick hereby states that it has complied with the promulgation of the Local Finance Notice of the State of New Jersey dated November 8, 2021 and the certified Best Practice Worksheet was submitted to the Division of Community Affairs to show evidence of said compliance.

Cavel Gallimore	Ronald Gordon, Esq.
Chief Financial Officer	Township Attorney
Justine Progebin	
Business Administrator	
	true copy of a Resolution adopted by the Township Council of a meeting held on November 15, 2021.
Lisa Russo	
Municipal Clerk	

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
LOPEZ				_
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MAYOR WOMACK				

Best Practices Inventory Online Platform

2021 Survey

North Brunswick Township Printable Current Answers

001

Core Competencies

Personnel

The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?

[1.00] Yes

002

Core Competencies

Personnel

Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated. If not yes, please type "Did Not Answer Yes" into the comment box.

[0.00] No Comment: Did not answer yes The employee personnel manual/handbook is under Attorney review

003

Core Competencies

Budget

Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?

[1.00] Yes

004	Best Practices	Budget	
to N.J.A.C. 5:30-15.5? Only answer	accumulated absence liability truster N/A if your municipality 1) does rate) payouts upon retirement for acted has a grandfathered right to sick	not offer (for any cumulated sick	[0.50] Yes
005	Core Competencies	Capital Projects	
meaning a moving, multi-year pl	capital program as defined by N.J.A an and schedule for capital projects nd, when pertinent, first year operat	(including	[1.00] Yes
006	Core Competencies	Transparency	
Are your municipality's codified a salary ordinances, available online	and uncodified ordinances, including e?	g all current	[1.00] Yes
007	Best Practices	Transparency	
is there a written policy establishi	fficial social media account or accong guidelines on access, use, and puicipality does not have a social med	ermitted	[0.50] Yes
008	Core Competencies	Procurement	
Do your municipality's profession amount?	al services contracts include a "not	to exceed"	[1.00] Yes
009	Best Practices	Procurement	
contract exceeds the Local Public municipality's health insurance br contracting or sealed bid process Law? Only answer N/A if your mu	an insurance broker for health insu Contracts Law (LPCL) bid threshold, oker being procured through a com conducted pursuant to the Local Pu nicipality does not contract with an t does, the contract does not exceed	is your npetitive ublic Contracts insurance	[0.50] N/A Comment: The Township has State Health Benefit Plan

010

Best Practices

Procurement

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

[0.50] N/A
Comment: The
Township has State
Health Benefit Plan

011

Core Competencies

Cybersecurity

A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?

[1.00] Yes

012

Core Competencies

Cybersecurity

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

[0.00] No Comment: Will be implemented before the end of 2021.

013

Core Competencies

Financial Administration

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

[1.00] Yes

014

Core Competencies

Budget

Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.

[1.00] Yes

015	Core Competencies	Capital Projects	
	d all completed capital project e cancelled by resolution, and i unts?		[1.00] Yes
016	Best Practices	Personnel	
minimum, only authorizes the officials and employees if the issupervisory relationship, or in The term "family member/rela	ned by ordinance an anti-nepore hiring the family members/related individuals involved would do re job positions in which a conflic- tives" should be defined to include, siblings, parents, in-laws, and	ntives of municipal not work in a direct t of interest could arise. ude but not necessarily	[0.50] Yes
017	Core Competencies	Procurement	
(e.g. engineer) the boilerplate	d with legal counsel and other a language in its bid or RFP docu nents under the Local Public Co ant statutes and caselaw?	ments to ensure such	[1.00] Yes
018	Core Competencies	Transparency	
minimum the following: past the proposed budget (including the approved by the governing boundits; notification(s) for solicit	in an up-to-date municipal web hree years adopted budgets; the ge full adopted budget for the o dy); most recent annual financi cation of bids and RFPs; and me g body, planning board, board o	e current year current year when al statement and eeting dates, minutes	[1.00] Yes
019	Core Competencies	Transparency	
the Public Employment Relatio negotiated with public employ	blic employers, including munions Commission (PERC) a copy of the representatives. This includents, memoranda of understandi	of all contracts es, but is not limited to,	[1.00] Yes

Core Competencies

Cybersecurity

020

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

[1.00] Yes

021

Core Competencies

Shared Services

N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?

[1.00] Yes

022

Core Competencies

Fire Districts

If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the district can adopt its annual budget. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. Oughton v. Board of Fire Comrs., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?

[1.00] N/A
Comment: The
Township does not
have a Fire District

023

Core Competencies

Shared Services

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

[1.00] Yes

Printable Current Answers · Custom Portal 024 **Core Competencies** Financial Administration Audit findings address areas needing improvement and ignoring these findings [1.00] N/A devalues the process. Municipalities should correct noted deficiencies. Have the Comment: Did not audit findings in your municipality's 2018 audit been identified in a corrective action answer NO plan and not been repeated in the 2019 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2019 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box. 025 **Best Practices** Transparency Does your municipality feature a link on its website to the Division of Taxation's [0.50] Yes Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml? 026 **Best Practices** Fire Districts Local Finance Notice 2017-23 describes the avenues through which a municipality [0.50] N/A can consolidate multiple fire districts into a single fire district. Does your Comment: The municipality have a single fire district or, if your municipality has multiple fire Township does not districts, is it reviewing the feasibility of consolidating its multiple districts into a have a Fire District single district? Only answer N/A if your municipality does not have a fire district. 027 **Best Practices** Environment

Have public electric vehicle charging stations been installed, or are they currently being installed, on municipal property?

[0.00] No

028a **Unscored Survey Shared Services**

Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (a) Chief Financial Officer

[0.00] No Comment: N/A

028b **Unscored Survey Shared Services**

Does your municipality currently provide the following position to another municipality pursuant to a shared services agreement? If Yes, list under Comments each municipality this applies. If no, insert N/A into Comments. (b) Tax Collector

[0.00] No Comment: N/A

028c	Unscored Survey	Shared Services	
Does your municipality currentl municipality pursuant to a share each municipality this applies. It	ed services agreement? If Ye	s, list under Comments	[0.00] No Comment: N/A
028d	Unscored Survey	Shared Services	
Does your municipality currently municipality pursuant to a share each municipality this applies. If	ed services agreement? If Yes	s, list under Comments	[0.00] No Comment: N/A
028e	Unscored Survey	Shared Services	
Does your municipality currently municipality pursuant to a share each municipality this applies. If Treasurer	ed services agreement? If Yes	, list under Comments	[0.00] No Comment: N/A
028f	Unscored Survey	Shared Services	
Does your municipality currently municipality pursuant to a share each municipality this applies. If Purchasing Agent	ed services agreement? If Yes	, list under Comments	[0.00] No Comment: N/A
028g	Unscored Survey	Shared Services	
Does your municipality currently municipality pursuant to a share each municipality this applies. If Works Manager	ed services agreement? If Yes	, list under Comments	[0.00] No Comment: N/A
028h	Unscored Survey	Shared Services	
Does your municipality currently municipality pursuant to a share each municipality this applies. If	d services agreement? If Yes	, list under Comments	[0.00] No Comment: N/A

029 Unscored Survey Shared Services

If the answer to at least one part of Question 28 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

[0.00] N/A Comment: N/A

030 Unscored Survey Environment

How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.

Comment: Total spent in FY21 \$9,000.00 Amount appropriated in current FY \$10,000 FCOA code: 26-298

031 Unscored Survey Financial Administration

Does your municipality currently retain a chief financial officer through a professional services contract?

[0.00] No

032a Unscored Survey American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (a) Public Health (EC 1)

[0.00] No

032b Unscored Survey American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (b) Negative Econ. Impacts (EC 2)

[0.00] No

032c Unscored Survey American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (c) Services to Disproportionately Impacted Communities (EC 3)

[0.00] No

032d	Unscored Survey	American Rescue	e Plan Act
	and/or currently plan to allocate AR the following eligible use? (d) Prem		[0.00] No
032e	Unscored Survey	American Rescue	Plan Act
Has your municipality allocated a Recovery Fund (LFRF) dollars for Water/Sewer/Broadband Infrastr		P Local Fiscal	[0.00] Yes
032f	Unscored Survey	American Rescue	Plan Act
	and/or currently plan to allocate ARI the following eligible use? (f) Reven		[0.00] Yes
032g	Unscored Survey	American Rescue	Plan Act
Recovery Fund (LFRF) dollars for	decided on how to allocate ARP Loc the previously referenced expenditu previous subparts were Yes, otherwi	re categories?	[0.00] No
032h	Unscored Survey	American Rescue	Plan Act
	P Local Fiscal Recovery Fund (LFRF) orevious subparts were Yes, otherwise		[0.00] No
033	Unscored Survey	American Rescue	Plan Act
What portion of the first tranche toward eligible uses by Decembe	of ARP LFRF dollars will your munici r 31, 2021?	pality obligate	[0.00] 100%
034	Unscored Survey	American Rescue	Plan Act
What portion of the first tranche toward eligible uses by Decembe	of ARP LFRF dollars will your munici r 31, 2022?	pality obligate	[0.00] 100%

035

Unscored Survey

Financial Administration

Does your municipality pay one or more of its vendors or contractors via an automated clearing house (ACH) transfer and/or a procurement card? Please select one or more of the options provided, as applicable. This question excludes debt service, pension bills, and employee health benefits.

[0.00] None of the Above

036a

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (a) Minority Business Enterprises

[0.00] No Comment: N/A

036b

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (b) Women's Business Enterprises

[0.00] No Comment: N/A

036c

Unscored Survey

Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (c) Small Business Enterprises

[0.00] No Comment: N/A 036d Unscored Survey Procurement

N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more specified set-aside programs for public procurement. A set-aside program establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (d) Veteran Business Enterprises

[0.00] No Comment: N/A

037 Unscored Survey Procurement

If your municipaity has established a set-aside program for qualified business enterprises pursuant to N.J.S.A. 40A:11-41 et seq, did your municipality's contract awards meet or exceeded the set-aside goals established by the governing body in the prior fiscal year for each of your municipality's set-aside programs? Only answer N/A if your municipality does not have a set-aside program.

[0.00] N/A

038 Unscored Survey Procurement

For a municipality having established a set-aside program for qualified business enterprises, N.J.S.A. 40A:11-48 requires each municipal authority, board, committee or commission authorized to independently award contracts to issue a report to the municipal governing body by January 31 of each year 1) describing their efforts in attaining the municipality's set-aside goals for the prior calendar year; and 2) the percentage of the dollar value of total procurements awarded in the prior calendar year under each set-aside program established by the municipality. Did each of the above-referenced entities submit this report to the municipal governing body in 2021? Answer N/A if your municipality does not have a set-aside program or does not have any authorities, boards, committees or commissions authorized to independently award contracts.

[0.00] N/A

039 Unscored Survey Tax Collection

Has your municipality established a ten-day grace period for the payment of property taxes and other municipal charges as authorized by N.J.S.A. 54:5-19?

[0.00] Yes

040 Unscored Survey Tax Collection

Complete the Excel-based Tax Sale Report. Upload the completed report using the "Attach File" button toward the bottom of your screen. Type "File Uploaded" in the Comment Box

Comment: File uploaded

041

Unscored Survey

Opportunity Zones

Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?

[0.00] No

042

Unscored Survey

Opportunity Zones

If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.

Comment: N/A

043

Unscored Survey

Planning & Economic Development

Does your municipality currently plan to sell any municipally-owned vacant conforming lots by December 31, 2022?

[0.00] Yes

044a

Unscored Survey

Planning & Economic Development

Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (a) Dedication of Space or Open-Space

[0.00] No

044b

Unscored Survey

Planning & Economic Development

Does your municipality impose the following requirement upon developers as a condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (b) Fee In-Lieu of Dedicating Space or Open Space

[0.00] No

Unscored Survey Planning & Economic 044c Development Does your municipality impose the following requirement upon developers as a [0.00] No condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (c) Fee In-Lieu of Parking 044d **Unscored Survey** Planning & Economic Development Does your municipality impose the following requirement upon developers as a [0.00] No condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (d) Impact Fee(s) (pro rata share of infrastructure improvement costs) Planning & Economic 044e Unscored Survey Development Does your municipality impose the following requirement upon developers as a [0.00] Yes condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (e) Provision of Affordable Housing Units 044f **Unscored Survey** Planning & Economic Development Does your municipality impose the following requirement upon developers as a [0.00] No condition of granting zoning approval for residential construction and/or residential/commercial mixed use construction? (f) Affordable Housing Trust Fund **Payments** 045 **Unscored Survey** Planning & Economic Development Does your municipal land use ordinance provide for an historic preservation [0.00] No commission that is governed under N.J.S.A. 40:55D-107? 046 **Unscored Survey** Planning & Economic Development Does your municipality have an environmental commission, or is your municipality [0.00] Yes part of a joint environmental commission, that is governed under N.J.S.A. 40:56A-1 et seq.?

Unscored Survey
Planning & Economic Development

Does your municipality have an industrial commission that is governed under
N.J.S.A. 40:55B-1 et seq.?

Unscored Survey
Recreation

Does your municipality have a recreation commission that is governed under N.J.S.A.

[0.00] No 40:61-17 et seq.?