

(1)

BOROUGH OF STONE HARBOR
COUNTY OF CAPE MAY, NEW JERSEY

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 230 OF THE REVISED GENERAL
ORDINANCES OF THE BOROUGH OF STONE HARBOR 2005
(Reflecting Increases by the State of New Jersey in State Permit Fees)

Section 1. Ordinance §230-2(C)(1) is hereby amended as follows:

The amount of the fee shall be ~~\$0.00334~~ \$0.00371 per cubic foot volume of new construction. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The fee for all other construction shall be ~~\$0.00170~~ \$0.00190 per \$1.00 of value of construction, in no case shall the fee be less than \$1.00 (one_dollar), which shall constitute the minimum fee.

Section 2. If any portion of this ordinance is determined to be invalid by a Court of competent jurisdiction, that determination shall have no effect upon the remainder of this Ordinance, which shall remain valid and operable.

Section 3. All Ordinances or parts of Ordinances inconsistent with this Ordinance, to the extent of such inconsistencies only, shall be and the same are hereby repealed.

Section 4. This Ordinance shall take effect immediately upon final passage and publication as provided by law.

APPROVED:

Suzanne M. Walters, Mayor

ATTEST:

Suzanne C. Stanford, Borough Clerk

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(2)

RESOLUTION

APPROVE SNOW REMOVAL ASSISTANCE WAIVER & HOLD HARMLESS FORM

WHEREAS, the Public Works Committee would like to ensure that our citizens are aware of the option available to have the apron of their driveway cleared in the event of a snowstorm; and

WHEREAS, a Hold Harmless Waiver & Release had been created (attached to this Resolution) to be completed by the homeowner who request this service and kept on file by the Public Works Department.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Stone Harbor hereby approves the attached Snow Removal Assistance Waiver, Hold Harmless & Release form attached.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on the day of, 2014

Borough Clerk

The above resolution approved this day of....., 2014

Mayor



**Borough of Stone Harbor
Department of Public Works**

Borough Hall: 9508 Second Avenue, Stone Harbor NJ 08247
Department of Public Works: 8018 Third Avenue, Stone harbor NJ 0847
Phone: (609)368-7311 or Fax: (609)368-6920

Snow Removal Assistance
Waiver, Hold Harmless & Release

I, the undersigned, am in need of the assistance of the Stone Harbor Public Works Department for the purpose of snow removal due to physical limitations.

By accepting said assistance, I agree to indemnify, defend and hold harmless the Stone Harbor Department of Public Works, The Borough of Stone Harbor and the officials, employees, officers, and agents of the same from any and all claims, demands, losses, liability, damages or expenses arising out of the provision of such assistance to me or on my behalf. Further, I hereby waive and release any and all claims, demands, losses, liability, damages or expenses as against the Borough of Stone Harbor and the officials, employees, officers, and agents of the same, arising out of the provision of such assistance to me, that I may have now or at any time in the future.

Intending to be bound by the terms of hereof I have hereunto set my signature below on the date as recorded below.

Date: _____
Print Name: _____
Address: _____
Phone #: _____
Email: _____

Signature

If not a year round resident please provide the dates that you will be occupying your home in Stone Harbor during the winter months. _____

Please note: Snow removal will only be completed curb-cut area of the driveway. No work will be completed on private property beyond the public right-of-way area. Vacant properties will not be cleared.

Employee Completing Form: _____

"The Seashore at its BEST"

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(5)

RESOLUTION

**RESOLUTION ACKNOWLEDGING REVIEW AND COMPLETION
OF THE BEST PRACTICES CHECKLIST FOR CALENDAR YEAR 2014**

WHEREAS, Governor Christie and the Division of Local Services created the Municipal Best Practices Checklist in the State's continued reform efforts to make government operate more efficiently, strengthen its accountability and better manage scarce taxpayers resources; and

WHEREAS, the Best Practices Checklist for CY 2014 for the Borough of Stone Harbor has been prepared and has been certified by James Craft, Chief Financial Officer and is attached hereto and made a part hereof; and

WHEREAS, in addition to the Chief Financial Officer's certification, the State is requiring that the Best Practices Checklist for CY 2014 be acknowledged by the governing body and placed on the agenda at a public hearing to insure that the governing body of the Borough of Stone Harbor has been apprised of all the answers on the Checklist.

WHEREAS, the members of the governing body have personally reviewed all the answers on the Best Practices Checklist for CY 2014.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Stone Harbor hereby state that they have reviewed the completed Best Practices Worksheet CY 2014 and are aware of all the answers therein.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council
duly held on the day of, 2014

Borough Clerk

The above resolution approved this day of....., 2014

.....
Mayor

Best Practices Worksheet CV 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for hints on answers</i>		
0510	Question	Comments
Answer	General Management - GM	
1	<p>Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u></p>	
2	<p>Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?</p>	
3	<p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>	
4	<p>Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 Report with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</p>	

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
05.10		
	Answer	
5	<p>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 current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
6	<p>Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).</p>	

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0510	Question	Comments
Answer	Question	Comments
7	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement" and "PERC Summary Form; Police and Fire; Section VII Impact of Settlement"	
8	Yes A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm . Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?	
9	N/A If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10	Yes The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?	

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Answer	Question
		Comments
11	N/A	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</p>
Finance & Audit - FA		
12	Yes	<p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. 1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff, and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</p>
		Jun-14

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0510	Answer	Question
		Comments
13	Yes	With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.
15	Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2012 audit been 1) Identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.

Best Practices Worksheet CV 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Question	Comments
Answer		
16	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial statements including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) Your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CEO presents balanced and reconciled financial records, or 3) you are retaining</p>	
17	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	
18	<p>N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? 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.</p>	

Best Practices Worksheet CV 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Answer	Question
		Comments
19	Yes	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?
21	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by Federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question? Procurement - P

Best Practices Worksheet CY 2014/SFV2015

Stone Harbor Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0510	Question	Comments
Answer		
23	<p>Yes</p> <p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dea/divisions/digs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</p>	
24	<p>N/A</p> <p>Changes in energy markets could potentially offer substantial savings for local governments. Local Finance Notice 2012-12 provides important guidance on the competitive procurement of energy. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.</p>	
25	<p>Yes</p> <p>The Local Finance Board recently adopted new rules, outlined in Local Finance Notice 2013-17, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.</p>	Dec-13

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0510	Answer	
26	N/A P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to the State Treasurer?	
27	Yes N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?	
Budget Preparation and Presentation - BP		
28	Yes In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?	

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
05.10	Question	Comments
Answer		
34	<p>N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</p>	
Yes		

Best Practices Worksheet CV 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Answer	Question
		Health Insurance - HI
		Comments
35	Yes	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</p> <p>Res. 2011-S-21, Mayor Suzanne Walters, Councilmen Barry Mastrangelo</p>
36	Yes	<p>Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?</p> <p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPAs) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</p>
37	Yes	

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0510	Question	Comments
38	<p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u></p>	
39	<p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments? An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.</u></p>	

Best Practices Worksheet CV 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Answer	Question
42	Answer	Question
40	Yes	<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, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and make "affidavits" assignments in lieu of "lunch in blue"</u> Also please 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?</p>
41	Yes	<p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</p>
42	Yes	<p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</p>

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0510	Answer	Question
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and; in the case of department heads, is such documentation reviewed and verified independently?
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?

Comments

Best Practices Worksheet CV 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Question	Comments
Answer	Question	Comments
45 Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work? The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
46 No	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$595 for disabilities beginning on or after 1/1/13. Does your municipality refrain from supplementing the Temporary Disability benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.	
47 Yes	"prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.	
48 Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees? For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
49 Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees? For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Question	Comments
Answer		
50	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.	19-Aug-14
Yes		
0	Select	
42	Yes	
2	No	
6	N/A	
0	Prospective	
50	Total Answered:	
48	Score (Yes + N/A + Prospective)	
96%	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
	Jill Gougher, Borough Administrator	
	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)
		N0426
	Name	Date

Best Practices Worksheet CY 2014/SFY2015

Stone Harbor Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0510	Question	Comments
Answer		
	James Craft	
	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 2014/SFY 2015 Best Practice Inventory as	
	completed herein at a public meeting on <insert date>, with the Inventory results, and the	
	certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
	be stated in the minutes of said public meeting.	609
	Name	Date
	Suzanne Stanford	

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(6)

RESOLUTION

WHEREAS, the following submitted Performance and Maintenance Surety for street openings; and

WHEREAS, none of the fees were used in conjunction with the projects, and

WHEREAS, the Zoning Officer has requested and approved the return of the fees.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Stone Harbor as follows:

1. That the sum of \$ 3,475.00 be refunded to A. Charles Peruto for 328 – 99th Street
2. That the sum of \$ 1,065.00 be refunded to Gary F. Gardner Inc. for 9808 Corinthian Drive
3. That the sum of \$ 5,055 be refunded to Woolfort Bros for 2 – 108th Street

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on the day of, 2014

Borough Clerk

The above resolution approved this day of....., 2014

Mayor

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(7)

RESOLUTION

*Grant?
Mark?*

WHEREAS, the Borough of Stone Harbor is currently under contract with Uni-Tech Drilling Co. Inc. for Redevelopment of the 95th Street Well 05-10-U-054; and

WHEREAS, it is the recommendation of the Borough's Engineer, Remington, Vernick & Walberg Engineers, to authorize Change Order No. 1 (Final) – System upgrades due to emergency repairs and As-built quantity adjustments; and

WHEREAS, Change Order No. 1 will result in an decrease of \$23,500.00 to the original contract price of \$112,900 for an amended contract price of \$89,400.00 and the contract length will be increased by 380 calendar days from the original contract length of 45 calendar days to an amended contract length of 425 calendar days.

NOW, THEREFORE, BE IT RESOLVED, this 7th day of October, 2014 by the Borough Council of the Borough of Stone Harbor, in the County of Cape May, and the State of New Jersey, that the preamble of this Resolution is hereby incorporated by reference and that the aforementioned Change Order No. 1 be and hereby is authorized;

BE IT FURTHER RESOLVED that the Mayor and the Borough Clerk be and hereby are authorized to execute Change Order No. 1 to decrease the original contract price and increase the original contract length.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on the day of, 2014

Borough Clerk

The above resolution approved this day of....., 2014

.....
Mayor

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(8)

RESOLUTION

**AUTHORIZING THE ACCEPTANCE OF A PROPOSAL, ENGINEERING SERVICES
2015 UTILITY & ROAD PROGRAM**

WHEREAS, the Borough of Stone Harbor is desirous of pursuing a 2015 Utility & Road Program; and

WHEREAS, the Borough Engineer, Marc DeBlasio has submitted Engineering Services for the project – Not To Exceed \$120,000 for Survey, Drafting & Engineering Design, NJDEP Watermain Replacement Permit and Preparation of Contract Documents; and

WHEREAS, the Chief Financial Officer has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stone Harbor, County of Cape May, State of New Jersey, assembled this 7th day of October, 2014, that the proposal for Engineering Services for the 2015 Utility & Road Program, Not To Exceed \$120,000 a copy of which is attached hereto and incorporated herein by reference, be approved by the Borough Council and a purchase order be issued for the work. .

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on theday of, 2014

Borough Clerk

The above resolution approved this day of....., 2014

.....
Mayor

REMINGTON & VERNICK ENGINEERS AND AFFILIATES

EDWARD VERNICK, PE, CME, President
CRAIG F. REMINGTON, PLS, PP, Vice President

EXECUTIVE VICE PRESIDENTS
Michael D. Vena, PE, PP, CME (Showard 2006)
Edward J. Walberg, PE, PP, CME
Thomas F. Beach, PE, CME
Richard G. Arango, PE, CME

DIRECTOR OF OPERATIONS
CORPORATE SECRETARY
Bradley A. Blubaugh, BA, MPA

SENIOR ASSOCIATES
John J. Cantwell, PE, PP, CME
Alan Dittenhofer, PE, PP, CME
Frank J. Seney, Jr., PE, PP, CME
Terence Vogt, PE, PP, CME
Dennis K. Voder, PE, PP, CME, LEED
Charles E. Adamson, PLS, AET
Kim Wendell Bibbs, PE, CME
Marc DeBlasio, PE, PP, CME
Leonard A. Falola, PE, CME
Christopher J. Fazio, PE, CME
Kenneth C. Ressler, PE, CME
Gregory J. Sullivan, PE, PP, CME
Richard B. Czokanski, PE, CME, BCEE

Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033
(856) 795-9595
(856) 795-1882 (fax)

Remington, Vernick
& Vena Engineers
9 Allen Street
Toms River, NJ 08753
(732) 288-9220
(732) 505-8416 (fax)

3 Jocama Boulevard, Suite 300-400
Old Bridge, NJ 08857
(732) 955-8000
(732) 591-2815 (fax)

Remington, Vernick
& Walberg Engineers
845 North Main Street
Pleasantville, NJ 08232
(609) 645-7110
(609) 645-7076 (fax)

4907 New Jersey Avenue
Wildwood City, NJ 08250
(609) 522-5150
(609) 522-5913 (fax)

Remington, Vernick
& Beach Engineers
922 Fayette Street
Conshohocken, PA 19428
(610) 940-1050
(610) 940-1161 (fax)

1000 Church Hill Road, Suite 220
Pittsburgh, PA 15205
(412) 263-2200
(412) 263-2210 (fax)

Unk Office Plaza, Bellevue Building
262 Chapman Road, Suite 105
Newark, DE 19702
(302) 266-0212
(302) 266-6208 (fax)

Remington, Vernick
& Arango Engineers
The Presidential Center
Lincoln Building, Suite 600
101 Route 130
Cinnaminson, NJ 08077
(856) 303-1245
(856) 303-1249 (fax)

300 Penham Avenue, 3rd Floor
Secaucus, NJ 07094
(201) 624-2137
(201) 624-2136 (fax)

September 4, 2014

VIA EMAIL & REGULAR MAIL

Ms. Jill Gougher, Administrator
Borough of Stone Harbor
9508 Second Avenue
Stone Harbor, NJ 08247

Subj: **Borough of Stone Harbor
2015 Utility & Road Program
#M2014-797**

Dear Jill:

As a follow up to our meetings with the Borough's Public Works Department, **REMINGTON, VERNICK & WALBERG ENGINEERS** is pleased to submit the following scope of work and budget to perform the engineering services for the Borough of Stone Harbor 2015 Utility & Road Program.

Estimated Construction Cost	\$1,417,979.00
Engineering Services – Not To Exceed	\$120,000.00
<ul style="list-style-type: none">• Survey, Drafting and Engineering Design• NJDEP Watermain Replacement Permit• Preparation of Contract Documents	

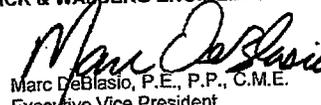
Enclosed please find one (1) copy of proposed project location map and estimate of construction cost for your reference.

Please note that this proposal does not include construction phase and inspection services. A separate proposal for construction phase and inspection services will be provided upon completion of the bid documents. Remington, Vernick & Walberg looks forward to the opportunity of working with the Borough on the 2015 Utility & Road Program.

Should you have any questions or require additional information, please do not hesitate to contact me in our Wildwood office at (609) 522-5150.

Sincerely,
REMINGTON, VERNICK & WALBERG ENGINEERS

By


Marc DeBlasio, P.E., P.P., C.M.E.
Executive Vice President

cc: Grant Russ, Director of Public Works (via email w/encl.)
James Craft, CFO (via email)
Stacey Wright, Assistant Controller (via email)

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(9)

STATE OF NEW JERSEY — DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
STATE HEALTH BENEFITS PROGRAM
SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM
PO BOX 299 TRENTON, NEW JERSEY 08625-0299

RESOLUTION

A RESOLUTION to authorize participation in the State Health Benefits Program and/or School Employees' Health Benefits Program of the State of New Jersey.

BE IT RESOLVED:

1. The The Borough of Stone Harbor - Non-Police
CORPORATE NAME OF EMPLOYER STATE SOCIAL SECURITY I.D. NUMBER
 hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
2. A. We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
 B. We will be maintaining _____ as our prescription drug plan.¹ This plan is comparable in design to the State Employee Prescription Drug Plan.
NAME OF PLAN
 C. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
3. A. We elect to participate in the Employee Dental Plans defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission.
 B. We will be maintaining _____ as our dental plan.¹
NAME OF PLAN
 C. We will not have a dental plan.
4. We elect _____² hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.
5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. We hereby appoint _____ to act as
NAME/TITLE
 Certifying Officer in the administration of this program.
7. This resolution shall take effect immediately and coverage shall be effective as of 01/01/15
DATE
 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

NOTE: AN INDIVIDUAL IS PERMITTED COVERAGE AS AN EMPLOYEE, RETIREE, OR DEPENDENT. MULTIPLE COVERAGE UNDER THE SHBP OR SEHP IS PROHIBITED.

¹ If not electing prescription drug coverage and/or dental plan participation through the State Health Benefits Program or School Employees' Health Benefits Program, attach copies of the current prescription drug and dental plan contracts.

² As of 6/1/2010, may not be less than 25 hours per week for employees, or 35 hours per week for elected or appointed officials.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

_____	_____
<small>CORPORATE NAME OF EMPLOYER</small>	<small>NUMBER OF EMPLOYEES</small>
_____	_____
<small>on the _____ day of _____, 20_____.</small>	<small>STREET ADDRESS</small>
_____	_____
<small>SIGNATURE</small>	<small>CITY STATE ZIP CODE</small>
_____	_____
<small>OFFICIAL TITLE</small>	<small>AREA CODE TELEPHONE</small>
_____	_____
	<small>EMPLOYER'S STATE SOCIAL SECURITY IDENTIFICATION NUMBER</small>

BOROUGH OF STONE HARBOR

CAPE MAY COUNTY, NEW JERSEY

(12)

RESOLUTION

**A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC
IN ACCORDANCE WITH THE PROVISIONS OF
THE NEW JERSEY OPEN PUBLIC MEETINGS ACT,
N.J.S.A. 10:4-12**

WHEREAS, the Borough Council of the Borough of Stone Harbor is subject to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-6*, et seq., and

WHEREAS, the *Open Public Meetings Act, N.J.S.A. 10:4-12*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

WHEREAS, it is necessary for the Borough Council of the Borough of Stone Harbor to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- 1. Confidential Personnel Matter**
- 2. Matters Relating to Contract Negotiations and/or the Attorney, Client Privilege – Library**

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Stone Harbor, assembled in public session on October 7, 2014, that an Executive Session closed to the public shall be held on October 7, 2014 at or about 4:30 P.M. in the Borough Hall of the Borough of Stone Harbor, 9508 Second Avenue, Stone Harbor, New Jersey, for the discussion of matters relating to the specific items designated above.

Official action may be taken as a result of said executive session.

It is anticipated that, in accordance with law and in a timely manner, the deliberations conducted in closed session may be disclosed to the public upon the determination of the Borough Council that the public interest will no longer be served by such confidentiality.

Offered by Seconded by.....

The above resolution was duly adopted by the Borough Council of the Borough of Stone Harbor, New Jersey, at a meeting of said Council duly held on theday of, 2014

.....
Borough Clerk

The above resolution approved this day of....., 2014

.....
Mayor