



**LAKE COMO BOROUGH  
1740 MAIN STREET  
P.O. BOX 569  
LAKE COMO, NJ 07719  
(732) 681-3232  
MINUTES**

**DATE: OCTOBER 6, 2015  
7:30 PM WORKSHOP**

**DISCUSSION ITEMS**

1. Discussion of Certificate of Inspection Fees
  - a. Bob Poff, director of Code Enforcement, came before the Council to propose increasing the fee for a 2<sup>nd</sup> inspection in Lake Como to \$250.00. Mr. Poff expressed his desire to do so mainly because homeowners have been taking advantage of the free 2<sup>nd</sup> inspection and having the inspectors coming out to give them a list of what needs to be fixed in the homes. The \$250.00 charge is comparable to what it would cost a homeowner to hire a home inspector which is what homeowners are using code enforcement for right now. Mr. Poff also suggested increasing the fees for weekly rentals and only doing one inspection at the beginning of the season.
  - b. Mayor Wilton explained that right now weekly CI's require inspections and fees each week. The proposed changes would allow a higher fee and one inspection at the beginning of the season.
  - c. Councilman Carvelli questioned how often homeowners use Code Enforcement for home inspections services, Mr. Poff responded that there were 3 today. Borough Clerk/Administrator Louise Mekosh responded that applicants are given a checklist prior to inspection of items that the code enforcement officers look for when doing inspections.
  - d. Councilwoman Kropac stated that the Tourism Commission had discussed different changes to the CI process and inspection as well. The Tourism Commission would like to see inspections done yearly for year round rentals as well as self-inspection forms submitted between each weekly inspection.
  - e. Councilman Higgins stated he does not want to see fees dropped for weekly rentals, however, he believes that inspections each week are a waste of time.
  - f. Mayor Wilton stated that Code Enforcement and the Council would need to settle on an amount for a proposed ordinance amendment to be drafted and he would like to see the weekly rental discussion

workshopped again. Mr. Poff stated that most weekly rentals are families and the weekly inspections are deterring some. Councilwoman Scull asked if the Council could see a report from last summer and this summer that breaks down weekly and seasonal rentals.

### **PUBLIC COMMENTS ON WORKSHOP ITEMS**

Councilman Witte made a motion to open the workshop meeting to the public seconded by Councilwoman Scull, all are in favor.

- Tom McCann, McCann's Tavern came before the Council to express his concerns with the 2<sup>nd</sup> inspection fee. It seems like a lot of money to add on again.
  - o Mr. Poff came before the Council to respond the Mr. McCann's concerns. If upon completing the first inspection and it fails for something minor such as smoke alarms or fire extinguishers, Mr. Poff allows the homeowner to bring receipts to borough hall and will give approval.

Councilman Witte made a motion to close the workshop meeting to the public seconded by Councilman Higgins, all are in favor.

Respectfully Submitted  
Amy L. Boney  
Deputy Borough Clerk

The minutes of this meeting are not verbatim. Please call Borough Hall at (732)681-3232 to schedule an appointment to hear the tape(s) of this meeting in its entirety. All tapes are subject to being destroyed 80 days after the approval of the Minutes.



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1740 MAIN STREET  
P.O. BOX 569  
LAKE COMO, NJ 07719  
(732) 681-3232  
MINUTES

DATE: OCTOBER 6, 2015  
REGULAR MEETING IMMEDIATELY FOLLOWING WORKSHOP

**MEETING CALLED TO ORDER**

Mayor Wilton called the meeting to order at 8:05pm

**SALUTE TO FLAG AND MOMENT OF SILENT PRAYER**

**SUNSHINE LAW**

INTRODUCTION AS REQUIRED UNDER THE SUNSHINE LAW: ADEQUATE NOTICE OF THE MEETING HAS BEEN PROVIDED BY THE ADOPTION OF A RESOLUTION BY THE MAYOR AND COUNCIL ON THE SIXTH DAY OF JANUARY 2015 IN WHICH RESOLUTION THE TIME AND PLACE OF AGENDA AND REGULAR MEETINGS COMMENCING WITH JANUARY 6, 2015 WERE SET FORTH. NOTICE OF SAME WAS DELIVERED TO THE ASBURY PARK PRESS AND THE COAST STAR AND A COPY OF SAME IS POSTED ON THE BULLETIN BOARD IN THE BOROUGH HALL. ALL MEETINGS ARE OPEN TO THE PUBLIC.

**ROLL CALL**

Douglas Witte	Present
Kevin Higgins	Present
Virginia Kropac	Present
John Carvelli	Present
Hawley Scull	Present
Michael Noonan	Present

**APPROVAL OF MINUTES**

Councilman Higgins made a motion to approve the minutes from the September 15, 2015 Regular Meeting seconded by Councilman Witte, all are in favor.

**COMMUNICATIONS**

Shorelands Water Co., Inc.

RE: NJ American Water Company Rate Increase Settlement

- Borough Clerk Administrator Louise Mekosh reported on the letter from Shorelands Water Company. We agreed to be part of their user group to challenge the rate increase proposed by New Jersey American Water. The proposed increase was 6.38% and the settlement resulted in a 2% increase. It definitely paid to be part of that group.

## REPORTS OF COMMITTEES

- Councilman Noonan reported on the parking meters proposed for North Blvd. There is a resolution on the agenda tonight authoring the town to join a coop. This resolution, Councilman Noonan stated, would allow us to purchase the meters without having to go out to bid. Ms. Mekosh stated that there is no fee to join the coop. All other matters are in order.
  
- Councilwoman Scull reported that the We Take Care of Our Own fundraiser was a tremendous success and she thanked all those who attended, volunteered and all those who donated. There will not be Mommy & Me this Wednesday and it will resume on the 14<sup>th</sup> at 9:00am. Councilwoman Scull reported that the surveys have been completed and John Ciuffo is tallying results and there will be an analysis from the county at the next council meeting. All other matters are in order.
  
- Councilman Carvelli reported that the lake clean up that was scheduled for this past weekend had to be pushed back to October 24<sup>th</sup>. Those wanting to volunteer for the cleanup will meet up at 9:30am the cleanup will begin at 10am. Councilman Carvelli reported that students from Academy Charter High School and Spring Lake will be getting involved this time. Twice a year volunteers come out to do a cleanup and Councilman Carvelli thanked all those who help out. A couple meetings back a resolution was passed to join the Sustainable Jersey program that allows Lake Como to be eligible for grants. Councilman Carvelli reported that we are formally registered. Mayor Wilton asked if there is a Main Street cleanup scheduled, Councilman Carvelli responded that there should be enough volunteers to cleanup Main Street as well. All other matters are in order.
  
- Councilwoman Kropac reported that due to the weather this past weekend Lake Como Day had to be postponed and will now take place Sunday, October 11<sup>th</sup>, same time, same vendors, same band and rides. Regarding the Community Development Block Grant, Councilwoman Kropac reported that Lake Como was ranked 3<sup>rd</sup> out of all the towns that applied in the amount requested compared to the amount received. Lake Como applied for \$65,055 and we were awarded \$53,097. Councilwoman Kropac stated that the grant will go towards improving lighting, doing plantings and possibly painting new parking lines on Main Street. All other matters are in order. Mayor Wilton thanked Councilwoman Kropac and Ms. Mekosh for all their hard work that went into the application process.
  
- Councilman Higgins reported that between the water project and the gas company project we have seen some degradation of our streets. The repaving and concrete plan was drafted back in July and the concrete work has been done and the paving began yesterday. Councilman Higgins asked if Louise would check with Municipal Engineer Bruce Koch because it looks as if the company patched areas of 18<sup>th</sup> Avenue whereas the plan Councilman Higgins has, shows more than just patching. The Main Street paving project is being rebid to hopefully finish up that project. Councilman Higgins reported on the discussions that have been happening regarding the new street signs that have been showing up

throughout town. Our DPW has been trying to save the town money since our street signs are being stolen and putting up the 6x6 wood poles with the reflective signs. Councilman Higgins stated that this will be discussed at the next workshop meeting. All other matters are in order.

- Councilman Witte reported that the Police Department will be putting up the No Parking signs along North Blvd. in preparation for Lake Como Day. The department has completed their fall firearms training which is required to be done twice a year. Councilman Witte reported on the Police Departments activity throughout the summer season, Memorial Day through Labor Day. The Lake Como Police Department responded to 1803 calls during this time period. 1115 motor vehicle summonses were issued, 384 borough ordinance summonses were issued, 125 fake identification/aiding and abetting complaints were signed, 130 2C criminal complaints were issued and a total of 245 arrests were made. Councilman Witte reported that Ptlm. Kevin Jones has left Lake Como and transferred to Belmar. All other matters are in order.
- Mayor Wilton reported that Lake Como Day is this Sunday, the 11<sup>th</sup> and the Shillelagh 5k will be this Saturday, the 10<sup>th</sup>. All other matters are in order.

#### **UNFINISHED BUSINESS**

No Unfinished Business

#### **PUBLIC COMMENTS ON CONSENT AGENDA**

Councilman Witte made a motion to open the meeting to the public seconded by Councilman Higgins, all are in favor.

No Public Comments

Councilman Witte made a motion to close the meeting to the public seconded by Councilwoman Scull, all are in favor.

#### **CONSENT AGENDA**

All items listed under this section are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Resolution 2015-116  
Refund of Overpayment – Taxes

Resolution 2015-118  
Approving Submission of the  
Best Practices Checklist Inventory

Resolution 2015-119  
Authorizing Member Participation in a  
Cooperative Pricing System

Resolution 2015-120  
Approval to Submit a Grant Application and  
Execute a Grant Contract with the NJ DOT  
For the Main Street – Phase III Project.

Resolution 2015-121  
Waiving Certificate of Inspection Fees

Councilman Witte made a motion to approve the items on the consent agenda seconded by Councilwoman Kropac, all are in favor.

### **NEW BUSINESS**

At this point in the meeting Councilman Noonan recused himself from this matter.

Resolution 2015-117  
Authorizing Requests for  
Proposals for Police Services

- Mayor Wilton stated that this is an important issued that needed to be discussed outside the consent agenda and there are numerous parties that want to be heard. Mayor Wilton gave a background on why this proposal is being discussed today. When he take over in January we had budget discussions going on. What we realized in those discussions is that there was a significant budget deficit. At that time, Mayor Wilton went to the Division of Local Government Services and asked for transitional aid to help us close the gap. After speaking to the director we were told we were not getting any aid and haven't received any aid since 2010. Only the big cities in the urban areas are still receiving aid. They offered to go over Lake Como's budget line by line to see where to cut to get below the 2% cut. Mayor Wilton stated that the 2% cap was enacted by Governor Christie to keep property taxes from skyrocketing.
- Borough Clerk/Administrator Louise Mekosh stated that 2010 was the last year we received extraordinary aid from the state and in the transitional year we were given a full years of aid over that half year.
- Mayor Wilton stated that the aid we were given balanced the budget and after going line item by line item and after having already cut everywhere that could be cut a second person was brought in to give their opinion. Mayor Wilton stated that they were told the only place to cut was the police department. The ultimate outcome and the orders from LGS was to get rid of the police department. This was not an easy pill to swallow and last year with a one-time revenue plug we were able to get below the 2% cap yet still had a 9¢ increase in taxes. Mayor Wilton reported that Louise and the Department Heads were working aggressively on the budget and he has been having quarterly meetings with department heads. There was approximately \$100,000.00 shortfall in court revenue and overtime went up about \$100,000.00. The Police Department worked hard through the summer but we are still \$643,000.00 short of the levy cap. This means there would have to be a special election in April for the town to pass the levy cap to pass the budget which would be an increase on a home valued at \$400,000.00 of \$744 a year in just municipal tax. Mayor Wilton said we are in a position where we have to apply for transitional aid

and there will be heavy oversight from the Department of Community Affairs. They would oversee hiring, layoffs and firings. The town has to do something to keep us going.

- Mayor Wilton does not want it to seem as if we are picking on just the police department, however from a payroll perspective, we could eliminate the entire town including Council, DPW and office workers and not replace them to keep the police department. This proposal, which is not an easy decision, will allow other towns to take over policing Lake Como. Mayor Wilton apologized for the rumors that spread and left the Police Department in uncertainty. If the RFP's go out and no one is interested the vote would go to the residents. If the vote fails, the DCA would come in and make all decisions.
- Councilman Higgins questioned what is an RFP and what would be in it?
  - o Borough Attorney Peg Schaffer responded that an RFP is a request for proposal and it would state we are thinking about doing this with XYZ town and what would you charge us for this, how many of our officers you can absorb, what would happen with dispatch, how quickly the response time would be. We can ask any question we want answered. We are a civil service department and would want to go to a civil service town
  - o Councilwoman Kropac asked what civil service meant. Ms. Schaffer responded that civil service is a state statute that provides special protective protection to certain officers. It would be less cumbersome to go with a town that is also civil service.
  - o Councilman Higgins asked if we are held to anything by asking for RFP's. Ms. Schaffer responded that we are simply asking, if we don't like their responses we don't have to go with them.
  - o Councilman Carvelli asked if we can dictate the turnaround time. Ms. Schaffer stated yes, we can tell them how quickly their response time has to be.
- Councilwoman Scull asked if there is a template that can be followed.
  - o Ms. Schaffer responded that Interlaken did this a few years ago and we have their RFP and will get information from theirs. Interlaken's RFP includes exploring what is available, impact on the town, police vehicles and equipment, etc. Ms. Schaffer is not entirely certain how it will be structured but this is the first step.
  - o Councilman Higgins stated he would like to know how much Interlaken is paying deal and Councilwoman Kropac would like to see the RFP's come back quickly since leaving the whole department and the whole town is rough.

Councilman Witte made a motion to open this resolution to the public seconded by Councilman Higgins, all are in favor.

- Cliff Cline, 730 19<sup>th</sup> Avenue, came before the Council to see if the RFP was just going to Avon, Wall, Spring Lake and Spring Lake Heights. Mayor Wilton said it will go out publically and anyone can make an offer on it and we are looking to any legal reasons non-contiguous towns can make an offer. For instance, there are two draw bridges between there and here that could prohibit them from getting to Lake Como. Mr. Cline asked that if no one responds would the state come in. Mayor Wilton responded and said the state would not automatically come in. We are still have discussions with the PBA with the ultimate desire to have a

significant savings on their end. But in case those numbers do not come in we need to continue in this direction with the RFP. Councilman Higgins asked if the County had a right to respond to the RFP and Ms. Schaffer stated anyone can respond to the RFP.

- Tom McCann, McCann's Tavern came before the Council to ask what the school taxes were last year. Ms. Mekosh responded that it would be about another 30% on top of the \$750 proposed increase.
- Joann O'Shea of 736 19<sup>th</sup> came before the council to ask if the RFP could include absorbing all the officers. Ms. Schaffer responded that the RFP will include how many can be absorbed, but asking to absorb all may have negative consequences to the town.

Councilman Higgins made a motion to close this resolution to the public seconded by Councilwoman Scull, all are in favor.

Councilwoman Kropac made a motion to offer Resolution 2015-117 seconded by Councilman Carvelli, all are in favor.

### **PUBLIC COMMENTS**

Councilman Witte made a motion to open the meeting to the public seconded by Councilwoman Kropac, all are in favor.

No Public Comments

Councilman Witte made a motion to close the meeting to the public seconded by Councilwoman Kropac, all are in favor.

### **NEXT MEETING**

THE NEXT REGULAR MEETING OF THE MAYOR AND COUNCIL WILL BE HELD ON TUESDAY, OCTOBER 20, 2015 IMMEDIATELY FOLLOWING THE 7:30PM WORKSHOP MEETING IN THE LAKE COMO MEETING ROOM. ALL MEETINGS ARE OPEN TO THE PUBLIC.

### **MOTION TO ADJOURN**

Councilman Higgins made a motion to adjourn seconded by Councilwoman Kropac, all are in favor.

Respectfully Submitted  
Amy L. Boney  
Deputy Borough Clerk

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## SHORELANDS WATER CO., INC.

1709 Union Avenue • P.O. Box 158 • Hazlet, New Jersey 07730 • (732) 264-7300 • (732) 264-6154

August 31, 2015

MANASQUAN CUSTOMERS GROUP

Borough of Lake Como  
1740 Main St - PO Box 569  
South Belmar, NJ 07719  
Attn: Mayor & Council

Re: NJ American Water Company Rate Increase Settlement

Gentlemen:

As of Thursday, August 20, 2015, NJ American Water Company (NJAW), the Manasquan Customers Group and other interveners reached an agreement concerning the increase (6.38%) previously filed for by NJAW on January 9, 2015. Our intervention in the rate case was necessary to ensure that NJAW followed the model agreed upon in 2007 for applying rates to the Manasquan Customers Group and to also ensure that the Manasquan Customers Group is not charged rates that subsidize other customer classes.

The Settlement will result in a 2% increase to present rates. This is significantly less than the anticipated \$180,000 increase originally sought. This Settlement will be subject to final approval by the NJ Board of Public Utilities. We will remain vigilant on behalf of the Manasquan Customers Group and have a degree of comfort that the Board will approve the Settlement.

In addition to the events above, we were also successful in requesting that NJAW exempt the Manasquan Customers Group from the next DSIC filing. As you may recall, this fee shows up as an increase to the fixed service meter charges from time to time. The approval of the exemption from the fee will need final approval from the NJ Board of Public Utilities. If approved, this will ensure stable rates until the next base rate case is filed by NJAW.

I want to thank everyone for their financial support in this effort. It is extremely important that we have a seat at the table during these proceedings in order make sure our concerns are heard. All legal work associated with the case was performed within the original budget. An invoice is attached for those group members who have not paid their share of the legal fees to date. We would appreciate payment at your earliest convenience. If you should have any questions, please do not hesitate to contact me directly at 732-264-7300 or at [eolsen@shorelandswater.com](mailto:eolsen@shorelandswater.com).

Sincerely,

SHORELANDS WATER CO., INC.

Eric Olsen, P.E.  
Chief Operating Officer

cc: Manasquan Customer Group File

150831EO

Service List

Fax Number

Borough of Belmar  
PO Box A – 601 Main Street  
Belmar, NJ 07719  
Attn: Mayor & Council

(732) 681-3434

Borough of Keyport  
70 W. Front Street  
Keyport, NJ 07735  
Attn: Mayor & Council

(732) 739-8738

Borough of Red Bank  
32 Monmouth Street  
PO Box 868  
Red Bank, NJ 07701  
Attn: Mayor & Council

(732) 758-1995

Borough of Lake Como  
Main Street & Redmond Avenue  
PO Box 569  
Lake Como, NJ 07719  
Attn: Mayor & Council

(732) 681-8981

Avon-By-The-Sea  
301 Main Street  
Avon, NJ 07717  
Attn: Mayor & Council

(732) 774-0605

Borough of Matawan  
150 Main Street  
Matawan, NJ 07747  
Attn: Mayor & Council

(732) 290-7585



150831EO

**SHORELANDS WATER CO., INC.**

**RESOLUTION NO. 2015-116**

**WHEREAS**, Christopher Harvey was listed on the tax rolls as owner of Block 36 Lot 12, commonly known as 1919 Margerum Avenue, and

**WHEREAS**, on April 1, 2015 a transfer of title was conducted on this property, and

**WHEREAS**, the May 1, 2015 real estate taxes were paid by the title company from the closing proceeds, and

**WHEREAS**, on May 5, 2015 Corelogic Real Estate Tax Service also paid the May 1, 2015 real estate taxes on behalf of Christopher Harvey, and

**WHEREAS**, Corelogic Real Estate Tax Service is now requesting, in writing, that their payment be refunded.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that a refund be issued to Corelogic Real Estate Tax Service, Attn: Tax Refunds, 1 Corelogic Drive, West Lake, TX 76262 in the amount of \$1,449.67.

Date: October 6, 2015

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Brian T. Wilton, Mayor

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Louise A. Mekosh, RMC, CMC, CMFO  
Borough Clerk/Administrator

**RESOLUTION NO. 2015-118**

**RESOLUTION APPROVING SUBMISSION OF THE BEST PRACTICES CHECKLIST INVENTORY TO THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES ON BEHALF OF THE BOROUGH OF LAKE COMO**

**WHEREAS**, Local Finance Notice 15-17 requests that the municipality shall submit by October 16, 2015 to the Director of the Division of Local Government Services a report describing the municipality's compliance with the "Best Practices Inventory" established by the Director of the Division of Local Government Services, and

**WHEREAS**, the Department of Community Affairs established the Best Practices Inventory on August 27, 2012, and

**WHEREAS**, the report is required to be signed by the Chief Financial Officer, and

**WHEREAS**, the members of the governing body have reviewed the Best Practices Inventory questions and the answers being submitted; and

**WHEREAS**, the Borough of Lake Como has achieved a score of 88%, which would entitle the Borough of Lake Como to 100% of the State Aid to which it is entitled; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como, that the Local Government Best Practices Checklist, as completed by the Chief Financial Officer, is hereby approved for submission to the Director of Local Government Services.

DATED: 10/6/15

\_\_\_\_\_  
Brian T. Wilton, Mayor

\_\_\_\_\_  
Louise A Mekosh, RMC,CMC,CMFO  
Borough Clerk/Administrator

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Answer	Question
General Management - GM		Comments
1	Yes	<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. 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?</p>
2	N/A	<p>If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? 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 as a result of noncompliance with the terms thereof. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.</p>
	Yes	<p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>
4	Yes	<p>Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 Report on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</p>

Brine Distribution Interlocal and a interlocal agreement for a shared purchase of a bucket truck

Best Practices Worksheet CV 2015/SFY2016

Lake Como Borough (South Belmar) (Mormouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
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 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?</p>	
Yes	<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>	
6	<p>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?</p>	
Yes	<p>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 <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a>, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</p>	

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
Answer		
Yes	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. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?	
N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u>	

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Answer	Question
	Answer	Question
	Finance & Audit - FA	
12	Yes	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.
		Mayor and Finance Committee 8/27/15
13	Yes	In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?
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 quarterly and discusses all significant financial issues? If you answer "Yes", please state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.
		27-Aug-15
	No	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit? If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If 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.
		2014-01 Did not properly reconcile payroll taxes payable to the payroll agency bank rec 2014-04 Did not maintain a proper general ledger in the current fund; 2014-07 DOT grants in general capital not properly reconciled; 2014-08 General Capital Fund has cash deficits in excess of five years

Best Practices Worksheet CY 2015/SFY2016

<b>Lake Como Borough (South Belmar) (Monmouth)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	
Answer	Comments	
16	Yes	<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 records 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 CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. <i>Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</i></p>
No	<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>	

Best Practices Worksheet CY 2015/SFY2016

1347	Answer	Comments
	Question	
	<p style="text-align: center;"><b>Lake Como Borough (South Belmar) (Monmouth)</b></p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p> <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, N.J.S.A. 40A:5-6 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>	
19	<p>Yes</p> <p>For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?</p>	
20	<p>No</p> <p>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. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>	<p>Submitted 2/9/15</p>

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Answer	Question
		Comments
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? <b>Procurement - P</b>
23	Yes	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 <a href="http://www.nj.gov/dca/divisions/digs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/digs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a> . 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?
24	N/A	Pursuant to N.J.S.A. 52:15C-10(a), municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, N.J.S.A. 52:15C-10(b) requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?

Best Practices Worksheet CY 2015/SFY2016

<b>Lake Como Borough (South Belmar) (Monmouth)</b>	
<i>Please see Color Key at bottom of sheet for limits on answers</i>	
1347	Question
Answer	Comments
25	<p>Yes</p> <p>The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</p>
26	<p>Yes</p> <p>Has your municipality established a chain of command as required by N.J.A.C. 5:34-5.1(b) to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in N.J.S.A. 40A:11-6 are properly implemented?</p>
27	<p>Yes</p> <p>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?</p>

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Mormouth)		
Please see Color Key at bottom of sheet for limits on answers		
1347	Answer	Question
Budget Preparation and Presentation - BP		Comments
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?
29	Yes	In preparing your annual budget, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?
31	Yes	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?
		Do elected officials receive a written status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
32	<p><b>Yes</b></p> <p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?</p>	
	<p><b>No</b></p> <p>N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered N/A if your municipality is under State Supervision.</b></p>	
	<p><b>No</b></p> <p>N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), 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 in Local Finance Notice 2014-21? <b>This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b></p>	
<b>Health Insurance - HI</b>		
35	<p><b>Yes</b></p> <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>	

Best Practices Worksheet CV 2015/SFY2016

Lake Como Borough (South Belmar) (Mormouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
Answer		
35	<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. <u>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)?</u></p>	
N/A	<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>	Municipality has SHBP coverage
38		

Best Practices Worksheet CY 2015/SFY2016

1347	<p style="text-align: center;"><b>Lake Como Borough (South Belmar) (Monmouth)</b>  <i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
Answer	Question	Comments
N/A	<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 lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</p>	

Best Practices Worksheet CY 2015/SFY2016

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
Answer	Personnel - PE	
40	<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? 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 police "off-duty" assignments (a/k/a "jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</u></p>	
41	<p>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 <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>. Has your municipality filed all current contracts with PERC?</p>	

Best Practices Worksheet CV 2015/SFY2016

Lake Como Borough (South Belmar) (Mormouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Answer	Question
		Comments
42	Yes	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?
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?
	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?
46	No	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.

Best Practices Worksheet CV 2015/SFY2016

Lake Como Borough (South Belmar) (Mommouth)		
Please see Color Key at bottom of sheet for limits on answers		
1347	Answer	Question
		Comments
47	N/A	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 \$604 for disabilities beginning on or after 1/1/15. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> 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. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b>
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	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years?</u> <b>If Yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</b>
50	Yes	

Best Practices Worksheet CY 2015/SFY2016

1347		Lake Como Borough (South Belmar) (Monmouth)	
Please see Color Key at bottom of sheet for limits on answers			
Answer	Question		Comments
0	Select		
36	Yes		
6	NO		
8	N/A		
0	Prospective		
50	Total Answered:		
44	Score (Yes + N/A + Prospective)		
88%	Score %		
0%	Percent Withheld		
	<b>Chief Administrative Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)	
	<b>Name &amp; Title</b>	Date	
	<b>Chief Financial Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)	
	<b>Name</b>	Date	
	<b>Municipal Clerk's Certification</b>		
	I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed/will discuss the CY 2015/SFY 2016 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)	
	<b>Name</b>	Date	



**RESOLUTION NO. 2015-119**

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM:**

A RESOLUTION AUTHORIZING THE BOROUGH OF LAKE COMO TO ENTER INTO A  
COOPERATIVE PRICING AGREEMENT

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes Borough of Lake Como to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Cranford Police Cooperative Pricing System (ID # 47-CPCPS), hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on October 6, 2015 the governing body of the Borough of Lake Como, County of Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the BOROUGH OF LAKE COMO

**AUTHORITY**

Pursuant to the provisions of *N. J.S.A. 40A:11-11(5)*, the Mayor and Borough Clerk/Administrator are hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**BOROUGH OF LAKE COMO**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

Dated: 10/6/2015

\_\_\_\_\_  
Brian T. Wilton, Mayor

\_\_\_\_\_  
Louise A. Mekosh, RMC,CMC,CMFO  
Borough Clerk/Administrator

**Borough of Lake Como  
Resolution 2015-120**

**RESOLUTION:** Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Main Street – Phase III project.

**NOW, THEREFORE, BE IT RESOLVED** that Council of the Borough of Lake Como formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to submit an electronic grant application identified as MA-2016-Main Street – Phase III-00277 to the New Jersey Department of Transportation on behalf of the Borough of Lake Como.

**BE IT FURTHER RESOLVED** that Mayor and Borough Clerk are hereby authorized to sign the grant agreement on behalf of Borough of Lake Como and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council  
On this 6th day of October, 2015

\_\_\_\_\_  
Brian T. Wilton  
Mayor

\_\_\_\_\_  
Louise A. Mekosh, RMC, CMC, CMFO  
Borough Clerk/Administrator

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

\_\_\_\_\_  
(Clerk)

\_\_\_\_\_  
(Presiding Officer)

**RESOLUTION 2015-121**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF LAKE COMO  
WAIVING FEES FOR A CERTIFICATE OF INSPECTION**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como that the  
Inspection fee and the Tourism fee for Certificate of Inspection number 5571 shall be waived.

Dated: October 6, 2015

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Brian T. Wilton  
Mayor

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Louise A. Mekosh, RMC, CMC, CMFO  
Borough Clerk/Administrator

**RESOLUTION NO. 2015-117**

**RESOLUTION OF THE BOROUGH OF LAKE COMO,  
COUNTY OF MONMOUTH, STATE OF NEW JERSEY,  
AUTHORIZING REQUESTS FOR PROPOSALS FOR POLICE SERVICES**

**WHEREAS**, the Borough Council of the Borough of Lake Como believes that the cost of providing police services to the Borough is likely to result in a Budget Deficit for the current year and in the future; and

**WHEREAS**, the Borough Council believes it to be in the public interest to explore alternatives to minimize the impact on the taxpayers while adequately protecting the safety and welfare of the public; and

**WHEREAS**, in an effort to explore alternatives, the Borough desires to request proposals from contiguous municipalities for the purpose of police services; and

**WHEREAS**, N.J.S.A. 40A:65-4, permits municipalities to enter into interlocal agreements with other local government units to receive such services from them; and

**WHEREAS**, the Governing Body has determined it would be in the best interest of the Borough to prepare and advertise a Request for Proposals (RFP) regarding police services;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como, that the Municipal Attorney and Municipal Clerk are hereby authorized and directed to prepare and advertise a Request for Proposals for police services incorporating the provisions recommended by the Mayor and Council at the Regular Borough Council meeting of October 6, 2015.

Dated: 10/06/2015

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Brian T. Wilton  
Mayor

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Louise A. Mekosh, RMC, CMC, CMFO  
Borough Clerk/Administrator