



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

DATE: OCTOBER 18, 2016  
REGULAR MEETING IMMEDIATELY FOLLOWING WORKSHOP

**MEETING CALLED TO ORDER**

Mayor Wilton called the meeting to order at 7:30pm

**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 FIFTH DAY OF JANUARY 2016 IN WHICH RESOLUTION THE TIME AND PLACE OF AGENDA AND REGULAR MEETINGS COMMENCING WITH JANUARY 5, 2016 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	Excused Absence
Kevin Higgins	Present
Virginia Kropac	Present
John Carvelli	Present
Hawley Scull	Present
Michael Noonan	Present

**APPROVAL OF MINUTES**

Councilwoman Scull made a motion to approve the minutes from the October 4, 2016 Regular Meeting seconded by Councilman Higgins, all are in favor.

Resolution 2016-133

Executive Session – Legal

Offered by Councilman Higgins seconded by Councilman Carvelli, all are in favor.

At this point in the meeting, the Council entered into Executive Session.

**COMMUNICATIONS**

No Communications on the Agenda

## **REPORTS OF COMMITTEES**

- Councilman Noonan reported that Your Target Marketing has launched the new website. All other matters are in order.
- Councilwoman Scull reported that the Belmar Halloween parade is on Sunday, October 30<sup>th</sup>. Registration begins at the gym at 11:00am and the parade begins at 12:00pm. All other matters are in order.
- Councilman Carvelli reported that all matters are in order.
- Councilwoman Kropac reported that the next meeting of the Tourism Commission is on November 7<sup>th</sup> at 7:30pm. All other matters are in order.
- Councilman Higgins reported that today the Borough received a letter from the State of New Jersey Public Employment Relations Commission that the Local 1075 CWA has filed a notice of impasse as far as the negotiation between the Public Works workers and the Borough. A mediator has been requested to assist the parties and at this time the matter has been referred to our Labor Counsel and it is in their hands. The borough will we will move along with his recommendations as we move forward. All other matters are in order.
- Mayor Wilton thanked all those who participated in Youth Government Day. After getting an overview of how the town runs the kids were given a budget and got to design their own parks. Mayor Wilton stated he is excited to see what they came up with at the meeting they will hold on November 1<sup>st</sup> at 7:00pm. Mayor Wilton also reported that he has been working with Deputy Clerk Amy Boney and the Tourism Commission to look into pricing new holiday decorations for Main Street. All other matters are in order.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **PUBLIC COMMENTS ON THE CONSENT AGENDA & NEW BUSINESS**

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

No Public Comments

Councilman Higgins made a motion to close the meeting to the public seconded by Councilman Carvelli, 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.

Water Sewer Monthly Report

## Real Estate Tax Monthly Report

Resolution 2016-132  
Payment of Bills

Councilwoman Scull made a motion to approve the consent agenda seconded by Councilwoman Kropac, all are in favor.

### **NEW BUSINESS**

Resolution 2016-131  
Best Practices Inventory  
Offered by Councilwoman Scull seconded by Councilwoman Kropac, all are in favor.

### **PUBLIC COMMENTS**

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

No Public Comments

Councilman Higgins 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, NOVEMBER 1, 2016 IMMEDIATELY FOLLOWING THE 7:30PM WORKSHOP MEETING IN THE LAKE COMO MEETING ROOM. ALL MEETINGS ARE OPEN TO THE PUBLIC.

### **MOTION TO ADJOURN**

Councilwoman Scull made a motion to adjourn 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.

**RESOLUTION OF THE BOROUGH OF LAKE COMO,**

**RESOLUTION NO. 2016-133**

**COUNTY OF MONMOUTH, STATE OF NEW JERSEY,**

**RESOLUTION OF THE BOROUGH COUNCIL AUTHORIZING  
CLOSED PORTION OF PUBLIC MEETING**

**WHEREAS**, the Open Public Meetings Act N.J.S.A. 10:4-12b(6) permits the Borough Council to exclude the public from a meeting, or any portion thereof, at which the Council wishes to discuss legal issues; and

**WHEREAS**, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public;

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council shall exclude the public from that portion of its October 18, 2016 meeting which pertains to the aforementioned matter, and that such matters that are not covered by the attorney-client privilege will be disclosed to the public if and when confidentiality is no longer required.

**BE IT FURTHER RESOLVED** by the Borough Council of the Borough of Lake Como, that the public portion of this meeting is hereby closed.

**Dated: October 18, 2016**

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

**CERTIFICATION**

I hereby certify the foregoing Resolution to be a true and exact copy of a Resolution adopted by the Lake Como Borough Council at its meeting held on October 18, 2016.

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



# Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569  
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton  
Mayor

Louise A. Mekosh  
Borough Clerk/Administrator

MEMO

TO: Louise A. Mekosh, RMC, CMC, CMFO

FROM: Esther A. Kiss, CTC *ek*

DATE: October 5, 2016

RE: Water/Sewer Monthly Report

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Attached you will find the September 2016 cash and adjustment reports for the water/sewer utility account.

The total amount deposited into the water/sewer account for September is \$73,239.08.

Please contact me if you have any questions.



## Borough of Lake Como

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Brian T. Wilton  
*Mayor*

Louise A. Mekosh  
*Borough Clerk/Administrator*

MEMO

TO: Louise A. Mekosh, RMC, CMC, CMFO

FROM: Esther A. Kiss, CTC *gk*

DATE: October 5, 2016

RE: Real Estate Tax Monthly Report

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Attached you will find the September 2016 cash & adjustment reports for taxes.

The total amounts deposited for September are as follows:

Current Account:	\$	73,215.37
Redemption Account		3,503.35
		-----
Grand Total:	\$	76,718.72

Please contact me if you have any questions.

Resolution 2016 – 132

Be it resolved by the Mayor and Council of the Borough of Lake Como that the proper officers be directed and authorized to make payment from the following accounts:

CURRENT ACCOUNT:

Per Attached Bill List		\$381,161.76
Timothy Cain	Res 2016-130	600.00
CME Associates	Accounts Payable	834.00
CME Associates	Accounts Payable	695.00
CME Associates	Accounts Payable	139.00
CME Associates	Accounts Payable	417.00
CME Associates	Accounts Payable	2,889.50
CME Associates	Accounts Payable	278.00
CME Associates	Plan Board Escrow-Malles	229.50
Corelogic C/O Lender	GL-Tax Collector	2,055.23
Corelogic C/O Lender	GL-Tax Collector	1,787.59
Laurette Assoc., Inc.	Res 2016-128	600.00
Pat Maggio & Son Elec., Inc.	Generator-First Aid	<u>73,531.35</u>
		\$465,217.93

WATER/SEWER ACCOUNT:

Per Attached Bill List		\$ 38,001.36
CME Associates	Ord 2016-918	<u>1,200.00</u>
		\$ 39,201.36

PAYROLL ACCOUNT:

3874	Employee Payroll Dated 9/21/16	\$ 29,438.68
1998	Employee Payroll Dated 9/21/16	7,012.75
1246	Employee Payroll Dated 9/21/16	1,346.86
1167	Employee Payroll Dated 9/21/16	698.74
3886	Employee Payroll Dated 10/5/16	29,105.55
2003	Employee Payroll Dated 10/5/16	4,826.19
1248	Employee Payroll Dated 10/5/16	122.72
1168	Employee Payroll Dated 10/5/16	160.48
Wire	State of NJ – PERS	<u>7,721.65</u>
		\$ 80,433.62

TOURISM ACCOUNT:

	Jaeger Lumber	\$	114.93
	Jersey Rents		467.60
	Jersey Shore Restrooms		300.00
	Frances Jones		59.57
1246	Lake Como Payroll Account		1,346.86
1248	Lake Como Payroll Account		<u>122.72</u>
		\$	2,411.68

FIRE PREVENTION:

1167	Lake Como Payroll Account	\$	698.74
1168	Lake Como Payroll Account		<u>122.72</u>
		\$	821.46

REDEMPTION ACCOUNT:

1135	TWR As Cust for Ebury Fund I NJ	\$	1,102.77
1136	US Bank Cust for PC5 Sterling		2,400.58
1137	TWR As Cust for Ebury Fund 1 NY		<u>8,246.80</u>
		\$	11,750.15

PREMIUM ACCOUNT:

1091	TWR As Cust for Ebury Fund 1 NJ	\$	1,100.00
1092	US Bank Cust for PC5 Sterling		800.00
1093	TWR As Cust for Ebury 1 NY		<u>15,300.00</u>
		\$	17,200.00

ENVIRONMENTAL COMMISSION DONATION:

0001	Clemenson Farms	\$	300.00
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Dated: October 18, 2016

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Brian T. Wilton, Mayor

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

Range: First to Last  
 P.O. Type: All  
 Format: Condensed  
 Include Non-Budgeted: Y  
 Include Revenue: Y  
 First Enc Date Range: to 10/17/16  
 Open: N Rcvd/Aprv/Held: Y Paid: N Deleted: N  
 Bid: Y State: Y Other: Y Exempt: Y As of Date: 10/17/16

PO #	PO Date	Vendor	Description	R/A/H	Amount
16-00324	05/09/16	AMCO PEST SERVICES, INC.	PEST CONTROL MAY		110.00
16-00485	07/15/16	AMCO PEST SERVICES, INC.	PEST CONTROL JULY		110.00
16-00525	08/18/16	GARDEN STATE HIGHWAY PRODUCTS	STREET SIGNS		425.40
16-00552	08/29/16	TAYLOR HARDWARE	SEPTEMBER PURCHASES		186.26
16-00569	07/31/16	HARRY HAUSHALTER	SPECIAL TAX COUNSEL		180.00
16-00570	08/30/16	NATIONAL GEOMATICA/JUNGLE LASE	NAT GEOMATICA JULY		420.00
16-00572	07/06/16	ENVIRONMENTAL AIR SYSTEM	SERVICE/REPAIR AC DPW BUILDING		89.00
16-00573	09/06/16	KING, KITRICK & JACKSON, LLC	LABOR ATTORNEY		552.75
16-00574	08/17/16	WATCHUNG SPRING WATER CO INC	WATER/RENTAL		88.88
16-00575	08/31/16	ONE CALL CONCEPTS	ONE CALL SERVICE		7.50
16-00576	08/31/16	DELISA WASTE SERVICES	TIPPING FEES AUGUST 16-29		2,383.07
16-00577	08/24/16	DYNAMIC TESTING SERVICE	RANDOM TESTING		80.00
16-00580	09/15/16	NJ WATER SUPPLY AUTHORITY	RAW WATER SUPPLY		10,079.30
16-00582	09/08/16	JAEGER LUMBER	MATERIALS REPAIR BENCHES		20.40
16-00589	09/16/16	AMCO PEST SERVICES, INC.	PEST CONTROL OCTOBER		110.00
16-00592	05/05/16	USA BLUEBOOK	SHIPPING CHARGES ON RETURN ORD		21.86
16-00595	09/20/16	LAKE COMO PAYROLL ACCOUNT	EMPLOYEE PAYROLL 9/21/16		36,451.43
16-00596	09/20/16	DELTA DENTAL OF NEW JERSEY	DPW DENTAL		327.41
16-00597	09/21/16	OAK TREE SHED	SPINDLES FOR GAZEBO		72.00
16-00598	09/26/16	BRENDAN MAAS	CELL PHONE REIMBURSEMENT		75.00
16-00599	09/26/16	SEAN RYDHOLM	CELL PHONE REIMBURSEMENT		75.00
16-00600	09/26/16	JOSEPH KELLY	CELL PHONE REIMBURSEMENT		75.00
16-00601	09/26/16	JOHN CUSIC	CELL PHONE REIMBURSEMENT		75.00
16-00602	09/26/16	JCP&L	TRAFFIC LIGHT 18TH&MAIN		71.01
16-00603	09/09/16	GARDEN STATE LABORATORIES, INC	WATER ANALYSIS		138.00
16-00605	09/16/16	DELISA WASTE SERVICES	TIPPING FEES 9/2-9/12/16		2,660.16
16-00606	09/21/16	DELISA WASTE SERVICES	TRASH/RECYCLE SERVICE OCTOBER		6,750.00
16-00607	09/22/16	ALL AMERICAN TURF	BLADE/NYLON LINE		91.91
16-00608	09/20/16	JAEGER LUMBER	RIGHT ANGLE BLADE/HEADLOK		37.97
16-00609	09/26/16	COSTCO WHOLESAL CLUB	PAPER SUPPLIES		329.57
16-00610	09/23/16	CME ASSOCIATES	MAIN ST PH II IMPTS		150.00
16-00611	09/12/16	FERGUSON ENTERPRISES INC.	CLST SEAT COMM		22.00
16-00612	09/13/16	FORD MOTOR CREDIT COMPANY	ADDITIONAL FEES FORD 2014		87.67
16-00613	09/27/16	NJ LEAGUE OF MUNICIPALITIES	LEAGUE CONFERENCE		440.00

PO #	PO Date	Vendor	Description	R/A/H Amount
16-00614	09/14/16	COLIN QUINN	ACTING JUDGE	450.00
16-00615	09/29/16	QUILL CORPORATION	OFFICE SUPPLIES	209.55
16-00616	10/03/16	NEOFUNDS BY NEOPOST	POSTAGE	300.00
16-00617	08/31/16	HARRY HAUSHALTER	SPECIAL TAX COUNSEL	390.00
16-00618	09/30/16	JON GIBBONS	REIMBURSE MEMORIAL TREE EXPENS	53.60
16-00619	10/03/16	STATE OF NJ PENSIONS&BENEFITS	EMPLOYEE GROUP INS OCTOBER	14,192.50
16-00620	10/03/16	JCP&L	ELECTRIC SERVICE	1,350.01
16-00621	10/03/16	CABLEVISION/OPTIMUM	OPT ONLINE	190.58
16-00622	09/29/16	CME ASSOCIATES	MAIN ST PH 2 IMPTS	300.00
16-00623	10/04/16	LAKE COMO PAYROLL ACCOUNT	EMPLOYEE PAYROLL 10/5/16	33,931.74
16-00625	10/05/16	MONARCH ELECTRIC COMPANY	LIGHT BULB/DPW	88.84
16-00627	10/03/16	JEANNETTE JIMENEZ	CLEANING SERVICE OCTOBER	390.00
16-00628	10/03/16	LAKE COMO BOARD OF EDUCATION	OCTOBER SCHOOL TAX	268,616.20
16-00629	10/06/16	ASSOCIATED HUMANE SOCIETIES	ANIMAL CONTROL OCTOBER	191.89
16-00630	10/06/16	RICOH USA, INC.	COPY MACHINE LEASE OCTOBER	456.58
16-00631	09/30/16	HARRY HAUSHALTER	SPECIAL TAX COUNSEL	255.00
16-00632	09/28/16	JAEGER LUMBER	4X8 FIR	31.99
16-00633	09/30/16	THE COAST STAR	LEGAL ADVERTISING	387.78
16-00635	10/06/16	MONARCH ELECTRIC COMPANY	DPW LIGHT	99.00
16-00636	10/11/16	STATE OF NEW JERSEY-PWT	PMT JULY/AUG/SEPT	190.95
16-00637	10/07/16	ATLANTIC SECURITY & FIRE	MONITORING NOV-JAN	98.85
16-00638	10/03/16	DELISA WASTE SERVICES	TIPPING FEES 9/16-9/30/16	2,878.27
16-00639	10/11/16	VERIZON	DISPATCH LINE	74.45
16-00641	10/06/16	MONMOUTH WIRE&COMPUTER RECYCLE	RECYCLE ELECTRONICS	261.56
16-00644	10/12/16	TREASURER, STATE OF NJ	MARR/CIVIL UNION LIC FEES	225.00
16-00645	09/30/16	VAN WICKLE AUTO SUPPLY, INC.	SEPTEMBER PURCHASES	279.45
16-00646	01/31/16	HOLMAN FRENIA ALLISON, PC	AUDIT FINANCIAL STATEMENTS2015	8,000.00
16-00647	08/31/16	HOLMAN FRENIA ALLISON, PC	AUDIT FINANCIAL STATEMENT 2015	5,000.00
16-00649	10/11/16	HI-WAY OIL SERVICE, INC.	BLACK NITRATE/TKEY	47.85
16-00650	10/01/16	ELLCOTT NETWORK CONSULTANTS	BORO COMPUTER MAINTENANCE	767.51
16-00651	08/30/16	CME ASSOCIATES	GREATER MEDIA	560.00
16-00652	09/19/16	CME ASSOCIATES	GREATER MEDIA	280.00
16-00653	09/30/16	CME ASSOCIATES	GREATER MEDIA	140.00
16-00654	10/13/16	AT&T	LONG DISTANCE SERVICE	47.90
16-00655	10/08/16	NEOPOST/MAIL FINANCE	POSTAGE METER LEASE	240.72
16-00656	10/05/16	SHAIN, SCHAFER&RAFANELLO	SENTINEL PUBLISHING	101.50
16-00657	10/13/16	NEW JERSEY AMERICAN WATER CO.	PURCHASE OF WATER SEPTEMBER	14,021.17
16-00658	10/14/16	VERIZON	TELEPHONE SERVICE	1,152.18
16-00659	10/14/16	VERIZON WIRELESS	CELL PHONE BUILDING DEPT.	41.95
16-00660	10/17/16	ELITE UPHOLSTERY	CUSHION SEAT FOR TORO	75.00

PO #	PO Date	Vendor	Description	R/A/H Amount
Total Purchase Orders:		74	Total P.O. Line Items:	185
Total R/A/H Amount:		419,163.12		

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	6-10	381,161.76	0.00	0.00	381,161.76
	6-20	38,001.36	0.00	0.00	38,001.36
Total of All Funds:		<u>419,163.12</u>	<u>0.00</u>	<u>0.00</u>	<u>419,163.12</u>

**RESOLUTION NO. 2016-131**

**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 2016-13 requires the municipality to submit by October 21, 2016 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 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 90%, which would entitle the Borough of Lake Como to 100% of the eligible State Aid; 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: 10/18/16

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

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

Best Practices Worksheet CY 2016/SFY2017

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		
1	Yes	Has your municipality 1) explored all potential shared service opportunities, and 2) filed a copy of all shared service agreements presently in effect for which it provides the service, along with any amendments thereto, with the Division (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)? In the Comments section, please identify all explored all potential shared service opportunities, whether an agreement resulted and, where no agreement was reached, the reason(s) why.
		The Borough of Lake Como entered into a contract with the Borough of Belmar for it's police services. This action disbanded the Lake Como Police Department and now has a contract for services.
	Yes	Has your municipality adopted a written 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.
3	Yes	Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year?

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
Answer		
4	<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>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 has your municipality made an application to FEMA for, a Community Rating System ranking of at least Class 9?</p>	
No		

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
Please see Color Key at bottom of sheet for limits on answers		
1347	Question	Comments
Answer		
N/A	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. <u>N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?</u>	
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. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2016 that covers the 2015 calendar year?</u>	
Yes	While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?	

Best Practices Worksheet CY 2016/SFY2017

1347	Lake Como Borough (South Belmar) (Monmouth)	
Answer	Question	Comments
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 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 their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date under "Comments".</p>	

Best Practices Worksheet CY 2016/SFY2017

1347	Lake Como Borough (South Belmar) (Monmouth)	
Answer	Please see Color Key at bottom of sheet for limits on answers	Comments
Question	Finance & Audit - FA	
No	<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2014 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2015 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.</p>	See attached tab for comments
N/A	<p>Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?</p>	
No	<p><u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their 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. <u>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.</u></p>	<p>Although this is a no, there is a legitimate reason the audit was not completed in time. The Finance Officer worked with the DLGS during the time period with disbanding the Police Department, which was the only reason the audit was not done in time, her time was consumed with this large process.</p>

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1347	Question	Comments
Answer		
13	<p>Yes</p> <p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its 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>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. <u>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in Local Finance Notice 2014-09?</u></p>	
15	<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. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u></p>	
	<p>While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?</p>	
	<p>Procurement - P</p>	

Best Practices Worksheet CY 2016/SFY2017

1347	<p><b>Lake Como Borough (South Belmar) (Monmouth)</b></p> <p><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
Answer	Question	Comments
N/A	<p>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. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u></p>	
N/A	<p>Pursuant to <u>N.J.S.A. 40A:11-25</u>, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? <b>"N/A" is only applicable where the municipality has not adopted any prequalification regulations.</b></p>	
19 Yes	<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> 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...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>	

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
1347	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
Budget Preparation and Presentation - BP		
20	<p>Yes</p> <p>N.J.A.C. 5:30-3.8(a) requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?</p>	
21	<p>N/A</p> <p>Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, 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) and 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). <u>Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2015-27?</u> This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.</p>	
22	<p>Yes</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>	
23	<p>Yes</p> <p>Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?</p>	

Best Practices Worksheet CY 2016/SFY2017

1347	Lake Como Borough (South Belmar) (Monmouth) <i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
N/A	<p>Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P. L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. <u>Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreements? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>	

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
Please see Color Key at bottom of sheet for limits on answers		
1347	Question	Comments
Answer	Personnel - PE	
25	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period. <u>Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?</u></p>	
Yes	<p>For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? 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, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
27	<p>Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?</p>	
Yes	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	
28	<p>Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?</p>	
Yes		

Best Practices Worksheet CY 2016/SFY2017

1347	Lake Como Borough (South Belmar) (Monmouth)	
Answer	Question	Comments
<p>Yes</p>	<p>For any employees covered by a collective bargaining agreement, has your-municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" 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. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.</p>	
<p>30 Yes</p>	<p>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? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.</u></p>	<p>Updated on 9/20/2016</p>

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
1347	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
0	Select	
20	Yes	
3	No	
7	N/A	
30	<b>Total Answered:</b>	
27	Score (Yes + N/A)	
90%	Score %	
	<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 2016/SFY 2017 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

Best Practices Worksheet CY 2016/SFY2017

Lake Como Borough (South Belmar) (Monmouth)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
	Red = "Yes"; "No"; "N/A" answers permitted	
	Green = Only "Yes" and "No" answers permitted	
<b>Question</b>		
<b>Table of Weblinks</b>		
5	<a href="http://www.fema.gov/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program-community-rating-system</a>	
5	<a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>	
13	<a href="http://www.nj.gov/dca/divisions/dqs/fns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dqs/fns/13/2013-3.pdf</a>	
14	<a href="http://www.nj.gov/dca/divisions/dqs/fns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dqs/fns/14/2014-09.pdf</a>	
15	<a href="http://www.nj.gov/dca/divisions/dqs/fns/06/2006-21.doc">http://www.nj.gov/dca/divisions/dqs/fns/06/2006-21.doc</a>	
17	<a href="http://www.nj.gov/comptroller/compliance/index.html">http://www.nj.gov/comptroller/compliance/index.html</a>	
18	<a href="http://www.nj.gov/dca/divisions/dqs/fns/16/2016-12.pdf">http://www.nj.gov/dca/divisions/dqs/fns/16/2016-12.pdf</a>	
21	<a href="http://www.nj.gov/dca/divisions/dqs/fns/15/2015-27.pdf">http://www.nj.gov/dca/divisions/dqs/fns/15/2015-27.pdf</a>	
24	<a href="http://www.nj.gov/dca/divisions/dqs/fns/10/2010-12.doc">http://www.nj.gov/dca/divisions/dqs/fns/10/2010-12.doc</a>	
24	<a href="http://www.nj.gov/dca/divisions/dqs/fns/16/2016-10.pdf">http://www.nj.gov/dca/divisions/dqs/fns/16/2016-10.pdf</a>	

Finance and Audit:Correction plan sent on 9/22/16Finding 2015-001 - That the Borough reconcile payroll taxes payable to the payroll bank reconciliation on a monthly basis. Finding 2015-002 - That the Borough maintains a proper general ledger for the current fund in accordance with N.J.A.C. 5:30-5.7.Finding 2015-003 - That the Borough maintain all transactions for the Borough's Trust Funds and General Capital Fund properly in the Borough's accounting system.Finding 2015-004 - That the Borough seek the necessary funding, either through the issuance of bonds, notes, or budget appropriation, for capital ordinances with cash deficits in excess of five years old. Finding 2015-005 - That the Borough maintains a proper fixed asset accounting and reporting system in accordance with N.J.S.A. 40A:4-57.Finding 2015-006- That the Borough authorizes the spending of balances through amending Ordinance. If the Borough does not plan to spend remaining authorizations we recommend canceling improvements authorizations through Borough resolution.