Best Practices Inventory Online Platform

2022 Survey

Pennington Borough

Printable Current Answers

001	Unscored Survey	Health Benefits	
For medical benefits, select the for not include those elected officials i	rmula used for active employee cost sharing . For purposes of the receiving medical coverage.	his question, the phrase "active employees" does	[0.00] Percentage of Premium
002	Unscored Survey	Health Benefits	
	ect the formula used for active employee cost sharing. For purp e elected officials receiving Rx coverage.	oses of this question, the phrase "active	[0.00] Percentage of Premium
003	Unscored Survey	Health Benefits	
Practices webpage: 1) the total am amount of cost sharing collected for combine medical and Rx coverage	the State Health Benefits Program, please include the following fount of premiums paid for CY2022 active employee, retiree and rom your municipality's employees, retirees and eligible elected if your municipality uses SHBP for Rx coverage. Upload the Excelegation of the Excelegation in the Comment of the Excelegation of the Excelegation in the Comment of the Excelegation of the Excel	d eligible elected official SHBP coverage; and 2) the dofficials for SHBP coverage in CY2022. Only cel form using the "Attach File" button toward the	Comment: File Uploaded

004	Core Competencies	Personnel	
those employees classified as e municipal clerks, CFOs, public w thus not entitled to overtime pa detailed guidance). Exempt stat in training sessions. Compensat	ELSA) is a federal law requiring that overtime pay must be paid for all however, and thus not entitled to overtime. Management employees such works superintendents, police chiefs and other department heads are ty ay. Other municipal employees may also be classified as exempt under tus also precludes overtime pay for time worked during emergencies, a ted leave time in lieu of cash payments is considered a form of overtimality not pay overtime to employees classified as exempt under the FLS.	h as elected officials, managers/administrators, pically classified as having exempt status and the FLSA (please consult labor counsel for attendance at night meetings and participation be pay unless such leave is utilized in the same	[0.00] No
005	Core Competencies	Personnel	
of your municipality's collective	d and updated its employee personnel manual/handbook within the pase negotiated agreements (CNAs)? If yes, please provide in the Commentusing the MM/DD/YYYY format. If not yes, please type "Did Not Answer	ts section the date which the personnel	[1.00] Yes Comment: November 2022
006	Core Competencies	Budget	
	ete an initial draft of its annual budget no later than the first week of Fel in crafting the draft budget from elected officials and department heac	, and the second	[1.00] Yes
007	Core Competencies	Budget	
introduced budgets no later the municipalities adopt their budg	later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that an February 10 (or August 10 for state fiscal year municipalities) and N. gets no later than March 20 (or September 20 for state fiscal year municipalities) and Inc. and Inc. are the state of the contraction of the contracti	J.S.A. 40A:4-10 requires that calendar year cipalities). Did your municipality introduce and n Local Finance Notice 2021-24? This question	[1.00] Yes

008	Core Competencies	Budget	
than February 10 (August 10 for S municipalities, while the AFS subn	ef financial officer of each municipality to file the Annual Financial SFY municipalities). In 2022 the Division extended the AFS submissinission deadline for SFY municipalities was extended to September of file the AFS within 10 days of after the time fixed for filing. Did you	on deadline to March 4 for calendar year 9. The statute specifies a \$5 per day penalty	[0.00] No
009	Core Competencies	Budget	
Debt Statement with the Division	chief financial officer each municipality shall, before the end of the of Local Government Services. Did your municipality file its electroer than January 31 (July 31 for SFY municipalities)?	•	[1.00] Yes
010	Core Competencies	Budget	
Has your municipality electronical	ly submitted its User-Friendly Budget section for the CY2021/SFY2	022 adopted budget?	[1.00] Yes
011	Core Competencies	Budget	
funds appropriated to UCC enforc and Standards. Your municipality's Finance Notice 2020-27. Does you	nstruction Code (UCC) fees must be dedicated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Anist construction code fee schedule must comply with the parameters ur municipality comply with the law prohibiting the imposition of User municipality refraining from using UCC fees for purposes unrelated construction code office.	nual Report submitted to the Division of Codes set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local ICC fee amounts greater than necessary to	[1.00] Yes
012	Core Competencies	Capital Projects	,
projects (including prospective fin	capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving nancing sources) and, when pertinent, first year operating costs and budget pursuant to N.J.A.C. 5:30-4.3.		[1.00] Yes
013	Core Competencies	Transparency	
Are your municipality's codified a	nd uncodified ordinances, including all current salary ordinances, a	vailable online?	[1.00] Yes

014	Core Competencies	Procurement	
Do your municipality's professional services contracts include	de a "not to exceed" amount?		[1.00] Yes
015	Core Competencies	Procurement	
On all public works projects subject to the Prevailing Wage payroll records for each employee performing work on the days of the payment of wages. In turn, the municipality musavailable for inspection during normal business hours. Pleas maintaining certified payrolls for all prevailing wage munici	project. Certified payroll records shall be prost collect, file, and store all certified payroll reserview Local Finance Notice 2021-20 for fi	ovided for each pay period within ten (10) ecords on the project and make them urther information. Is your municipality	[1.00] Yes
016	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instruction those adopted by a governing body or from a municipality municipality have a cybersecurity incident response plan?		•	[1.00] Yes
017	Core Competencies	Cybersecurity	
Are all municipal employees receiving ongoing cybersecurit social engineering attacks?	ty training in malware detection, password co	onstruction, identifying security incidents and	[1.00] Yes
018	Core Competencies	Financial Administration	
Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment pobeing commensurate with the nature and size of the funds deposited and invested funds, and, based on that analysis, investments that consider preservation of capital, liquidity, fees associated with the investment and, when appropriate,	held by the local unit. Has your municipality does your municipality's cash management p current and historical investment returns, div	conducted a cash flow analysis of its plan set policies for your municipality's ersification, maturity requirements, costs and	[1.00] Yes
019	Core Competencies	Budget	1
Is your municipality ensuring that insurance reimbursement with N.J.S.A 40A:5-32, instead of applied as miscellaneous r current year appropriations. Only answer N/A if your municipality surface of the control of the	evenue not anticipated? Compliance with th	s statutory obligation relieves pressure on	[1.00] Yes

020	Core Competencies	Capital Projects	
Has your municipality reviewed to their respective balance sheet	all completed capital project bond ordinances for remaining balan t accounts?	ces that can be cancelled by resolution, and revert	[1.00] Yes
021	Core Competencies	Procurement	
	with legal counsel and other appropriate officials (e.g. engineer) th uage meets legal requirements under the Local Public Contracts La		[1.00] Yes
022	Core Competencies	Transparency	
current year proposed budget (i	n an up-to-date municipal website containing at minimum the follo including the full adopted budget for the current year when appro- notification(s) for solicitation of bids and RFPs; and meeting dates,	ved by the governing body); most recent annual	[1.00] Yes
	ment and all commissions?		
planning board, board of adjust	ment and all commissions? Core Competencies	Transparency	
planning board, board of adjust 023 N.J.S.A. 34:13A-8.2 requires pub contracts negotiated with public understanding, contract amendr		oyment Relations Commission (PERC) a copy of all ective bargaining agreements, memoranda of may be emailed to contracts@perc.state.nj.us. Has	[1.00] Yes
planning board, board of adjust 023 N.J.S.A. 34:13A-8.2 requires public contracts negotiated with public understanding, contract amendr your municipality filed all curren	Core Competencies lic employers, including municipalities, to file with the Public Employee representatives. This includes, but is not limited to, coll ments, and "side letter" or "side bar" agreements. Copies of same i	oyment Relations Commission (PERC) a copy of all ective bargaining agreements, memoranda of may be emailed to contracts@perc.state.nj.us. Has	[1.00] Yes
planning board, board of adjust 023 N.J.S.A. 34:13A-8.2 requires public contracts negotiated with public understanding, contract amendry your municipality filed all curren 024 Pursuant to N.J.S.A. 34:13A-16.8 bargaining units. Police and fire filing instructions are located at	Core Competencies lic employers, including municipalities, to file with the Public Employee representatives. This includes, but is not limited to, coll ments, and "side letter" or "side bar" agreements. Copies of same is contracts with PERC? Only answer N/A if your municipality does	byment Relations Commission (PERC) a copy of all ective bargaining agreements, memoranda of may be emailed to contracts@perc.state.nj.us. Has not have any employee labor unions. Transparency Transparency	[1.00] Yes
planning board, board of adjust 023 N.J.S.A. 34:13A-8.2 requires public contracts negotiated with public understanding, contract amendry your municipality filed all curren 024 Pursuant to N.J.S.A. 34:13A-16.8 bargaining units. Police and fire filing instructions are located at	Core Competencies lic employers, including municipalities, to file with the Public Employers employee representatives. This includes, but is not limited to, collements, and "side letter" or "side bar" agreements. Copies of same of contracts with PERC? Only answer N/A if your municipality does Core Competencies (d)(2), PERC requires a summary of the cost impact associated with contracts have one summary form, while non-police and fire contracts/www.state.nj.us/perc/conciliation/contracts/. Has your municipality.	byment Relations Commission (PERC) a copy of all ective bargaining agreements, memoranda of may be emailed to contracts@perc.state.nj.us. Has not have any employee labor unions. Transparency Transparency	

026	Core Competencies	Shared Services	
entities are providing or receiving	each municipal user-friendly budget to include a listing of each shareing the service, the beginning and end date of the agreement as applicipality list on its user-friendly budget each shared services agreement ove-referenced regulation?	able, and the amount either received or paid	[1.00] Yes
027	Core Competencies	Fire Districts	
governing body to review and a districts whose Board of Fire Coradopted. The fire district shall su whether the amount of compenmembers of the Board of Fire Cocompensation, does your munic Board has adopted a resolution	s establishes annual compensation for its fire district commissioners, Napprove such compensation before the fire district can submit its annual mmissioners elections coincides with the November General election, ubmit to the municipal governing body for approval the amount of consation is being modified. Oughton v. Board of Fire Comrs., etc., 178 Novembers in one or more of your municipality's fire districts are accipality 1) require its fire district(s) to submit such compensation for reformer or resolutions fixing the amount of compensation requested for gover difying the compensation amount fixed by the Board of Fire Commissions.	before the fire district's annual budget can be impensation fixed by the Board regardless of J. Super. 565, 570-571 (App. Div. 1981). If any uthorized by the Board to receive view on an annual basis; 2) ensure that each erning body approval; and 3) adopt a resolution	[1.00] N/A
028	Core Competencies	Shared Services	
municipality filed with the Divisions services to another local unit as	opy of each shared services agreement to be filed with the Division of on the most current copy of each shared services agreement under w defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Cons shared service to another local unit.	hich the municipality provides one or more	[1.00] Yes
029	Core Competencies	Financial Administration	
For calendar year 2021 audits, the Notice 2022-12). Has your muni	palities to complete their annual audit for the preceding fiscal year withis deadline was extended to August 31, 2022 pursuant to the Directo icipality's completed audit for the preceding fiscal year been electronicer this question "N/A" if the Director expressly granted an extension in	r's June 16, 2022 Order (See Local Finance cally submitted to DLGS within the required	[1.00] Yes

030	Core Competencies	Financial Administration	
repeated in the CY2021/SFY202	CY2020/SFY2021 audit been 1) identified in the corrective action pla 2 audit? If the answer is no, please list the repeat findings, along wit ments. Only answer "N/A" if there were no audit findings for CY2020,	h the date the corrective action plan was	[1.00] N/A
031	Core Competencies	Utilities	
local utility service and bill paym	alities with their own water, sewer, or electric service to provide mor nent assistance. Please review Local Finance Notice 2022-09 for more requirements of P.L. 2021, c. 97? Only answer N/A if your municipal	information on the law's requirements. Is your	[1.00] Yes
032	Core Competencies	Transparency	
and counties were required to p and Expenditure Reports, Interir	urphy's Executive Order 267 dated October 8, 2021 and outlined in L provide DLGS with a copy of all American Rescue Plan (ARP) LFRF rep on Reports, and Recovery Plan and Performance Reports?. Did your m if your municipality refused ARP LFRF Funding	orts filed with U.S. Treasury, including Project	[1.00] Yes
033	Core Competencies	Ethics	
Statements (FDSs) annually. Col annual Financial Disclosure State	w, designed to ensure transparency in government, requires local gompliance by local elected officials is required by N.J.S.A. 40A:9-22.6. ements for 2022 such that they were not issued a Notice of Violation nce on the books establishing a municipal ethics board.	Did all governing body members timely file their	[1.00] Yes
034	Core Competencies	Ethics	
violations to local government o	ipal ethics board, did the municipal ethics board enforce the Financia officers (LGOs) who were on the 2022 roster but did not file the FDS l rdinance on the books establishing a municipal ethics board.	, ,	[1.00] N/A

035	Best Practices	Financial Administration	
encourages municipalities to ac	a schedule of minimum dollar amounts for tax collector surety bondopt a more stringent schedule for tax collector surety bonding tha num, the higher level surety bonding schedule for tax collectors set	t is specified in the subsection. Has your	[0.50] Yes
036	Best Practices	Financial Administration	
municipal court administrators. court surety bonding that is spe	a schedule of minimum dollar amounts for municipal court surety lands. However, subsection (b) of 5:30-8.4 encourages municipalities to a ecified in the subsection. Has your municipality adopted, at minimulart administrators set forth in N.J.A.C. 5:30-8.4(b)?	dopt a more stringent schedule for municipal	[0.50] Yes
037	Best Practices	Personnel	
municipal officials and employe	eed by ordinance an anti-nepotism policy that, at minimum, only au sees if the individuals involved would do not work in a direct supervi The term "family member/relatives" should be defined to include be tep-relatives.	sory relationship, or in job positions in which a	[0.50] Yes
038	Best Practices	Tax Collection	
Does your municipality issue po	eriodic late notices to taxpayers who are overdue on their property	tax payments?	[0.50] Yes
039	Best Practices	Procurement	
threshold, is your municipality's pursuant to the Local Public Co	vith an insurance broker for health insurance, and said contract excess health insurance broker being procured through a competitive contracts Law? Only answer N/A if your municipality does not contract texceed your municipality's LPCL bid threshold.	ntracting or sealed bid process conducted	[0.50] N/A

040	Best Practices	Procurement	
Insurance broker fees dependent on the amount of healt could face conflicting incentives in seeking lower-cost he insurance, is the structure for broker payments set at a flamore expensive health insurance coverage to earn higher health insurance.	alth insurance alternatives. If your must- et-fee rather than on a commission ba	unicipality contracts with an insurance broker for health asis to mitigate the risk of a broker recommending	[0.50] N/A
041	Best Practices	Budget	
Has your municipality created an accumulated absence lid does not offer (for any employee hired after a certain dat grandfathered right to sick leave payouts upon retiremen	e) payouts upon retirement for accur		[0.50] Yes
042	Best Practices	Transparency	
Does your municipality have an official social media accound permitted content? Answer N/A if your municipality			[0.50] N/A
043	Best Practices	Transparency	
Does your municipality feature a link on its website to the attps://www.state.nj.us/treasury/taxation/relief.shtml?	e Division of Taxation's Property Tax R	delief Program webpage at	[0.50] Yes
)44	Best Practices	Environment	
lave public electric vehicle charging stations been install	ed on municipal property?		[0.00] No
)45	Best Practices	Environment	
When purchasing new vehicles, does your municipality has suited to the intended use? Only answer N/A if your mun		d or altenative fuel vehicles whenever such vehicles are	[0.50] Yes

046	Unscored Survey	Ethics	
	Government Ethics Law allows a municipality to establish its own nooks establishing a municipal ethics board and a municipal code c		[0.00] No
047	Unscored Survey	Ethics	
minimum number of members ne	ance establishing a municipal ethics board pursuant to N.J.S.A. 40A ecessary to establish a quorum for conducting business? A municip c members. No more than three members shall be of the same pol ng a local ethics board.	pal ethics board shall consist of six members, at	[0.00] N/A
048	Unscored Survey	Tax Collection	
receiving, under the tax collector' to serve in this capacity can take plong as those payments are not for payments made within an author	nicipalities to adopt a resolution contracting with a local bank to so is supervision, current tax payments, current water and sewer charge property tax payments, utility payments, and other charges that are or delinquencies. Delinquencies must be satisfied directly with the sized grace period. Local Finance Notice 2021-09 contains further it ank as an official tax receiving agency pursuant to N.J.S.A. 54:4-123	ges, and other public monies. A bank authorized re otherwise paid directly to the municipality, so municipality; however, a bank may accept nformation on applicable requirements. Has your	[0.00] No
049	Unscored Survey	Tax Collection	
	tice 2022-04, P.L. 2021, c. 99 expressly authorizes municipalities to	establish property tax rewards programs	[0.00] No
encouraging patronage of local re the creation and operation of a p	etail establishments. All actions properly taken by a municipal gov roperty tax rewards programs were also retroactively validated by	verning body prior to May 12, 2021 to authorize	
encouraging patronage of local re	roperty tax rewards programs were also retroactively validated by	verning body prior to May 12, 2021 to authorize	

	Unscored Survey	Shared Services	
works manager, municipal treasur select one or more of the options	vides a chief financial officer, tax collector, tax assessor, municipal rer, and/or a public works superintendant to another municipality s provided and list under Comments each municipality along with vides none of these positions pursuant to a shared services agree	pursuant to a shared services agreement, please the position being provided to that municipality.	[0.00] None of the Above Comment: N/A
051b	Unscored Survey	Shared Services	
please insert under Comments 1) the cost savings anticipated to be	ves, did one or more of the identified shared service agreements resulted in the dise achieved by the participating municipalities at the outset of the nents. See LFN 2018-3R for more information on this provision of	missal of a tenured official; and 2) an estimate of agreement. If the answer is No or N/A, please	[0.00] N/A Comment: N/A
052	Unscored Survey	Environment	
how much did your municipality a system clean-out, routine mainter	spend on operational costs associated with managing and treatin appropriate toward same for the current fiscal year? Examples of nance of storm drains and outfall pipes, and stormwater runoff-re municipality is using to classify these stormwater-related prior ye	such costs include street cleaning, conveyance elated educational programs. Also list under	Comment: 5,000 2-201-55-501-101 8 2-201-55-502-299
how much did your municipality a system clean-out, routine mainter Comments the FCOA codes your	appropriate toward same for the current fiscal year? Examples of nance of storm drains and outfall pipes, and stormwater runoff-re	such costs include street cleaning, conveyance elated educational programs. Also list under	
how much did your municipality a system clean-out, routine mainter Comments the FCOA codes your	appropriate toward same for the current fiscal year? Examples of nance of storm drains and outfall pipes, and stormwater runoff-remunicipality is using to classify these stormwater-related prior ye	such costs include street cleaning, conveyance elated educational programs. Also list under ear expenditures and current year appropriations. Financial Administration	
now much did your municipality a system clean-out, routine mainter Comments the FCOA codes your 053 Does your municipality currently r	appropriate toward same for the current fiscal year? Examples of nance of storm drains and outfall pipes, and stormwater runoff-remunicipality is using to classify these stormwater-related prior ye	such costs include street cleaning, conveyance elated educational programs. Also list under ear expenditures and current year appropriations. Financial Administration	2-201-55-502-299
now much did your municipality a system clean-out, routine mainter Comments the FCOA codes your 053 Does your municipality currently r	appropriate toward same for the current fiscal year? Examples of nance of storm drains and outfall pipes, and stormwater runoff-remunicipality is using to classify these stormwater-related prior ye Unscored Survey retain a chief financial officer through a professional services confidence.	such costs include street cleaning, conveyance elated educational programs. Also list under ear expenditures and current year appropriations. Financial Administration tract?	2-201-55-502-299
how much did your municipality a system clean-out, routine mainter Comments the FCOA codes your 053 Does your municipality currently r	appropriate toward same for the current fiscal year? Examples of nance of storm drains and outfall pipes, and stormwater runoff-remunicipality is using to classify these stormwater-related prior ye Unscored Survey retain a chief financial officer through a professional services confunction. Unscored Survey	such costs include street cleaning, conveyance elated educational programs. Also list under ear expenditures and current year appropriations. Financial Administration tract?	2-201-55-502-299 [0.00] No

054c	Unscored Survey	American Rescue Plan Act	
What portion of the second tranche of /	ARP LFRF dollars will your municipality obligate toward elig	gible uses by December 31, 2023?	[0.00] 100%
055a	Unscored Survey	Opportunity Zones	
s your municipality aware of any real es an Opportunity Fund investment?	state development projects or businesses that will be using	the Opportunity Zone tax incentive or receiving	[0.00] N/A
)55b	Unscored Survey	Opportunity Zones	
project, the full address, a short descript permitted value), and the project's statu	cts that are using or will be using the Opportunity Zone tax tion that includes the primary developer (if applicable), est us (if known) on the Excel form provided on DLGS's Best Pro of your screen. If you have uploaded the Excel form, type 'n the Comment Box.	imated value of the development (i.e. total actices webpage. Upload the Excel form using the	Comment: N/A
056a	Unscored Survey	Lead Remediation	
certain single-family, two-family, and me recently enacted law are available at htt local agency that has been charged with	to perform, or, in certain circumstances, hire a certified lead ultiple rental dwellings for lead-based paint hazards. Furth tps://www.nj.gov/dca/divisions/codes/resources/leadpaint.lh conducting inspections for lead-based paint in rental dwe name of the municipal agency under Comments. If your a the service under Comments.	ner information concerning the requirements of this html. Does your municipality have a permanent ellings and enforcing the provisions of P.L. 2021, c.	[0.00] Board of Health
)56b	Unscored Survey	Lead Remediation	
	rmanent local agency or a shared services agreement to co P.L. 2021, c. 182, has your municipality retained a lead eva Department of Community Affairs?		[0.00] No
056c	Unscored Survey	Lead Remediation	

056d	Unscored Survey	Lead Remediation	
If your municipality has identified rental dwellings that have prior to re-occupancy?	e experienced tenant turnover since July 22, 2022, have all c	of those units been inspected	[0.00] N/A
056e	Unscored Survey	Lead Remediation	
How many visual lead-based paint inspections did your mu	inicipality conduct thus far in 2022?		Comment: 0
056f	Unscored Survey	Lead Remediation	
How many dust wipe-sampling lead-based paint inspections did your municipality conduct thus far in 2022?			Comment: 0
056g	Unscored Survey	Lead Remediation	
How many post-remediation lead-based paint inspections or explanation) under Comments to facilitate tabulation.	has your municipality conducted thus far in 2022? Please or	nly include numbers (no text	Comment: 0
056h	Unscored Survey	Lead Remediation	
How many lead safe certifications have been issued by you under Comments to facilitate tabulation.	r municipality thus far in 2022? Please only include numbers	s (no text or explanation)	Comment: 0
056i	Unscored Survey	Lead Remediation	
What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			Comment: 0
056j	Unscored Survey	Lead Remediation	
Would your municipality be interested in applying for a Sta implementing P.L. 2021, c. 182? Answer N/A if your municipality inspection.	[0.00] N/A Comment: N/A		