TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #18-219

A RESOLUTION AUTHORIZING THE MUNICIPAL CLERK TO CERTIFY THAT THE GOVERNING BODY HAS REVIEWED THE COMPLETED BEST PRACTICES INVENTORY AT A PUBLIC MEETING

BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Municipal Clerk be and is hereby authorized to certify that the Governing Body has reviewed the Completed Best Practices Inventory as prepared by the Chief Financial Officer at a public meeting held on November 7, 2018.

ATTEST:

Lisa Fania

Lisa Fania, RMC
Township Clerk

TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN

Michael Mangin
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

Lisa Fania

Lisa Fania, RMC
Township Clerk

Best Practices Worksheet CY 2018/SFY2019

		Click here, then click on arrow to choose municipality			
0000		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	**Question**	**Comments**		
		Core Competencies			
1	Yes	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?			
2	Yes	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?			
3	Yes	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? 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 for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.			
4	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 2018 that covers the 2017 calendar year?			

Best Practices Worksheet CY 2018/SFY2019

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	Answer	Question	Comments		
5	N/A	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?			
6	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.			
7	Yes	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?			
8	Yes	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?			
9	Yes	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.			
10	Yes	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.			
11	Yes	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its 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.**			

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
12	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?			
13	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?			
14	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 reflects inequitable assessments and the need for revaluation. 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 retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?			
15	Yes	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is $150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional $50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?			
16	No	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.			

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	Answer	**Question**	**Comments**		
17	No	Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?			
18	N/A	Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.			
19	Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?			
20	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?			
21	Yes	Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?			
		Additional Best Practices			

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
22	No	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.			
23	Yes	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier?			

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	Answer	**Question**	**Comments**		
24	Yes	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (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.			
25	Yes	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?			
26	Yes	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?			
27	Yes	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")			

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
28	Yes	Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term 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.?			
29	Yes	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?			
30	Yes	In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.			
31	Yes	If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.			
32	Yes	Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.			
33	Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?			
34	Yes	Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?			

Best Practices Worksheet CY 2018/SFY2019

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
35	No	Does your municipality have a current community and/or economic development plan with established metrics?			
36	No	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?			
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?			
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?			
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.			
40	Yes	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 and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?			
41	Yes	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?			
42	Yes	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?			

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
43	Yes	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?			
44	Yes	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?			
45	Yes	Does your municipality have a professional planner on staff?			
46	Yes	The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?			
47	Yes	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?			
48	No	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.			
49	No	Does your municipality own any electric vehicles?			
50	Yes	Is your municipality adhereing to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?			
51	No	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?			
52	Yes	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 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".			

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	Answer	**Question**	**Comments**		
53	Yes	Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or $5,000, after deducting the employee's required contribution from the premium cost?			
54	Yes	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). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?			
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?			
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?			
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?			

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
58	No	Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?			
59	Yes	Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?			
60	Yes	Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?			
61	Yes	Employee personnel manuals 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 municipal vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**			
	Opportunity Zones Survey				
	If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:				
	The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities through participation in Qualified Opportunity Funds.				

Best Practices Worksheet CY 2018/SFY2019

		Click here, then click on arrow to choose municipality			
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	Answer	**Question**	**Comments**		
	This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.				
		For more information about Opportunity Zones, click the following link:	https://www.state.nj.us/dca/divisions/lps/opp_zones.html		
		For an interactive map of New Jersey Opportunity Zones, click the following link:	http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989		
62	Select	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?			
63	Select	*If "No", would you like help developing a strategy?*			
64	Select	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?			
65	Select	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?			
66		*If "Yes", who were you specifically approached by (check all that apply)?*			
		☐ Local Business Owner			
		☐ Other Business Owner			
		☐ Local Investor			
		☐ Other Investor			
		☐ Local Developer			
		☐ Other Developer			
67		*If approached by a developer or business owner, which category would they fall into?*			
		☐ Residential developer, real estate development, or property management company			
		☐ Retail			

Best Practices Worksheet CY 2018/SFY2019

		Click here, then click on arrow to choose municipality			
0000		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	**Question**	**Comments**		
		☐ Light industrial			
		☐ Heavy industrial			
		☐ Restaurant, entertainment, or hospitality			
		☐ Professional services			
		☐ Information technology			
		☐ Other (please describe in column E)			
68		*What information were they seeking from your municipality (if applicable)?*			
		☐ Info on zoning, permitting, and approval process			
		☐ Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds			
		☐ Info on vacant land and available properties			
		☐ Info on redevelopment areas			
		☐ Info on existing development activity			
		☐ Other (please describe in column E)			
69	Select	If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?			
70	Select	In terms of real estate and economic development, which area (if any) is your top priority?			
71	Select	Which is more important, development of vacant sites and land or redevelopment of existing structures?			
72	Select	What type of capital improvement does your municipality see as its top priority?			
73		After people, what are your municipality's distinctive assets?			
		☐ Education			
		☐ Tourism			
		☐ Affordable Housing			
		☐ Transit Access			
		☐ Industrial Hub			

Best Practices Worksheet CY 2018/SFY2019

		Click here, then click on arrow to choose municipality			
0000		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	**Question**	**Comments**		
		☐ Transportation Hub			
		☐ Business Hub			
		☐ Cultural Center			
		☐ Entertainment Venue			
		☐ Other (please describe in column E)			
74		What are the major challenges to development in your municipality?			
		☐ Lack of employment opportunities			
		☐ Limited range of housing options			
		☐ Lack of developable sites			
		☐ Preserving existing community character			
		☐ Limited access to public services			
		☐ Poor public infrastructure			
		☐ Poor access to transportation			
		☐ Access to essential services reachable within 10 min. by foot or other mode of transport			
		☐ Below average math and language arts proficiency scores			
		☐ Lack of child care facilities			
		☐ Stranded assets			
		☐ Lack of high speed internet connectivity			
		☐ Environmental contamination			
		☐ Lack of interest from developers and investors			
75		What type of economic development is your municipality actively pursuing?			
		☐ Retail			
		☐ Light industrial			
		☐ Heavy industrial			
		☐ Transportation/logistics			
		☐ Tourism			
		☐ Transit			
		☐ Restaurants/entertainment/leisure activity			
		☐ Office space			
		☐ Tech			
		☐ Higher Ed			

Best Practices Worksheet CY 2018/SFY2019

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0000		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	**Question**	**Comments**		
		☐ Energy			
		☐ Not pursuing economic development			
		Do you have an up-to-date list of:			
76	Select	*Distinctive community assets*			
77	Select	*Abandoned and blighted properties*			
78	Select	*Foreclosed properties*			
79	Select	*Commercial projects planned to begin within 1 year*			
80	Select	*Municipal projects planned to begin within 1 year*			
81	Select	*Planned business expansions*			
82	Select	*The 10 largest private employers in your municipality*			
83	Select	*Stalled projects due to funding gaps*			
84		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.			
	Name	**Address (street number, street name, town, zip code)**	**Description and Developer**	**Estimated Value**	**Reason for Lack of Progress**
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
85	Select	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries):			
		http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989			
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)			

Best Practices Worksheet CY 2018/SFY2019

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0000		***Please see Color Key at bottom of sheet for limits on answers***			
	Answer	**Question**	**Comments**		
.	**Name**	**Address (street number, street name, town, zip code)**	**Description and Developer**	**Estimated Value**	**Status**
1					Select
2					Select
3					Select
4					Select
5					Select
6					Select
7					Select
8					Select
9					Select
10					Select
11					Select
12					Select
13					Select
14					Select
15					Select
16					Select
17					Select
18					Select
19					Select
20					Select
21					Select
22					Select
23					Select
24					Select
25					Select

Best Practices Worksheet CY 2018/SFY2019

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	Answer	Question	Comments		
	0	Select			
	49	Yes			
	9	No			
	3	N/A			
	0	Prospective			
	61	**Total Answered:**			
	52	Score (Yes + N/A + Prospective)			
	85%	Score %			
	0%	Percent Withheld			
		Chief Administrative Officer's Certification			
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)		
		to the best of my knowledge.			
		Donald E. Hutchins	**11/7/2018**		
		Township Administrator			
		Chief Financial Officer's Certification			
		I hereby certify that the information provided in this Best Practices Inventory is accurate	N-1565		
		to the best of my knowledge.			
		William B. Pandos	**11/7/2018**		
		Chief Financial Officer			
		Municipal Clerk's Certification			
		I hereby certify that the Governing Body of the Township of Raritan in the County of			
		Hunterdon discussed the CY 2018/SFY 2019 Best Practice Inventory as			
		completed herein at a public meeting on November 7, with the Inventory results, and the			
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	C-1778		
		be stated in the minutes of said public meeting.			
		Lisa Fania	**11/7/2018**		
		Municipal Clerk			

Best Practices Worksheet CY 2018/SFY2019

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	Answer	**Question**	**Comments**		
		Red = Repeat Question; Prospective answers not permitted			
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted			
		Green = Questions where neither "Prospective" nor "Not Applicable" are permitted			
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers			
	Score	**Aid Withheld**			
	46-61	No aid withholding			
	36-45	25% of final aid payment withheld			
	26-35	50% of final aid payment withheld			
	0-25	100% of final aid payment withheld			
	Question	**Table of Weblinks**			
	8	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-07.pdf			
	13	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf			
	15	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-6R.pdf			
	16	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-26.pdf			
	17	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-15.pdf			
	18	https://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf			
	41	https://www.nj.gov/dca/divisions/dlgs/lfns/18/2018-13.pdf			
	51	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc			
	58	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-27.pdf			