



BOROUGH OF FARMINGDALE

Regular Meeting - Tuesday, October 6, 2020

FLAG SALUTE, OPENING PRAYER, SUNSHINE STATEMENT

The meeting was called to order at 7:00 p.m. with the Flag Salute led by Mayor Daly. C/Linszky read the opening prayer. There was a moment of silence for Ms. Augusta Lewis, Bob Lewis' mom who passed away. Mayor Daly read the Open Public Meetings Act Statement into the record.

ROLL CALL

PRESENT: Mayor Daly, C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo, C/Sagan

PUBLIC COMMENT - Agenda and Non-Agenda Items

Motion to open the meeting to the public by C/Linszky; seconded by C/Brandl

Voice Vote: C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo, C/Sagan

Mr. Pete Corallo asked about Halloween. Mayor Daly noted it would be discussed during his report.

Motion to close the meeting to the public by C/Linszky; seconded by C/Brandl

Voice Vote: C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo, C/Sagan

MAYOR'S REPORT

Mayor Daly gave an overview of the information available on Halloween, and also on the rising numbers in the area. Mayor Daly spoke about information made available from the State. Council discussed how to proceed, especially with Halloween on a Saturday. C/Brandl voiced a timeframe should be established; the consensus of Council was to establish a timeframe. Council discussed the time, agreeing to have Trick or Treating from 3:00 pm – 8:00 pm. Information will be posted on the website and through the email blast. Mayor Daly shared two possible dates for the tree lighting – either December 4 or December 11. Discussion followed; Council will revisit at the next meeting. C/Linszky will speak with the Historical Society regarding the cider and snacks. Mr. Shaffer will order the trees for downtown. The light pole that was just replaced on Southard was hit and taken out again. The person responsible was identified. Discussion followed regarding replacement and traffic on Main. Four Boys Ice Cream will be opening Friday, with a grand opening on Saturday the 17th at 1:00pm. At the Manasquan River Regional Sewer Authority (MRRSA) meeting the Colts Neck COAH lawsuit was discussed; Farmingdale is part of the suit as a member town. Farmingdale is being represented by the attorneys for MRRSA who will answer the complaint. Farmingdale will always be named in the suits since they are a member town.

COUNCIL REPORTS

Councilwoman Patricia Linszky

C/Linszky reported the leak on Third Avenue was repaired. C/Linszky requested Ms. Griffin pull the bills for repairs to see if it would be more prudent to replace instead of repair. Mayor Daly shared there was a manhole cover situation on Main and Asbury which Mr. Whille was able to address. Manhole cover issue on North Main are being recorded to be addressed.

Councilman Don Steinfeld

C/Steinfeld shared he was happy with the JCP&L response to the tree problem. Discussion followed on the manhole cover repairs on Main and Asbury.

Councilman George Dyevoich

C/Dyevoich shared a note was received from a resident regarding an issue at Starlight and Sprite; DPW went out to clean up the area, but noted it is a temporary fix. C/Dyevoich will meet with Mr. Whille to review the streets to determine what needs work.

Councilman Erich Brandl

C/Brandl shared the quote received for \$6,500.00. It was determined at least one more quote should be obtained. C/Brandl and the Office will work on it.

Councilwoman Kaaren Corallo

C/Corallo shared Crossing Guards are doing well; and that she has note the new crossing is going well. C/Corallo will reach out to Mr. Casagrande regarding the things that must be included in the Personnel Manual. Discussion also followed on determining what a certified school crossing is.

Councilwoman Colleen Sagan

C/Sagan shared she met with Mona Chowalinsky and Madalaine to determine the status of the Rec Members and to see if anyone want to put anything together for the coming Holidays. There is a scarecrow contest out now. Work is being done regarding the rest of the year and planning for next year. Council is encouraged to have people enter a scarecrow into the contest.

APPROVAL OF MINUTES

Regular Meeting 09/15/2020

Motion to approve the minutes by C/Corallo; seconded by C/Linszky.

Voice Vote: AYE - C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo, C/Sagan

OLD BUSINESS

ORDINANCE ADOPTION

ORDINANCE NO. 04-2020 – AUCTION OF PUBLIC LAND NO LONGER NEEDED FOR MUNICIPAL USE – *Public Hearing/Adoption*

Ordinance read by title

Motion to open the meeting to the public on Ordinance 04-2020 by C/Linszky; seconded by C/Brandl

Voice Vote: AYE – C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo and C/Sagan.

There were no comments from the public.

Motion to close the meeting to the public on Ordinance 04-2020 by C/Linszky; seconded by C/Brandl

Voice Vote: AYE – C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo and C/Sagan.

Motion to adopt Ordinance 04-2020 by C/Linszky; seconded by C/Brandl

Roll Call Vote: AYE – C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo and C/Sagan

ORDINANCE 04-2020

AUTHORIZING PUBLIC AUCTION OF MUNICIPAL OWNED LANDS (BOROUGH OF FARMINGDALE) NO LONGER NEEDED FOR PUBLIC USE

WHEREAS, the Borough of Farmingdale is the owner of real property not needed for public use; and

WHEREAS, N.J.S.A 40A:12-13(a) authorizes a municipality to sell any real property, capital improvements or interest therein not needed for public use by open public sale at auction to the highest bidder after advertisement thereof; and

WHEREAS, the Borough Council has determined that the sale of the property set forth in this Ordinance is in the public interest, as it will generate miscellaneous revenue and return the property to the tax rolls.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Borough of Farmingdale, County of Monmouth and State of New Jersey as follows:

ARTICLE I. SALE OF LAND AUTHORIZED. The Mayor and Council of the Borough of Farmingdale hereby authorize the sale of real property identified below and authorizes the Borough Clerk, with the assistance of the Borough Assessor, Borough Engineer and Borough Attorney to establish a public auction as set forth below. Open public bidding shall take place at a public auction commencing at 6:00 p.m. on Tuesday, October 20, 2020 at the Community Center, 13 Asbury Avenue, Farmingdale, NJ 07727. The Borough Council may accept or reject the bids received within sixty (60) days from the date of the auction.

ARTICLE II. PROPERTY TO BE SOLD:

Block and Lots	Location	Minimum Bid
Block 4, Lot 5	64 Main Street	\$315,000

ARTICLE III. SPECIAL CONDITIONS OF SALE

- A. The property shall be sold subject to the limitations and conditions set forth in this Ordinance. The successful bidder is responsible to secure all approvals. The Borough does not represent that the quality of the property being sold or that it will meet the successful bidder’s intended use.
- B. The successful bidder shall submit for land use, zoning and building permits within ninety (90) days of the closing date. If any intended use is not in accordance with the current allowable zoning and/or land use regulations of the Borough, application to the Planning Board must be submitted within sixty (60) days of closing, the Borough does not imply that any variance will be approved and bidder should familiarize themselves with all applicable current zoning/land use ordinances.
- C. The property shall be occupied and in use within one (1) year of the closing date, or the bidder must demonstrate good faith efforts to accomplish same, which shall be evaluated at the Borough’s sole discretion.
- D. The properties shall be sold and accepted in “as is” condition.

- E. Potential bidders are required to perform due diligence before bidding. This should include a review of zoning ordinances, NJDEP requirements, and other applicable statutes, regulations and ordinances. Once the bidding is closed and the Borough accepts the bids, the highest bidder will be required to enter into a contract, which will not allow for cancellation of the sale except for title defects. Closing shall occur within sixty (60) days from acceptance of the bid by the Mayor and Council.
- F. Examples of the purchase and sale contract and the Quitclaim Deed for the property will be available for viewing at the Office of the Borough Clerk in Borough Hall, 11 Asbury Avenue, Farmingdale, N 07727 on Tuesday, September 22, 2020.
- G. If any of the conditions of sale or contractual obligations are not met, a Notice of Violation of Sale will be served upon the successful bidder, who will be obligated to remedy the violation within thirty (30) days of said Notice. If the successful bidder fails to remedy the violation, and cannot demonstrate an ongoing good faith effort to remedy the violation with an expected timeline for same, ownership of the property shall revert back to the Borough of Farmingdale.

ARTICLE IV. ORDINARY CONDITIONS OF SALE. The Mayor and Borough Council of the Borough of Farmingdale do hereby establish the following conditions of sale. These conditions shall be imposed upon all bids submitted herein:

- A. The properties shall be advertised for public sale pursuant to the requirements and procedures set forth in the Local Lands and Buildings Law, N.J.S.A. 40A:12-1 et seq.
- B. Each successful bidder for the property contained must submit a deposit in the amount of 10% of the bid price at the time of the auction. Said payment shall be made by cash or certified check. The balance shall be paid by the successful bidder at the closing by certified check held for 30 days after Council's award of the contract of sale until the time of closing.
- C. In addition to the sale proceeds, each successful bidder shall be required to pay an additional \$2,000 for each property towards the Borough's expense in the preparation and advertisement of this Ordinance, the preparation and advertising of an Ordinance authorizing the transfer of the property and the preparation and recording of all Deeds. The \$2,000 shall be submitted to the Borough at the time of the auction.
- D. Properties to be conveyed under pursuant to the auction hereby authorized shall be conveyed by the Borough by way of Quitclaim Deed, without any representations as to the quality of title, except that the Borough represents that to the best of its knowledge there are no judgments or liens against the municipality, which would affect the quality of title.
- E. All lots will be conveyed subject to existing encumbrances, liens, zoning regulations, easement, other restrictions and such facts as an accurate survey would reveal and any present or future assessments for the contrition of improvements benefiting said property.
- F. Failure of the purchasers to comply with any of the requirements set forth above, or to close within the time frame set forth by the Borough in its Resolution awarding the bids shall entitle the Borough of Farmingdale to rescind prior bid approval, terminate any and all rights of the designated bidder of said property, and retain all monies held by the Borough.
- G. All bids shall be referred to the Borough Council for review and final approval pursuant to N.J.S.A. 40A:12-13a. The Borough of Farmingdale reserves the right to accept the highest bid or to reject any and all bids as described hereof; including the highest bid and shall make its decision known by Resolution within sixty (60) days after the bids are received.
- H. Upon the close of bidding, the highest, qualified bidder, as designated by the Borough Clerk, shall submit cash or certified check as set forth more fully above and shall immediately execute an Offer to Purchase at his/her/its bid price, which offer shall include the terms and conditions specified herein. That offer shall be irrevocable for sixty (60) days from the date of the public sale.

ARTICLE V. MISCELLANEOUS AUTHORIZATION. The Mayor, Clerk and such other municipal officials as are deemed necessary to effectuate the intent and purposes of this Ordinance.

ARTICLE VI. EFFECTIVE DATE; NOTICE OF BID. This Ordinance shall become effective upon passage and upon publication; the Borough Clerk is hereby authorized to advertise this sale by advertisement in the official newspaper not earlier than seven (7) days prior to the date of sale set forth above.

BE IT FURTHER ORDAINED, that the Borough Council will have absolute discretion to determine whether to award that bid by adopting a Resolution within sixty (60) days of deciding to accept a bid.

BE IT FURTHER ORDAINED,

- A. All other Ordinances or provisions of the Code of the Borough of Farmingdale or parts thereof, which are inconsistent with any provisions in this Ordinance, are hereby repealed to the extent of such conflict or inconsistency.
- B. This Ordinance shall take effect upon its passage and publication as required by law.

DATE INTRODUCED: September 15, 2020

DATE ADOPTED: October 6, 2020

The auction will be held on Tuesday, October 20, 2020 at 6:00 p.m. at the Farmingdale Community Center, 13 Asbury Avenue.

NEW BUSINESS

RESOLUTIONS

Resolution 90-2020

Motion to approve the resolution by C/Steinfeld; seconded by C/Dyevoich

C/Linszky referenced the bill for Miracle Chemical; if there is an additional amount owed it will be added to the next bill list.

Roll Call Vote: AYE – C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo, C/Sagan

RESOLUTION 90-2020

AUTHORIZING PAYMENT OF THE BILLS

BE IT RESOLVED that the bills as presented to the Finance Committee, all having been certified and approved as complete as to form, goods having been delivered, and/or services performed and sufficient funds being available for payment for said bills in the amount of \$276,790.59 and

BE IT FURTHER RESOLVED that payroll as verified by the Payroll Clerk be remitted for the current pay period.

September 30, 2020 03:23 PM		BOROUGH OF FARMINGDALE Bill List By Vendor Id				Page No: 1	
Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
000029 VERIZON	20-00358	09/16/20	fios	Open	166.99	0.00	
000083 Republic Services, Inc.	20-00357	09/14/20	8/19 & 8/20 RECYCLING	Open	635.48	0.00	
000085 VERIZON	20-00375	09/21/20	DPW phone	Open	58.56	0.00	
000099 BROADVIEW NETWORKS	20-00349	09/14/20	BILL PD. 8/5/20-9/4/2020	Open	313.53	0.00	
00013 FREEHOLD REG HS DIST	20-00373	09/17/20	October payment	Open	51,972.00	0.00	
00023 BARG'S LAWN & GARDEN SHOP	20-00366	09/16/20	weedwacker part	Open	23.76	0.00	
00025 NJ NATURAL GAS	20-00353	09/14/20	JUL 31 - SEPT 1, 2020	Open	209.14	0.00	
00028 VERIZON	20-00367	09/17/20	Sept Billing	Open	73.64	0.00	
00054 FRONT END SHOP	20-00354	09/14/20	2012 GMC	Open	613.01	0.00	
00055 ASBURY PARK PRESS	20-00355	09/14/20	BOND ORDINANCE 03-2020	Open	171.00	0.00	
00057 MARK WOSZCAK	20-00378	09/23/20	33 3rd Ave & Water St repair	Open	5,212.75	0.00	
00065 NJ LEAGUE OF MUNICIPALITIES	20-00385	09/28/20	2020 Virtual Conferance	Open	385.00	0.00	
00099 US POSTAL SERVICE	20-00364	09/16/20	water , delinquent, checks	Open	550.00	0.00	
00117 JERSEY CENTRAL POWER & LIGHT	20-00376	09/21/20	September Billing	Open	3,218.72	0.00	
00186 FARMINGDALE ELEMENTARY SCHOOL	20-00372	09/17/20	October Payment	Open	174,241.00	0.00	
00289 DANSKIN AGENCY	20-00387	09/30/20	Fire golf outing Hole in One	Open	246.47	0.00	

September 30, 2020 03:23 PM		BOROUGH OF FARMINGDALE Bill List By Vendor Id				Page No: 2	
Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
00746 KEVIN E. KENNEDY, ESQ.	20-00362	09/16/20	August Billing	Open	1,001.00	0.00	
00764 NEW JERSEY DEPT COMM AFFAIRS	20-00379	09/24/20	1st and 2nd Quarter DCA fees	Open	983.30	0.00	
00838 MIRACLE CHEMICAL COMPANY	20-00352	09/14/20	15% /SODIUM HYPOCHLORITE	Open	172.00	0.00	
01111 LEON S. AVAKIAN, INC.	19-00425	09/10/19	Resolutio 76-2019 Walnut St.	Open	591.25	0.00	B
	20-00331	08/26/20	FA20-07 Stormwater Control Ord	Open	875.00	0.00	B
	20-00359	09/16/20	Engineering 7/1/20-9/3/20	Open	1,360.00	0.00	
	20-00360	09/16/20	General Engineering 7/1-9/3	Open	400.00	0.00	
	20-00363	09/16/20	FA 17-06 Water Tower Improveme	Open	145.00	0.00	
	20-00381	09/25/20	RR & Academy Road Improvements	Open	1,200.00	0.00	B
	20-00382	09/25/20	Main St Pedestrian Safety	Open	400.00	0.00	B
	20-00386	09/29/20	FA20-07 Stormwater-NJDEP	Open	<u>3,462.50</u> 8,433.75	0.00	
01138 Township of Howell	20-00361	09/16/20	Bulk pickup Sept 14& 15	Open	3,287.37	0.00	
01143 FERNANDES CONSTRUCTION, INC.	20-00114	03/17/20	Resolution 39-2020	Open	23,718.36	0.00	B
01156 NJ DEPT OF COMMUNITY AFFAIRS	20-00371	09/17/20	Subscription Renewal- 21577	Open	50.00	0.00	
01304 SURENIAN, EDWARDS & NOLAN, LLC	20-00350	09/14/20	JULY BILLING	Open	138.00	0.00	
01376 CANON FINANCIAL SERVICES INC	20-00369	09/17/20	Invoice# 21854933	Open	89.82	0.00	
01402 SAKOUTIS BROTHERS DISPOSAL, Inc	20-00368	09/17/20	Oct Billing	Open	103.87	0.00	
01472 ONE CALL CONCEPTS	20-00351	09/14/20	AUGUST MARK OUTS	Open	10.01	0.00	
01519 STATE OF NEW JERSEY	20-00356	09/14/20	YEAR END 2019	Open	127.85	0.00	
01531 MONMOUTH COUNTY FLEET SERVICES	20-00384	09/28/20	Replace manhole lid Main St	Open	578.37	0.00	

01555 DIRECT ENERGY

20-00348	09/14/20	8/4/2020-9/1/2020	Open	5.84	0.00		
Total Purchase Orders: 37		Total P.O. Line Items: 0	Total List Amount: 276,790.59		Total Void Amount: 0.00		
September 30, 2020		BOROUGH OF FARMINGDALE		Page No: 4			
03:23 PM		Bill List By Vendor Id					
Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT OPERATING	0-01	241,495.38	0.00	241,495.38	0.00	0.00	241,495.38
WATER OPERATING	F 0-05	7,044.63	0.00	7,044.63	0.00	0.00	7,044.63
SEWER OPERATING	F 0-07	<u>578.37</u>	<u>0.00</u>	<u>578.37</u>	<u>0.00</u>	<u>0.00</u>	<u>578.37</u>
	Year Total:	249,118.38	0.00	249,118.38	0.00	0.00	249,118.38
General Capital	C-04	25,318.36	0.00	25,318.36	0.00	0.00	25,318.36
Trust Other	T-17	127.85	0.00	127.85	0.00	0.00	127.85
Escrows	T-19	2,088.00	0.00	2,088.00	0.00	0.00	2,088.00
COAH	T-25	<u>138.00</u>	<u>0.00</u>	<u>138.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138.00</u>
	Year Total:	2,353.85	0.00	2,353.85	0.00	0.00	2,353.85
Total Of All Funds:		276,790.59	0.00	276,790.59	0.00	0.00	276,790.59

DISCUSSION

2020 Best Practices

Farmingdale obtained 24 points and will be eligible for full funding.

Mayor Daly explained about the Best Practices questions, noting CFO Kirk did the bulk of the work. There were no questions or comments on the Best Practices.

COUNCIL COMMENTS

Mayor Daly shared information about receiving the vote by mail ballots. Discussion followed on how to turn in the ballots and options available to voters.

ADJOURNMENT - 7:48 p.m.

Motion to adjourn by C/Linszky; seconded by C/Brandl

Voice Vote: AYE – C/Linszky, C/Steinfeld, C/Dyevoich, C/Brandl, C/Corallo, C/Sagan

Respectfully Submitted,

Corinne DiCorcia, RMC, Borough Clerk

2020 Farmingdale Best Practice Inventory

Category	Topic	#	Description	Answer
Core Competencies	Personnel	<u>1</u>	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 (please consult labor counsel for detailed guidance). Exempt status also precludes 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 a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?	[1.00] Yes
Core Competencies	Personnel	<u>2</u>	Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or	[1.00] Yes Comment: 10/1/2018
Core Competencies	Budget	<u>3</u>	Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?	[1.00] Yes
Core Competencies	Budget	<u>4</u>	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?	[1.00] N/A Comment: Personnel Policy does not allow for Accrued time payout upon retirement
Core Competencies	Budget	<u>5</u>	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?	[1.00] Yes
Core Competencies	Financial Administration	<u>6</u>	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?	[1.00] N/A
Core Competencies	Capital Projects	<u>7</u>	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs	[1.00] Yes

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2020 Farmingdale Best Practice Inventory

Category	Topic	#	Description	Answer
Core Competencies	Capital Projects	<u>8</u>	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off duty work? See Local Finance Notice CFO 2000-14 for further guidance.	[1.00] N/A
Core Competencies	Transparency	<u>9</u>	Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?	[1.00] Yes
Core Competencies	Transparency	<u>10</u>	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?	[0.50] Yes
Core Competencies	Procurement	<u>11</u>	Do your municipality's professional services contracts include a "not to exceed" amount?	[1.00] Yes
Core Competencies	Procurement	<u>12</u>	If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?	[0.50] N/A
Core Competencies	Procurement	<u>13</u>	Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?	[0.50] N/A
Core Competencies	Cybersecurity	<u>14</u>	A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans	[1.00] Yes

(vv) = Voice Vote (rc) = Roll Call Vote

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			address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?	
Core Competencies	Cybersecurity	15	Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?	[1.00] Yes
Core Competencies	Rateables/PILOTs	16	Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?	[0.50] N/A
Best Practices	Environment	17	If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in	[0.50] Yes Comment: All NJDEP stormwater permits/ regulations have been reviewed and approved by the NJDEP and Farmingdale is in the process up updating ordinances to the latest NJDEP regulations.

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2020 Farmingdale Best Practice Inventory

Category	Topic	#	Description	Answer
Core Competencies	Financial Administration	18	Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?	[1.00] Prospective
Best Practices	Budget	19	Does your municipality periodically review the historical activity and balances of all trust fund accounts not created through public referendum (i.e. open space) to determine the need for, and adequacy of, each account? Only answer N/A if your municipality does not have any non-referendum trust funds.	[0.50] N/A
Core Competencies	Budget	20	Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2019 or 2020.	[1.00] Yes
Core Competencies	Capital Projects	21	Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?	[1.00] Yes
Best Practices	Financial Administration	22	Are monthly cash-flow statements prepared to assist in identifying and managing liquidity risk and used to conduct regular stress test forecasting payments based on known due dates and anticipated revenues received during the same period?	[0.50] Yes
Best Practices	Budget	23	Has your municipality reviewed individual grants receivable and appropriated to 1) ensure all grants are appropriately charged; 2) receivables are collected in a timely manner; and 3) considered cancelling any expired or otherwise stale grants? Doing so minimizes or avoids fund balance depletion due to use of current fund cash to cover grant expenses. Only answer N/A if your municipality does not have any grants receivable and appropriated.	[0.50] Yes

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2020 Farmingdale Best Practice Inventory

Category	Topic	#	Description	Answer
Best Practices	Personnel	24	In the event of a staff vacancy, municipalities should ensure there is backup to critical positions through cross-training staff and/or entering into shared services agreements with other local units. Has your municipality 1) cross-trained staff for multiple functions to the extent permitted by employee titles, labor agreements and Civil Service, as applicable; and/or 2) entered into a shared service agreement with another municipality or local government entity for the provision of staffing as may be needed?	[0.50] Yes
Best Practices	Personnel	25	Has your municipality established by ordinance an anti-nepotism policy that, at minimum, prohibits hiring the immediate family members of elected officials, department heads, or supervisors?	[0.00] No
Core Competencies	Procurement	26	Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer; purchasing agent) the boilerplate language in its bid	[1.00] Yes

			or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and case law?	
Core Competencies	Transparency	27	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year 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?	[1.00] Yes
Core Competencies	Transparency	28	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? Only answer N/A if your municipality does not have any employee labor unions.	[1.00] N/A
Core Competencies	Cybersecurity	29	Does your municipality perform off-network daily incremental backups with weekly full backups of all data?	[1.00] Yes
Unscored Survey	COVID-19 Response	30	How has the COVID-19 crisis impacted your municipality's cash flow and/or anticipated surplus going into 2021? Please select one answer only.	[0.00] Minimally
Unscored Survey	COVID-19 Response	31	Has your municipality had to make any reductions in expenditures due to COVID-19? If so, please include under Comments the departments or programs	[0.00] No Comment: None
Unscored Survey	COVID-19 Response	32	Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please	[0.00] Yes Comment: Funds through Monmouth County COVID Cares money. Approved for \$7,250 received \$3565 in July anticipated balance to be received 1st week in Oct
Unscored Survey	COVID-19 Response	33	Please select the one more critical area in which your municipality required technical non-monetary assistance	[0.00] Other (fill-in under Comments) Comment: None

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Category	Topic	#	Description	Answer
Unscored Survey	COVID-19 Response	34	In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has	[0.00] Other (fill-in under Comments) Comment: None
Unscored Survey	COVID-19 Response	35	Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.	Comment: Planned work at home policies along with upgrades in technology.
Unscored Survey	COVID-19 Response	36	Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses	[0.00] No Comment: N/A
Unscored Survey	Alcoholic Beverage Control	37	Have any liquor licenses for Type 33 plenary retail consumption licenses (e.g.bars) been sold in your municipality by private sale during 2019 and 2020? If yes,	[0.00] No Comment: 0
Unscored Survey	Shared Services	038(a)	Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (a) Police	[0.00] No
Unscored Survey	Shared Services	038(b)	Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (b) Fire	[0.00] No
Unscored Survey	Shared Services	038(c)	Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (c) Dispatch	[0.00] No
Unscored Survey	Shared Services	038(d)	Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (d) Public Works	[0.00] No
Unscored Survey	Shared Services	038(e)	Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (e) Health Department / Board of Health	[0.00] No

Unscored Survey	Shared Services	038(f)	Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement	[0.00] No
Unscored Survey	Shared Services	39	Does your municipality handle the entirety of its public safety and emergency dispatching with its own employees? If Yes, please indicate in the comments	[0.00] No Comment: Monmouth County

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Category	Topic	#	Description	Answer
Unscored Survey	Shared Services	040(a)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	040(b)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	040(c)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	040(d)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	040(e)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	040(f)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: position is the CMFO
Unscored Survey	Shared Services	040(g)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	040(h)	Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works	[0.00] No Comment: n/a
Unscored Survey	Shared Services	41	If the answer to any subpart in Question 40 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official?	[0.00] No Comment: n/a
Unscored Survey	Environment	42	How much did your municipality spend on operational costs associated with managing and treating storm water runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and storm water run off related educational programs. For projects with definite but ancillary storm water runoff benefits, describe those benefits under Comments. Also list under Comments the FCOA codes your municipality is using to classify these storm water-related prior year expenditures and current year appropriations.	Comment: Storm water management is handled with in the DPW budget as well as the annual Storm Water Permitting process is handled through our engineering Budget.
Unscored Survey	Environment	43	Please list which projects in your municipality's most recent adopted capital budget, if any, are associated with stormwater management. State "None" if no project fits this criteria or "N/A" if your municipality has not adopted a capital budget in the most recent fiscal year.	Comment: n/a
Unscored Survey	Environment	44	Is your municipality considering establishing a stormwater utility, authorizing a sewerage authority or MUA to establish a separate stormwater operation, or joining a regional stormwater utility? If the answer to the above is "Yes", please explain under Comments where your municipality is in the process. If the answer	[0.00] No Comment: As a small municipality, all storm water related issues are being handled properly in house
Unscored Survey	Environment	45	What type of residential recycling program does your municipality have? Select only one.	[0.00] Single-stream

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Category	Topic	#	Description	Answer
Unscored Survey	Environment	46	Has your residential recycling program changed from single-stream to dualstream in the past two years?	[0.00] No
Unscored Survey	Environment	47	If your residential recycling program is single-stream, is your municipality considering a conversion to dual-stream recycling?	[0.00] No
Unscored Survey	Shared Services	48	Is recycling in your municipality picked up utilizing a truck with an automated single-arm?	[0.00] No
Unscored Survey	Opportunity Zones	49	Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment? Only answer N/A if your municipality is not located within an Opportunity Zone.	[0.00] N/A

Unscored Survey	Opportunity Zones	50	If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.	Comment: n/a
Unscored Survey	Planning & Econ Devt.	51	Does your municipality have a minimum lot size requirement of one acre or more for new residential development?	[0.00] No
Unscored Survey	Planning & Econ Devt.	52	Does your municipality place annual limits on the total allowable number of permits or dwellings for new single family construction?	[0.00] No
Unscored Survey	Planning & Econ Devt.	53	Does your municipality place annual limits on the total allowable number of permits or dwellings for new multi-family construction?	[0.00] No
Unscored Survey	Planning & Econ Devt.	54	Does your municipality have an urban growth or containment ordinance or policy in place?	[0.00] No
Unscored Survey	Planning & Econ Devt.	55	Does your municipality currently have a development moratorium or a set of regulations that effectively create a development moratorium?	[0.00] No
Unscored Survey	Planning & Econ Devt.	56	Does your municipality currently have a ban on mobile homes?	[0.00] Yes
Unscored Survey	Planning & Econ Devt.	57	Does your municipality have any restrictions on the pace of residential development (i.e. number of units that can be added each year)?	[0.00] No
Unscored Survey	Planning & Econ Devt.	58	Inclusionary zoning ordinances require developments to provide a percentage of the residential units constructed/developed/created be set-aside and available to low- and moderate-income households. Does your municipality have an inclusionary zoning ordinance in place?	[0.00] Yes
Unscored Survey	Planning & Econ Devt.	59	Density bonuses encourage the production of affordable housing by allowing developers to build more units than would ordinarily be allowed on a site by the underlying zoning code, in exchange for a commitment to include a certain number of below-market units in the development. Do you offer a density bonus for affordable housing development?	[0.00] No

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Category	Topic	#	Description	Answer
Unscored Survey	Planning & Econ. Devt.	60	Please describe the general attitude of your residents toward additional affordable housing development (Select only one answer)	[0.00] Neutral

Current Score: 24.00 **NO Aid Withholding**

Score **Aid Withheld**
 0-7 100% of final aid
 payment withheld
 8-11 50% of final aid
 payment withheld
 12-15 25% of final aid
 payment withheld
 16+ No aid withholding

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