

Long Hill Township (Morris)

	Question	Answer	Comments
1430			
General Management			
1	Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51? This law allows the municipality and its agencies to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at: www.nj.gov/dca/lps/municipalid/pay_to_play_ordinance-contractor.doc	Yes	Dec-07
2	Did your municipality evaluate and/or enter into at least one new shared service or cooperative agreement in 2010, outside of joining cooperative purchasing system?	Yes	emergency dispatching
3	Does your municipality maintain an up-to-date municipal website containing, but not limited to: past three years adopted budgets; and the current year proposed budget including the full adopted budget for current year when approved by the governing body; most recent annual financial statements and audits; notification(s) for solicitation of Bids and RFPs; employee contact information; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	Yes	most everything - Bids & RFP's excluded - they are prosepctive
4	Does your municipality's legal counsel review procurement specifications and sign off on all major professional service contracts before the documents are signed?	Yes	most everything
5	Does your municipality have an ongoing policy cross referencing the submittal of Certificates of Occupancy from the Construction Official to the Tax Assessor?	Yes	
6	Is your municipality's computer information backed up regularly, pursuant to a written backup policy and is data stored offsite?	Yes	
7	Does your municipality require its elected officials to attend basic courses on responsibilities and obligations in local government (i.e. budgeting, policy setting, local government contracting, risk management, and compliance with the Open Public Records Act)?	No	suggested attendance
8	If your municipality assigns employees with vehicles that can be taken home after work hours, is there a written policy in place to prohibit personal use and does that policy ensure that the commuting miles are reflected in employee W-2s?	Prospective	with respect to W-2 only
9	Does your municipality sell personal property (fire trucks, road equipment, confiscated items, etc.) through an approved online auction system to broaden the market area for increased revenue?	Yes	last e-Bay in 2009; annual w/ Somerset County
10	Are ordinances codified on an annual basis and made available electronically and/or in an existing ordinance book for the public?	Yes	every 6 months
11	Has your municipality established an "Absence from Meetings Policy" for elected officials and appointed board members?	N/A	state law prevails

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Financial Standards				
1	Does your municipality's newly (within the last six months) negotiated public employee contracts refrain from increasing base salary items by more than an average of two (2%) percent annually over the aggregate amount expended in the final year of the previous contract?	N/A		latest contracts (2009) are less than 2%
2	Is there a system of checks and balances over the purchasing and disbursement functions, including payroll (e.g., the same employee who prepares the checks also reconciles the bank account would not be a proper system of checks and balances)?	Yes		even with a small staff, we manage to accomplish this.
3	Does your municipality have written procedures pertaining to cash receipts and cash disbursements including but not limited to: receiving, recording and preparing deposits for cash receipts; and processing, reviewing, and approving disbursements?	No		not written, common practice & auditor advice
4	Does management (department heads) review and approve all payroll disbursements, invoices, and purchase orders before final approval of the governing body by resolution?	Yes		payroll is approved by dept managers; purchase requisitions are entered in to the AP system then approved by the CFO
5	Are bank statements and related canceled checks and validated deposit slips, reviewed and reconciled monthly to the general ledger balances?	Yes		
6	Are contracts for services over the pay-to-play threshold of \$17,500 awarded using bids or a fair and open process?	Yes		mostly bids except for some professional services
7	Does your municipality maintain all documentation regarding bids including but not limited to: notices to potential bidders that include the plans, specifications, and contracts; documentation that the bids were properly advertised; and bid opening documentation that include the submitted bids, bid tabulation sheet, and indication of which bid was accepted?	Yes		Bid folder created when bid developed, information filed at bid opening, resolution filed when approved. Files have been audited by Div of Treasury and found in compliance
8	Does your municipality perform an audit of your utility (telephone, fax, electric meters) accounts at least once every three years to ensure that inactive accounts are cancelled?	Yes		internal reviews

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	Budget Preparation & Presentation		
1	Has your governing body reviewed the municipality's annual financial statement with particular emphasis on surplus generation and usage, tax collection rates (including the status of tax liens), and delinquent tax collection statements?	Yes	lengthy conversations on surplus and amount used in budgets
2	Did your municipality prepare a five (5) year summary showing the amount of surplus anticipated and the percentage of the budget that this represents?	Yes	10 year history
3	Does your municipal CFO or auditor evaluate your capital balances annually to review and cancel unspent funds at the closure of capital projects?	Yes	staff reviews and recommends cancellations
4	Do elected officials receive quarterly (or more frequent) reports on the status of all budget revenues and appropriations as they correspond to the annual adopted budget?	Prospective	
5	Was a budget history and projection showing three years of history prepared in a "Viewer Friendly" style for public use?	Yes	at budget hearing
	Health Insurance		
1	If your municipality does not participate in the State Health Benefits Plan (SHBP), a joint insurance fund (JIF), or a healthcare insurance fund (HIF), have competitive proposals for insurance been solicited in the last three years?	N/A	
2	If your municipality is a member of the SHBP, have you transitioned from Chapter 88 (lifelong retirement benefits & Medicare Part B payouts) to Chapter 48 (healthcare cafeteria and select cost-saving provisions for all current and future employees)? N.J.S.A. 52:14-17.38(b1) to 52:14-17.38 (b2)	Yes	awaiting final regulations
3	Does your municipality perform an annual review of health benefit covered lives in an effort to delete employees, spouses or dependents who should no longer be receiving coverage?	Yes	
4	Do your municipal firefighters receive annual heart screening in conformance with NFPA Standard 1582, Chapter 7.4-7.7?	N/A	NFPA is a standard, not law. Will be reviewing costs of program

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Personnel				
1	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to understand how your municipality's aggregate salaries have changed over a three year period?	Yes	when asked via OPRA	
2	Has your municipality, consistent with N.J.S.A. 34:13A-8.2, filed a copy of all negotiated public employee contracts with the Public Employment Relations Commission, or will your municipality bring itself into compliance by having all contracts emailed to contracts@perc.state.nj.us .	Yes		
3	Are all applicants and employees hired, promoted and retrained in accordance with established equal employment opportunity (EEO) and non-discrimination policies?	Yes		
4	Does your municipality limit health benefits to full-time (35 or more hours weekly), employees and exclude from coverage all part-time employees, elected or appointed officials?	Yes		
5	Are standardized absentee forms completed and filed for all employee absences?	Yes	records are computerized also	
6	Are formal records maintained by your Personnel Department (Human Resources office) to account for vacation and sick leave earned and taken by all employees?	Yes	records are computerized	
7	Does supervisory staff review and approve employee time and attendance reports before submitting to management?	Yes	3 step process	
8	Does your municipality limit the carry forward of accrued vacation time to no more than one year's worth of such time (meaning no employee hired after the effective date of the limitation policy can have more than two (2) years of vacation time on the books in any given year)?	Yes	carry over is limited to 3 days except with permission of Twp Adm	
9	Does the municipal governing body approve all payments of accumulated/uncompensated absence benefits?	Yes	only paid upon termination from employment	
10	Does your municipality's personnel manual include policies covering the use of municipal computers, including internet/e-mail use?	Yes		
11	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	Yes	Admin employees and DPW; police is limited	
12	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?	Prospective		

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Public Safety			
1	Does your municipality have an emergency management plan that is updated bi-annually and verified yearly through practical exercises and written reports distributed to all affected parties (police, fire, OEM, etc.) as required pursuant to L.1989, c.222, s.20?	Yes	will be updated this year as part of normal cycle
2	Is your municipality's police department accredited by the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA), or have senior officers had advanced training through professional agencies/academies?	Yes	one of the first in the state
3	Are all required hazard-use inspections and reports performed in accordance with state standards, needed-relevant information disseminated to emergency response organizations and a copy of the report sent to local fire and police agencies?	Yes	
4	Does your municipality have formal written mutual aid agreements for all emergency response organizations?	No	long standing "hand-shake" agreements between fire depts.
5	Does your municipality have a formal procedure to ensure that all park and recreation facilities are inspected/assessed periodically to determine whether proper maintenance is being done to ensure the safety of the using public?	Yes	inspected by DPW staff who are certified playground inspectors
Energy			
1	Has your municipality conducted an energy audit within the last three years to evaluate whether the energy consumption (i.e. heating, lighting, ventilation and air conditioning) of municipal facilities can be reduced?	Prospective	we have reviewed efficiencies of all buildings as part of the Direct Install program
2	If your municipality issues published or posted newsletters to its residents, did such publications promote recycling efforts and solid waste management in compliance with the storm water regulations? N.J.A.C. 7:8 et seq.	Yes	

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	Municipal/School Relations		
1	Has your municipality held or scheduled a "Joint Yearly Open Public Meeting" between the local school board(s) and the governing body to discuss community needs, shared services, and the school and municipal budgets?	Prospective budgets only at this time	
2	Do you share playing fields, recreation services, and/or equipment with the local board(s) of education?	Yes	
3	Has your municipality entered into any shared services with local board(s) of education pertaining to maintaining of fields, sharing of equipment, purchasing of gasoline, snow plowing, etc.?	Yes	
	Select	0	
	Yes	38	
	No	3	
	N/A	4	
	Prospective	5	
	Total Answered:	50	
	Score (Yes + N/A + Prospective)	47	
	Score %	94%	
	Percent Withheld	0%	
	Chief Financial Officer Completion Certification:		
	Type Name of CFO and Certification # in cells below:		
	Richard J. Sheola	73	
	<i>Richard J. Sheola</i>	Cert #	
		Date Prepared:	8/17/2011